



Code of Conduct

Effective as of August 1st, 2023



INTERNATIONAL SCHOOL OF **SCHAFFHAUSEN**

At the: International School of Schaffhausen

The following Code of Conduct for teachers and employees is in force

1. No discrimination

No employee, teacher, intern, trainee or student may be discriminated against, favored, harassed or ostracized as a result of race, skin color, nationality, parentage, creed, religion, biological sex, gender identity, sexual orientation, age, physical constitution or appearance. Discrimination in the work or training place is not tolerated by the school.

2. Equal opportunities - employees

Employees have the same entitlements and are all treated equally. In particular, equality covers wages, the division of labor, education, vocational training and promotion as regulated by Swiss law. The school aims to foster an environment in which its employees are encouraged to perform and rewarded for it. The school is committed to equal opportunities for all its employees.

3. Equal opportunities - students

Students have the same entitlements and are all treated equally. In particular, equality covers the division of labor, education, vocational training and support. The school aims to foster an environment in which its students are encouraged to perform and rewarded for it. The school is committed to equal opportunities for all its students.

4. No sexual harassment or physical assault

Sexual harassment and physical assault are completely and absolutely prohibited. No one's position or role gives them the right to abuse it by pursuing personal interests of a sexual, emotional or professional nature.

All conduct of a sexual nature and other behavior based on gender that denigrates employees, teachers, interns, trainees and students is disruptive. Sexual harassment is an infringement of personal integrity and an individual's rights to privacy. Sexual harassment in the workplace or place of training is not tolerated by the school.

Sexual harassment can take the form of words, gestures and deeds. This might mean:

- Insinuating and suggestive remarks about the appearance of a person.
- Sexist comments and jokes about sexual characteristics, sexual behavior and the sexuality of women and men.
- Showing or displaying pornographic material.
- Issuing unwanted invitations with unmistakable intent.
- Unwanted bodily contact.
- Stalking in or outside the school.
- Attempting to get close in a way which involves promises of advantage or threat of disadvantage.
- Sexual assault, coercion or rape.

Sexual contact between adults and students is forbidden even if the young person expresses or appears to express readiness or willingness. This applies in equal measure to students above the legal age of consent and to adults.

Deliberate physical contact between students and staff is only allowed if it can be justified for pedagogical reasons or in the case of a medical emergency. Students have the right to forbid physical contact by adults.

5. No bullying

Bullying without a sexual element can be described as repeated emotional harassment. All validated cases of such behavior will lead to disciplinary action. The Board members, directors, principals, teachers and employees are called on to participate actively in measures to hinder and prevent bullying.

6. Complaints

Employees, teachers, interns, trainees, and students who are subjected to discrimination, unequal treatment, and sexual harassment or bullying have the right to submit a complaint. The recipients of such complaints must deal with them immediately and confidentially. For the ensuing investigation, facts must be recorded in writing; as a rule, complaints are sent to: **EBRU GUEVER**

Employees, teachers, interns, trainees and students seeking advice or lodging complaints will not be subjected to any disadvantages. The school reserves the right to take all legal steps - including sanctions, warnings, termination without notice and expulsion - in connection with discrimination, unequal treatment, and sexual harassment or bullying.

7. Reporting inappropriate conduct

Employees, teachers, interns, trainees and students who witness or hear of infringements against valid legislation or rules and regulations in force at the school or against ethical principles and values contained in this Code of Conduct are requested and required to report them in a protected process. Reports must relate to actual infringements or violations of valid rules, and not be based on hearsay or speculation. As a rule, reports of

significant misconduct or damage to the image and standing of the school are sent to:
EBCU GUEVER

Reports, whether in written or oral form, will in all cases be taken seriously and handled confidentially. Depending on the scope of the matter, employees, teachers, interns, trainees and students can turn to their colleagues, teachers or the principal as they see fit. No employee, teacher, intern, trainee or student may be harassed for «whistleblowing» or in any way subjected to personal or other disadvantages. Reports made with malicious, slanderous or abusive intent, without any basis in fact, are exempt from this rule. Abuse of the reporting channel will result in disciplinary measures including sanctions, warnings, termination without notice or expulsion.

8. Infringements and sanctions

All employees, teachers, interns, trainees, students of the school must in all circumstances follow the rules contained in this Code of Conduct as part of their employment or enrolment. Infringements against valid legislation, the rules and regulations in force at the school or against ethical principles and values contained in this Code of Conduct will be subjected to disciplinary measures including individual sanctions, warnings, termination without notice and expulsion. The right to take legal action is reserved.

This Code of Conduct is a fixed element of both the employment contract and enrolment agreement of the school

Schaffhausen, 1 August 2023

INTERNATIONAL SCHOOL OF SCHAFFHAUSEN

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