

This Code of Conduct gives a general outline how members of the ISB community should behave. It highlights our values, specifies behaviour that is not tolerated at ISB and encourages everyone to speak up on their concerns. It is applicable to all members of the ISB community, notably to staff, students, parents, guardians, visitors, suppliers and contractors.

OUR VALUES

Respect for the Individual

We treat each other with mutual respect and trust in an atmosphere of esteem, fairness and respect of privacy. We value diversity by fostering an inclusive culture that embraces difference in all its forms. We communicate openly with each other and encourage the free exchange of views. We welcome constructive criticism. Conflicts are solved in a fair, objective, and timely manner.

Commitment to Society and Environment

We maintain high ethical and social standards in our dealings. We use our natural resources with care and protect our environment. We comply with laws and regulations. We respect the interests, the integrity and property of ISB and interact responsibly in society.

Integrity and Honesty

We commit to be candid and act reliably. We help and support each other with honesty and care. We have the courage to say no and stand by our values. We speak up when we observe or experience improper behaviour. We admit when we get it wrong.

INAPPROPRIATE BEHAVIOUR

ISB does **not** tolerate:

Discrimination based on race, nationality, language, creed, gender, age, physical or mental disability, sexual orientation, or family status.

Harassment in any form, including verbal, physical, sexual, mental or visual molestation. This encompasses any behaviour that adversely affects the dignity of others such as suggestive or derogatory remarks, sexist jokes, the display or dissemination of pornographic materials, undesired physical contact or the exploitation of a dependent relationship.

Bullying, mobbing, stalking or threat of violence

DEALING WITH INAPPROPRIATE BEHAVIOUR

ISB encourages its members not to tolerate inappropriate behaviour and to speak up.

If those affected by or witnessing misconduct are in a position to do so, they should make it clear to the person in question that they find their behaviour inappropriate and unacceptable. Alternatively, affected individuals or those witnessing misconduct shall approach a class or homeroom teacher (for students), the school principal, the Director of Operations, the Director or, in cases implicating the Director, the Chair of the Board of Directors. Management has an obligation to ensure the appropriate actions are taken when claims are raised.

People who report potential misconduct or who provide information or otherwise assist in any inquiry or investigation of inappropriate behaviour will be protected against retaliatory action.

ISB takes every single report seriously and will conduct an investigation as to whether an actual violation has taken place. Breaches of the Code of Conduct will not be tolerated and can lead to disciplinary action.