
EMPLOYEES' HANDBOOK



GREENSPRINGS SCHOOL, LAGOS

CONDITIONS OF EMPLOYMENT AND OTHER RELATED MATTERS

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SECTION ONE

1.0 CHIEF EXECUTIVE OFFICER'S MESSAGE

WELCOME TO GREENSPRINGS SCHOOL!

On behalf of the Board of Governors, I welcome you to Greensprings School and wish you every success here.

At Greensprings School, we believe each employee contributes directly to the growth and success of the school, and we hope you will take pride in being a member of our team.

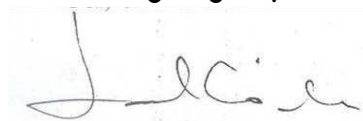
The Employees' Handbook for Greensprings School is an official school policy document that covers the professional duties and responsibilities of staff working at the school. It is important that all staff read the document in its entirety and any questions about the contents should be raised with the Head of School and the Human Resources Department.

We believe professional relationships are enhanced when all staff are aware of the culture and values of the school. This Handbook will help you understand our vision for the future of our organisation and the challenges ahead.

Please note that in addition to this Employees' Handbook which contains the general policies, teachers are also advised to familiarise themselves with departmental/role specific policies which contain academic policies while Administrative/Non-Teaching Staff should consult with their line managers for approved policies that obtain in their departments and other departments in the school.

You will be informed from time to time of any additional policies that may be introduced subsequent to this handbook.

We hope that your experience here will be challenging, enjoyable, and rewarding. Again, welcome!



Mrs. Lai Koiki
Chief Executive Officer

1.1 FOREWORD

Greensprings' history dates back to January 1985 when it started off as a Montessori school offering nursery education to children aged 2-5 years. Since then, the school has grown remarkably, and is today a leading institution offering first class education from the foundation stage to post-secondary levels. We believe that offering a continuous and progressive education from the earliest years through to the IB Diploma Programme allows for co-operation and understanding that will help to satisfy students' educational needs and give parents and students stability and continuity, removing the anguish of having to change schools periodically.

From our first campus situated in the heart of the Lagos mainland, with an initial student body of 3 pupils, Greensprings has established a state of the art campus on the Lekki Peninsula with combined student strength of over 2,000.

We have also expanded to opening a new Preschool and Elementary campus in Ikoyi, as well as a Special Education Needs (SEN) School (Anthos House) within the Lekki axis.

Also, in line with our vision for growth and expansion and the need to share best practice with others in the Educational Industry, Greensprings School established Greensprings Montessori Centre in 2015 and it was accredited by MACTE (Montessori Accreditation Council for Teacher Education) in 2017.

In 2017 Greensprings Training College (GTC) was established. This was established to provide different training opportunities for teachers and other professionals.

Greensprings has been entirely self-funding since inception. There is a Board of Governors, which oversees the work of the Director of Education and the Chief Executive Officer, as well as guiding the overall direction and strategic running of the school.

Greensprings School is a member of the Association of Private Educators of Nigeria (APEN), the Association of International Schools in Africa (AISA), Association of International School Educators of Nigeria (AISEN) – (Founding Member). In addition to being recognized locally with the necessary approval and accreditation to run as an educational establishment in Nigeria by the Lagos State Ministry of Education, Greensprings School is accredited by The Commission on International and Trans- Regional Accreditation (CITA), an agency involved in improving standards in schools across the world through the Middle States Association of Colleges and Schools in the USA.

Greensprings School (Anthony Campus) was reaccredited by CITA in August 2011 and by AI in 2015, while Lekki Campus got its first accreditation in August 2011 and was found to be an OUTSTANDING school. Everything we do must therefore be focused on improving and developing our practice even further.

Our history, short as it is, is full of achievements. We look forward with eager anticipation to the challenges posed by the educational needs of children growing up in the global village of the 21st century.

1.2 OUR VISION

To lead holistic, inclusive, innovative, world class education in Africa.

1.3 MISSION STATEMENT

Our mission is to promote lifelong learning in an open and caring atmosphere that motivates students to be confident and responsible global citizens.

As an organization, we will deliver on our promise to all stakeholders.

1.4 OUR AIM

Our aim is to lay the foundation of a life-long educational experience, which will give the individual confidence and respect that will overcome all distinctions of race, class, colour and creed.

We also wish to develop in our students, a consciousness of the needs of society and the desire to contribute positively through selfless service, putting the totality of God-given talents and acquired knowledge to the service of humanity.

1.5 OUR CORE VALUES

- a) **Child-Centeredness**
- b) **Respect**
- c) **Integrity**
- d) **Excellence**
- e) **Entrepreneurship**
- f) **Service**
- g) **Sustainability**

1.6 MANAGEMENT PHILOSOPHY

Greensprings School's management philosophy is grounded in responsibility and mutual respect. People who come to Greensprings School want to work here because we have created an environment that encourages creativity and personal growth. Greensprings School aims to become a leader in the educational sector. The mainstay of our strategy is to be goal-oriented and strive for continuous improvement in teaching and learning.

There is a conducive and productive learning environment that suits a range of abilities and learning styles. We value not only academic success, but we also encourage talents of all kinds whether in the arts, drama, music or sports. Our view is that a kind, respectful and helpful student, who has a positive attitude to school life and fellow pupils, is every bit as worthwhile as the brilliant scholar, artist or athlete.

Greensprings prides itself on the quality and breadth of its educational experience and the commitment of its remarkable mix of gifted and dedicated professionals. We are proud that our teachers are innovative, passionate and contribute effectively to the wider life of the Greensprings School community. The teachers in partnership with parents provide individual attention that every student need **"to spring up to the highest clouds above in every aspect of their lives"**.

To help achieve this objective, Greensprings School seeks to attract highly motivated individuals who want to work as a team and share in the commitment, responsibility, risk taking and discipline required to achieve our vision.

Our objective is to attract these special individuals like you to build a culture that promotes both uniqueness and motivation towards action. While we are realistic in setting goals and expectations, Greensprings School is also aggressive in pursuit of its objectives. This is premised on the fact that success will in turn enable Greensprings School to give its staff above average compensation and innovative benefits or rewards, which are key elements in helping us maintain our leadership position in the global marketplace.

SECTION TWO

2.0 THE EMPLOYMENT

2.1 NATURE OF EMPLOYMENT

The provisions of the staff manual have been developed at the discretion of management and, except for its policy of employment-at-will, may be amended or cancelled at any time, at Greensprings Schools' sole discretion.

Greensprings School, in its sole discretion, may hire, promote, transfer, assign and retain employees; supervise, discipline, and relieve employees from their duties if the need arises; determine and change hours of work, shifts, and methods of operation.

It is understood that the employees' handbook is issued to inform employees regarding Greensprings school operations and it is to be used as a guide to employees in the performance of their duties. Violations of the policies set forth in this handbook may result in disciplinary action.

This **employees' handbook** presented, governs all aspects of employment, including but not limited to selection, job assignment, compensation, discipline, termination, and access to benefits and training.



2.2 ACCEPTANCE OF THE TERMS AND CONDITIONS

A photocopy of this page should be given to the HR/Admin manager for our records.

By signing this statement, the employee acknowledges that the employees' handbook has been received, read and the employee fully understands the terms and conditions stated in this staff manual and promise to abide by the policies contained herein.

Name of Employee: _____

Position: _____

Effective Date of Employment: _____

Signature: _____

Date: _____

Line Manager: _____

Signature: _____

Date: _____

2.3 ACCEPTANCE FORM ONLINE

I have read and understood the above conditions and as the person responsible, undertake the Greensprings School on the terms and conditions enclosed in the staff handbook as attached.

Hence, I ACCEPT (<https://forms.gle/ZdSRck8tHk49UxwB7>)

2.4 EMPLOYEE RELATIONS

Greensprings School believes that the work conditions, wages, and benefits it offers its employees are competitive. If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to the various Line Managers, HR Manager or Head of School.

Our experience has shown that when employees deal openly and directly with their Line Managers, HR Manager or Head of school, the work environment can be excellent, communications can be clear, and attitudes can be positive. We guarantee that Greensprings School will amply demonstrate its commitment to employees by responding effectively to employee concerns.

In an effort to protect and maintain direct employer/employee communications, we will do all we can to protect the rights of our employees.

2.5 EQUAL EMPLOYMENT OPPORTUNITY

Greensprings School is an equal opportunity employer providing employment and advancement opportunities to all individuals, based on merit regardless of race, religion, colour, creed, national origin, gender, marital status, familial status, political belief, age, or mental/physical disability, unless such disability effectively prevents the performance of the essential duties required of the position or cannot be accommodated without undue hardship to the school.

Any employee with questions or concerns about any type of discrimination in the workplace is encouraged to bring these issues to the attention of their immediate Line Managers or the [HUMAN RESOURCES DEPARTMENT].

Employees can raise concerns and make reports without fear of reprisal.

Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

2.6 OUR EXPECTATIONS

Every employee, regardless of his/her position has general responsibilities to the organisation. These responsibilities include but are not limited to:

- i. Maintaining high standards of service and productivity.
- ii. Being punctual.
- iii. Caring for properties of Greensprings School.
- iv. Complying with all rules, regulations, policies and procedures.

- iv. Cooperating with and respecting other members of the community which includes all staff, parents and students.

2.7 BUSINESS ETHICS AND CONDUCT

The successful business operation and reputation of Greensprings School is built upon principles of fair dealing and ethical conduct of our staff. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of Greensprings School is dependent upon PARENTS' TRUST and we are dedicated to preserving that trust. Employees owe a duty to Greensprings School, its customers, and shareholders to act in ways that merit the continued trust and confidence of the public.

Greensprings School will comply with all applicable laws and regulations and expects all employees to work in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with your immediate Line Manager, Human Resource Unit or Head of School and, if necessary, the Director for advice and consultation.

Compliance with this policy of business ethics and conduct is the responsibility of all employees of Greensprings School. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including termination of employment.

SECTION THREE

3.0 MANPOWER PLANNING

The manning level for schools shall be reviewed accordingly and approved by management. Jobs in the school are graded to reflect levels of responsibility and seniority. The grading also ensures equitable remuneration for jobs in relation to jobs within the school and industry best practices.

3.1 RECRUITMENT AND SELECTION POLICY

Recruiting and selecting the right people is of paramount importance to the continued success of Greensprings School. This Recruitment and Selection Policy sets out the procedure and minimum qualification to ensure, as far as possible that the process is free from bias and discrimination and the best people are recruited on merit.

Where it is determined that a vacancy has arisen within the School, the necessary criteria required to fill the vacant post will be decided thus:

- i.) The relevant Head of Department initiates a request by picking up a position request form from HR department
- ii.) HR department will verify the need in line with the manpower plans and other relevant criteria
- iii.) Person initiating the request should get authorization from the Head of School/DDOE and the HHR for academic position and a final approval from the Chief Executive Officer
- iv.) For position in the non-academic section, the line manager will initiate the request and get authorization from the HHR and final approval from the Chief Executive Officer
- v.) The approved form is returned to HR and HR confirms the need for hiring in alignment with the manpower need before proceeding to place an advert or otherwise.

Announcement of such vacancies will be made known to all employees with an option to apply first for those that meet the minimum requirement, after which applications will be invited from external

candidates through the appropriate means, such as advertisements in the media, to fill such positions.

The necessary criteria required to fill the vacant post will be decided thus:

The selection of suitable applicants from the applications received by the HR department in line with Greensprings School minimum qualification requirement for the various job vacancies.

Teachers:

B.Ed degree or BSc/B.A PLUS NCE/PGDE/PGCE/PDE

3-5 years teaching experience

TEACHER'S REGISTRATION COUNCIL (TRCN) LICENSE

Assistant Teachers:

B.Ed degree or B.Sc/B.A PLUS NCE/PGDE/PGCE/PDE

1 to 3 years' experience

TEACHER'S REGISTRATION COUNCIL (TRCN) LICENSE

Cleaner / Cook / Drivers / Gardeners:

Personal Recommendation

High School Leaving Certificate

Relevant skills

Minimum of 2 years'

experience Health Certificate

Administrative Staff:

B.Sc / HND degree

Certifications in appropriate department 1 to 3 years' experience.

(Please note that the employment of an applicant without the above stated minimum qualifications and requirements should only proceed with the approval of the Chief Executive Officer)

- ☐ HR passes on selected applications to the Principal or Head of the relevant department for final short listing.
- ☐ The list of the shortlisted applicants is passed on to HR and a date is set for the interview.
- ☐ The interview panel for Academic/Teaching Position will consist of the Head of School, the Principal, HR and the H.O.D/Subject Coordinator.
- ☐ Interview panelists for non-academic position consist of the relevant head of department/line manager/deputy and HR.

Applicants will be required to undergo the following during the interview:

Oral/Written interview

Teaching demonstration / Skills demonstration where applicable
Inspection of original certificates

- For non-academic staff recruitment, the Head of the relevant department apart from HR is expected to sit on the interview panel for the appointment into the administrative position.
- Panel report/recommendation must be submitted to Human Resources Department for onward transmission to the Head of School and the Chief Executive Officer for approval.

3.2 APPOINTMENT

a. Letter of Appointment: The formal letter of appointment will bear the signature of the Chief Executive Officer. The letter shall require the signature of the appointee before the appointment is considered effective.

b. Job Description: On appointment, an employee shall be given a job description by the line manager, head of department or the principal. This shall specify the scope and terms of reference for the position. Job description may be reviewed periodically as deemed fit by management to reflect current needs of the organisation and trends in the industry.

Employment will be on the terms set out in the letter of appointment as well as the terms and condition of employment as contained in the employee handbook. Continued employment is subject to satisfactory references as well as satisfactory performance by the employee.

3.3 REFERENCE CHECK POLICY/OTHER BACKGROUND CHECKS

Once the selected candidate has accepted the employment offer, HR shall ensure that a Reference Check is carried out in an appropriate manner. Where the candidate has never worked before, a call would be made to the referees as provided by the candidate to verify the information and a reference is also taken from the academic institution of graduation.

A satisfactory outcome of criminal record check with the consent of the prospective employee is also mandatory. A Satisfactory medical examination by the school designated health care service provider and other necessary checks.

Feedback must be documented and placed in the candidate's file for record purpose.

3.4 ORIENTATION OF NEW EMPLOYEES

All new employees are expected to report to the HR Manager who will formally welcome them and ensure that all relevant staff registration procedures are carried out. The HR Manager or delegated member of the HR team shall thereafter introduce the new employee to the appropriate Head of Department.

Each Head of Department/Line Manager will welcome and properly orient a new employee to the department. The Head of Department will appoint an experienced staff within the department to mentor the new employee.

Details of the orientation process shall include:

- A description of where the facilities are.
- An explanation showing how the employee fits into the team, and the organisation's strategy and goals.
- Health and safety information
- Explanation of terms and conditions.
- Details of the organisation's history, services, culture and values.
- A clear outline of the job/role requirements

3.5 PROBATION PERIOD AND CONFIRMATION

New full-time employees shall undergo a mandatory probationary period of six months, at the end of which his/her suitability for the position will be determined. Any significant absence will automatically extend the probationary period by the duration of the absence.

The probationary period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance, and for the organisation to determine whether they can continue in employment.

It is to be noted that during the period of probation, the employment can be terminated by either party by giving a minimum notice period as outlined below for the different categories of staff:

Junior Staff (Support Staff):

- 2 weeks' notice or 2 weeks' salary in lieu of notice for junior staff (support staff).

Contract Staff (Academic and Non-Academic Staff):

- 2 weeks' notice or two weeks' salary in lieu of notice

Academic Staff and Administrative Staff:

- One month notice or one-month basic pay in lieu of notice

Note that resignation notice must be directed to and duly endorsed by the line managers before forwarding to the Human Resource Department

The probationary period may be extended for a maximum period of another 6 months where an employee's performance is not satisfactory. However, any employee not confirmed after one year of service may be relieved of his/her appointment.

It is to be noted that a probationary period of six months/one full academic year also applies to confirmed employees who are on promoted position or who transferred to a higher/new position within the organisation after which such employee will either be confirmed in that position or other decision as it applies to the situation may be taken.

An employee who has successfully completed his probationary period would only be confirmed upon receipt of a satisfactory medical report from the schools' approved health provider, a satisfactory reference check feedback from employees' last place of work, certificate verification that checks out, and a satisfactory Performance Appraisal Report from the HOD/Line Manager and endorsed by the Head of HR.

In the case of academic staff, it must be duly signed by the Principal, Head of School and also endorsed by the Head of HR before being reclassified to a confirmed employee status. It is to be noted that there is no salary increase attached to confirmation of appointment unless specified under your employment terms.

3.6 HIRING OF RELATIVES

The school will consider applications from relatives of members of staff but such applications will be subjected to the same recruitment and selection process [] others, in-line with EEOL - Equal Employment Opportunity Law. In addition, such relationships should be declared to avoid conflict of interest. The placement of such employee shall not be potentially prejudicial to decision making. Efforts would therefore be made to prevent relations reporting directly to one another or being in the same department and where possible separate campuses.

3.7 EMPLOYMENT APPLICATIONS

Greensprings relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, in the event that the person has been hired, termination of employment.

3.8 NON-DISCRIMINATORY POLICY

- Greensprings ensures non- discrimination or bias on employment and recruitment process.

Pre-Employment Medical checks: We ensure all necessary pre-employment checks are carried out on potential employees and also maintains strict confidentiality. Greensprings School does not discriminate or tolerate discrimination against employees or job applicants on any grounds, including HIV status. While Greensprings School recognises that there are circumstance unique to HIV infection, this policy rests on the principle that HIV infection and AIDS should be treated like any other serious condition or illness that may affect employees. It takes into account the fact that employees with HIV may live full and active lives for a number of years. The organization's commitment to maintaining a safe and healthy work environment for all employees is based on the recognition that HIV is not transmitted by casual contact

Rights of employees who are HIV-positive:

HIV-positive employees will be protected against discrimination, victimisation or harassment. Normal company disciplinary and grievance procedures shall apply equally to all employees who are found culpable, as will the provision of information and education about HIV and AIDS.

SECTION FOUR

4.0 EMPLOYMENT STATUS, TERMS AND CONDITIONS

4.1 JOB DESCRIPTIONS

Greensprings School makes every effort to create and maintain accurate job descriptions for all positions within the school.

The school maintains job descriptions to aid in orienting new employees to their jobs, identifying the requirements of each position, establishing hiring criteria, setting standards for employee performance evaluations, and establishing a basis for making reasonable accommodations for individuals with disabilities.

Teaching/Academic staff members should ask for their job descriptions from their Principals or Heads of Department while Administrative staff members should ask their Line Manager for same.

Staff should remember that job descriptions do not necessarily cover every task or duty that might be assigned, and that additional responsibilities may be assigned as necessary.

4.2 EMPLOYMENT CATEGORIES

It is the intent of Greensprings School to clarify the definitions of employment classifications so that staff understand their employment status and benefit eligibility. Each employee will belong to one of the following employment categories:

- **Regular employees** – are staff members who have been confirmed and are entitled to full benefits. They may either be in the junior or senior staff category.
- **Contract employees** – are usually support staff members who are not entitled to full benefits until the expiration of one year service after which their appointment would either be confirmed, be redeployed to department or otherwise terminated depending on their performance.
- **Part Time Employees** – such as National Youth Corps (NYSC) members, Teachers on teaching practice, Teachers on part time employment, Industrial Attachés, elective coaches, are not regarded as permanent employees of the school and as such are not entitled to full benefits

that applies to full/confirmed staff. Part time staff are only entitled to their agreed allowances as per their contract agreement.

4.3 HOURS OF WORK

Official hours of work for all categories are as follows:

Teaching staff - 7.30am- 4.30pm. Except when on after school duty.

Non-Teaching Staff - 7:30am – 4:30pm and/or in line with their core responsibilities as outlined by your line manager.

However, it might be necessary on some occasions to work beyond these hours as duty demands.

4.4 PUBLIC HOLIDAYS

Official public holidays are usually observed except where they interfere with the core responsibility of the staff or when there is need to use this period for some school activity – staff may therefore be required to work during the public holidays.

4.5 RE-DEPLOYMENT

In accordance with its operational requirements and following consultation with an employee and line manager, Greensprings School reserves the right to transfer an employee to another campus, department or section. Staff may also be required to perform other duties for which they are considered qualified or capable.

Note a notice period of at least 48 hours where possible will be given to an employee who is considered suitable for movement from one campus/position/ department to another. Refusal by an employee to accept any such movement shall be regarded as a breach of conditions of Service, for which the authority will take disciplinary action which could result in the termination of employment of such an employee.

Also, at the initiation of an employee, request for transfer or application for internal vacancy will only be honoured from employees who have been confirmed or have stayed not lesser than 6 months.

4.6 CONFLICT OF INTEREST POLICY

Greensprings School should be the primary job for employees. Should another position interfere in any way with the employees' ability to satisfactorily perform their duties in the organization, the employee will receive disciplinary action which may lead to termination of appointment.

Greensprings School should be the primary job for employees and must recuse themselves if there is a potential conflict of interest. Employees shall use their time and abilities to promote the interest of the school and will not, during the period of employment, engage in activities that might conflict directly or indirectly with the business of the school

Where a private business interferes in any way with an employee's ability to satisfactorily perform his/her duties in the organisation, such employee will receive disciplinary action up to and including termination of employment.

4.7 ACCESS TO PERSONNEL FILES

Greensprings School maintains a personnel file for each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

Personnel files are the property of the school, and access to the information they contain is restricted. Generally, only Principals, Heads of School and other Management Personnel of the School who have a legitimate reason to review information in a file are allowed to do so in the presence of HR personnel.

4.8 PERSONAL DATA CHANGES

It is the responsibility of each employee to promptly notify the school of any changes in personal data - personal mailing addresses, telephone numbers, number and names of dependants, individuals to be contacted in the event of emergency, educational accomplishments, and other such status reports should be accurate and current at all times. If any personal data has changed, the staff is expected to notify the Human Resource Unit.

4.9 CODE OF CONDUCT

The Staff Code of Conduct contains a list of guiding principles expected of member of staff while at work. These principles include:

4.9.1 ATTENDANCE AND PUNCTUALITY

To maintain a safe and productive work environment, the school expects staff to be reliable and punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other staff and on Greensprings School. In the rare cases when staff cannot avoid being late to work or are unable to work as scheduled, they should notify their line manager as soon as possible in advance of the anticipated tardiness or absence. Poor attendance and excessive tardiness are disruptive. This may lead to disciplinary action, up to and including termination of employment.

In the event that a staff is absent for more than the approved casual leave days, it is expected that such staff should set an “out of office” notification on their mails.

Members of staff are expected to be at work by 7.30am. Lateness or absence from school without authorised permission causes confusion to both administration and students and thus should be avoided.

4.9.2 PERSONAL CONDUCT

Staff members are expected to maintain a firm and cordial relationship with students, colleagues, vendors and other stakeholders/members of the school community.

4.9.3 STAFF IDENTIFICATION

All members of staff are expected to wear visibly the official identification card while on duty. Visitors' tags are also available for guests/visitors while on the premises.

4.9.4 PERSONAL APPEARANCE

Dressing, grooming, and personal cleanliness standards contribute to the morale of all staff and affect the business image the school presents to customers and visitors.

During business hours or when representing Greensprings, you are expected to present a clean, neat, and tasteful appearance. You should

dress and groom yourself according to the requirements of your position and accepted social standards.

The following personal appearance guidelines should be followed:

- ❑ Jeans, Bermudas, T-shirts, and shorts do not present appropriate professional attire except on Fridays where specific wears acceptable for dress down is communicated in the Rejoinder.
- ❑ Extremely coloured hair and extreme hairstyles, such as spiked hair and shaved heads, do not present an appropriate professional appearance; however, if there is a need for female members of staff to have a bit of colour to their hair. you may refer to page 73 for samples of acceptable hair colours.
- ❑ Offensive body odour and poor personal hygiene is not professionally acceptable.
- ❑ Facial jewellery such as eyebrow rings, nose rings, lip rings, and tongue studs, is not professionally appropriate and must not be worn during business hours or within the business premises on work days. Multiple ear piercings (more than one ring in each ear) are not professionally appropriate and must not be worn during business hours or within the business premises on work days. Also, no form of leg/ankle adornment such as leg chains/anklets are acceptable as part of professional dressing and as such same will not be allowed.

4.9.5 DRESS CODE

Members of staff are required to be presentable in smart office wear all through the working week. However, members of staff are allowed to dress down on Fridays and public holidays wearing smart native wears and Jeans.

Professionalism and Decency should be the watchword in choosing what we wear. Sleeveless tops or dresses higher than 3 inches from the shoulder blade must be worn with a jacket over it.

No skimpy dresses allowed and dresses and skirts should not be above the knee length. Cleavage revealing tops and dresses are not allowed.

Female employees who want to wear a head cover must wear one that does not extend over the shoulders and must adhere strictly to the colour code (Black, Navy Blue, or Wine) and head cover specifications. you may refer to page 74 for acceptable samples.

PE staff should wear the appropriate sportswear for their activities only during their lessons; they should arrive at school and leave in smart office wear. There may be occasions such as sports activities, field trips or clubs where less formal attire is appropriate.

All employees must be smartly and professionally dressed and well-groomed at all times except on days where they are allowed to dress down as mentioned in previous clause.

4.9.6 PERFORMANCE

A very high standard of commitment, dedication and performance is expected from all members of staff for a smooth and successful running of the school.

4.10 EMPLOYMENT TERMINATION FOR CONFIRMED STAFF

1. **Notice Period for Academic Staff:** A minimum of two months' notice period **or payment of two months basic pay in lieu of notice of disengagement is required.** In view of this, academic staff whose appointment will be terminated by the organization for non-disciplinary reasons will also be given two months' notice of intent of termination or be paid two months basic salary in lieu of notice by the organisation.
2. **Notice Period for Senior Non-Academic Staff (Admin staff):** An administrative non-academic staff is also expected to give a minimum of two months' notice period of intent of resignation or pay to the organisation two months' basic pay in lieu of notice and vice versa as long as the reason for disengagement by the employee is not related to disciplinary issues.

Notice period for contract staff either academic or non-academic is 2 weeks' notice or 2 weeks' salary in lieu of notice.

Notice period for confirmed member of support staff shall be one month's notice or one month's basic salary in lieu of notice, same applies to a support staff whose appointment is being terminated by the organization for non-disciplinary reason(s).

Note that the notice period of management staff and expatriate remains as per the terms of agreement in their contract.

However, resignation notice must be directed to and duly endorsed by the line managers before forwarding to the Human Resource Department.

Terminal Leave

Members of staff (applies particularly to non-academic staff) who have unused leave days at the point of resignation are entitled to use the outstanding leave days to defray part or all (depending on the number of unused leave days vs number of days for notice period) of their notice period.

Where the unused leave days is not sufficient to defray the entire notice period, the employee will either see out the remaining notice period days or pay basic salary for the remaining period as payment in lieu of notice.

A member of staff who resigns without giving notice and fails to pay to the organisation the amount due in lieu of notice and any other form of financial obligation owed to the organisation will be liable to a breach of contract and may be subject to litigation.

In the event of employment termination by the employer for disciplinary reasons, the termination of such employee's appointment may be without notice, but such employee will receive his/her salary up until the last working day but may not receive terminal benefits due. Such disciplinary reasons may include but not limited to:

- Failure or inability of a staff member to discharge his/her duty satisfactorily.
- Habitual late coming to duty or persistent absence from work with or without permission.
- Receipt of formal/written warning two times and a disciplinary Probation
- Corrupt practice of any form.
- After the outcome of an investigation when on suspension
- Misrepresentation as to qualification at the time of applying for employment.
- Health Reason where the management feels the employee is not medically fit to carry out his/her assigned duty.
- General downsizing in staff strength.
- Violation of any of the School's policy

- Gift soliciting from parents, students or vendors
 - Failure to declare gift items with value exceeding Fifty Thousand Naira (#50,000.00)
 - At the discretion of Management without disclosing or assigning any reason
3. **Summary Dismissal:** for grievous offences which are unacceptable, in which case no notice is also required.

In addition, the employee will forfeit his/her entitlements apart from the salary/wages due.

Note: Staff on suspension for acts of gross misconduct or those dismissed or who have their appointment terminated for same reason may not be allowed to gain entry into the school premises unless prior approval has been granted or on invitation by the school. However, such staff must be escorted by security personnel. In view of this, HR should notify security of dismissed or suspended staff.

Disengagement by the employer due to restructuring in which case the employer is expected to pay all entitlements due to the employee.

4. **Force Majeure:** In the event of a pandemic that can lead to frustration of contract, neither party will be liable to the other party for failure to perform its respective obligations, if such failure is as a result of but not limited to the following:
- Unforeseeable and irresistible event, act of nature (including fire, flood, earthquake, storm, hurricane, epidemic or other natural disaster)
 - Any act of war (whether declared or not), invasion, revolution, insurrection, terrorism, or any other acts of a similar nature or force provided that such acts arise from causes beyond the control and without the fault or negligence of the invoking Party.

The defaulting party (either employer or employee) will be required to notify as soon as possible after the occurrence of the *Force Majeure* event, the other party. Details of the impact of the *Force Majeure* act and how it frustrates the ability of defaulting party to perform its obligation must also be contained in the letter of notification.

4.11 RETIREMENT

Statutorily: The mandatory retirement age for every employee shall be 60 years of age. However, the retirement for academic staff will now be 65 years in line with the new retirement age approved for teachers by the Federal Government.

There is also provision for voluntary retirement by the employee from the age of 50. However, such retirement will be recognized at the end of the academic year. The management shall give a minimum of 1 year notice and advise such employee on preparation for retirement.

If the employee initiates the retirement voluntarily at the age of 50, a minimum of six months' notice period of early retirement is also expected to be given by the employee.

The School reserves the right to re-appoint retired staff members on a contract basis for fixed periods as mutually agreed but not exceeding five years.

Early Retirement: This is initiated by the employer and it applies to employees who have been confirmed unfit (by an authorized medical Doctor) due to ill health or other causes and unable to carry out their duties for a maximum period of 6 months.

If the incapacitation is confirmed to be as a result of injury sustained in the line of duty, then the period for which a compulsory retirement will be effective shall be after a maximum period of one year of being unable to carry out his/her duties.

4.12 WORK REFERENCE

This section outlines the organization's stance on current employees providing work references for former employees.

The Human Resources Department is best positioned to handle reference requests in a manner that respects the confidentiality and privacy of our current and former employees and as such; all official references (employer reference checks) must be channeled through the Human Resources Department.

In the event that a reference request is received by a current employee for a former colleague, it is the employee's responsibility to promptly redirect the inquiry to the Human Resources Department. This process ensures a standardized and equitable reference process and safeguards the accuracy and fairness of the references provided.

In an event where an employee is found acting against this policy, such individuals will be subject to disciplinary actions

SECTION FIVE

5.0 EMPLOYEE CONDUCT & DISCIPLINARY ACTION

5.1 EMPLOYEE CONDUCT AND WORK RULES

To ensure orderly operations and provide the best possible work environment, Greensprings School expects staff to follow rules of conduct that will protect the interests and safety of all staff and the school. Married couples shall not be allowed to work in the same department on the same campus.

It is not possible to list all the forms of behaviour that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment up to non-payment of entitlement (**for those who meet the revised gratuity requirement**).

1. **Striking of a Child:** Striking of a Child: Our zero-tolerance policy on any form of physical, verbal, emotional abuse reflects our unwavering commitment to maintaining a secure and respectful learning atmosphere. This policy means that any act of abuse towards a child, especially striking of a child regardless of its severity or context, will not be tolerated under any circumstances. It applies to all members of our school community, including academic, administrative, support staff and contracts/external facilitators.

Physical abuse refers to any act that inflicts physical harm or discomfort on a child. This can include but is not limited to hitting, slapping, pushing, kicking, or any other form of physical violence. We firmly believe that every child deserves to be treated with dignity and respect, and any violation of this principle will lead to termination or summary dismissal. **"NEVER STRIKE A CHILD"**. Kindly refer to the Child Protection policy document for further clarification.

2. Theft, inappropriate removal or unauthorized possession of school's property.
3. Working under the influence of alcohol or illegal drugs.
4. Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment.

5. Fighting or threatening violence; boisterous or disruptive activity in the school.
6. Negligence or improper conduct leading to damage of employer-owned or parent or pupil-owned property.
7. Insubordination or other disrespectful conduct. Violation of safety or health rules.
8. Sexual or other unlawful or unwelcome harassment.
9. Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace.
10. Excessive absenteeism or any absence without notice.
11. Unauthorized use of telephones, mail system, or other employer-owned equipment.
12. Unauthorized disclosure of business "secrets" or confidential information.
13. Unsatisfactory performance or conduct. Persistent/habitual lateness to work.
14. Persistent failure to meet deadlines. Failure to carry out duties professionally.
15. Falsification of records.
16. Non-compliance with internal posting or transfer. Making derogatory remarks about the organisation.
17. Engaging in the delivery of private paid lessons to students in the school and of the school.
18. Engaging in corrupt practises, bribery or any form of extortion of money from parents, students and suppliers of goods.
19. Dishonest conduct in relation to examination either internal or external
20. Issues bothering on integrity of the employee
21. Engaging in private commercial activity or using school's equipment for such.
22. Illicit and indecent relations amongst members of staff (including illicit relations with students.
23. Gift soliciting from parents, students or vendors.
24. Misappropriation of institutional or any funds allocated for a specific purpose.

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25. Refusal to carry out lawful assignments as instructed by your line manager/superior officer.
 26. Any other act or behaviour which can tarnish the good image of the organisation.

5.2 NON-DISCLOSURE POLICY:

The objective of this policy is to create a bond of trust and confidentiality between Greensprings School and all members of the Greensprings community.

The school authority will not condone acts associated with breach of confidence on issues that could have negative effect on the image of the school.

In view of this, all employees including ex-employees are required to maintain strict confidence and not disclose any confidential information received from employer or via its employment obligations to any third party or use the confidential information for his/her own or any others party benefit, except in furtherance of obligations to Greensprings School.

Confidential Information includes all data - personal information, material, knowledge and information (verbal, electronic, written or any other form) concerning members of the Greensprings Community - investors, customers (Parents and Students), suppliers, consultants, vendors and other stakeholders. It also includes other concepts, ideas or information involving or related to the business which, if misused or disclosed, could adversely affect our business and image as a school.

In consideration of employee's commencement of employment, or continued employment with Greensprings School, the following applies:

1. Employee shall limit access to Confidential Information to individuals on a strictly need-to-know basis, involving only those who are carrying out duties related to the Greensprings School and her business.
2. All repositories of information containing or in any way relating to Confidential Information is considered property of Greensprings School. The removal of Confidential Information from the Company's premises or platforms e.g. Student Information Management System (SIMS) or the Virtual Learning Environment (VLE) is prohibited unless prior written consent is provided by the

Company. All such items made, compiled or used by the employee shall be delivered/submitted to the Employer upon termination of employment or at any other time at the request of the employer – Greensprings School.

3. All employees understand and agree that if the use or disclosure of Confidential Information by them or any affiliate, employee or representative of the employee causes damage, loss, cost or expense to the Company, the employee shall be held responsible and shall indemnify the Company.
4. The Employee understands and agrees that the use or disclosure of Confidential Information could cause the school irreparable harm and the school has the right to pursue legal action beyond remedies of a monetary nature in the form of injunctive or equitable relief. This may be in addition to any other remedy, penalty or claim the law can provide.
5. Employee agrees not to use or disclose Confidential Information for their own personal benefit or the benefit of any other person, corporation or entity other than Greensprings School during the employee's employment with the company or any time thereafter.
6. Employee understands that the use or disclosure of any Confidential Information may be cause for legal action.

5.3 GIFT SOLICITING

No staff member shall solicit for or receive gifts at any time (cash or kind) from parents, students or vendors. Gifts may be accepted only during the festive periods and Staff Appreciation Day.

However, gifts items with value exceeding Fifty Thousand Naira (#50,000.00) **must** be declared to your line managers/Principals.

Please note that cash gifts are strictly prohibited to members of staff.

SECTION SIX

6.0 STAFF DISCIPLINARY MEASURES

6.1 DISCIPLINARY POLICY

The purpose of this policy is to state Greensprings School's position on administering equitable and consistent discipline for unsatisfactory conduct in the workplace.

Greensprings School own best interest lies in ensuring fair treatment of all staff and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent reoccurrence, and prepare the employee for satisfactory service in the future.

Although employment with Greensprings School is based on mutual consent and both the employee and Greensprings School have the right to terminate employment at will, with or without cause or advance notice, Greensprings School may use progressive discipline at its discretion.

Disciplinary action may call for any of these four steps – verbal warning, written warning, suspension without pay, or termination of employment – depending on the severity of the problem and the number of occurrences per academic year. There may be circumstances when one or more steps are bypassed.

Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed: a first offense may call for a verbal warning; a next offense may be followed by a written warning; another offense may lead to a suspension; and, still another offense may then lead to termination of employment.

Greensprings School recognizes that there are certain types of employee problems that are serious enough to justify either a suspension, or, in extreme situations, termination of employment, without going through the usual progressive discipline steps.

While it is impossible to list every type of behaviour that may be deemed a serious offence, the Employee Conduct and Work Rules policy includes examples of problems that may result in immediate suspension or termination of employment. However, the problems

listed are not all necessarily serious offences but may be examples of unsatisfactory conduct that will trigger progressive discipline.

By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and the school. An employee who commits an offence or an act of misconduct or violates any of the school policies may be subject to a disciplinary action.

The next stage will depend on the situation and may include (but not limited to) either of the following:

- ☐ Counselling
- ☐ Disciplinary probation
- ☐ Suspension
- ☐ Withdrawal of service
- ☐ Dismissal (depending on the seriousness of the offence) committed.

Note that an act classified as act of gross misconduct and confirmed to have been committed will lead to immediate termination of appointment/dismissal without following the above process and such termination may also result in non-payment of entitlement (for those who meet the revised gratuity requirement).

Also note in cases of serious act of misconduct or allegations of an offence or professional misconduct, such offence may be investigated by a Disciplinary Committee (DC) who will make a recommendation as a result of its findings to the Management. Management shall decide on the mode of sanctions.

Although a written warning is generally issued to an employee after a verbal warning had been given, in some cases circumstance surrounding the offence will justify giving the employee a written warning without prior verbal warning.

A formal/written warning is issued by the direct line manager or HOD to an employee for an offence or any form of misconduct if after being given a verbal warning the staff member does not still meet up with the standard expected of him/her. A copy of this warning is then kept in the employees' personal file.

Note that HR must be copied when queries/warnings are issued to staff.

An employee that gets two written warnings in a term may lead to being placed on disciplinary probation, suspension without pay or otherwise termination of appointment depending on the gravity of offence committed after the second warning.

6.2 DISCIPLINARY PROBATION

This is a period imposed by the management upon a staff member who does not respond to verbal or written warning. The terms of the probation includes the expectation from the staff at this period and the consequences of the failure to attain the expected standard.

During this period, the performance/professional attitude of the staff member is monitored closely and any staff member whose performance/ attitude does not improve during this period will have his/her appointment terminated without notice. A staff on disciplinary probation would normally not have his/her salary increased during the period of salary review.

6.3 SUSPENSION

Suspension without pay can be imposed on an employee for gross misconduct, unprofessional behaviour, dishonesty, or violation of any of the school's policy.

An employee can also be placed on suspension without pay while an investigation is being carried out until the investigation is concluded.

Suspension may follow a formal warning or a staff could be suspended without any prior formal or verbal warning depending on the gravity of the offence committed. A member of the SMT (Senior Management Team) may recommend an employee for suspension. A staff member on suspension is expected to hand over any school property with him/her to the HR Department. Suspension is usually confirmed to the staff member in writing, stating the length of the suspension.

It is to be noted that during the period of suspension, the employee would not be entitled to a salary.

6.4 STAFF GRIEVANCE PROCEDURE

A grievance procedure is a means of internal dispute resolution by which an employee may have his or her grievances addressed. This includes procedures for filing and resolving grievances.

Greensprings School grievance procedure encourages fairness and transparency in dealing with cases of aggrieved employees. Below is Greensprings school grievance process:

- An aggrieved employee reports his/ her case first to the direct supervisor, if, unresolved it should be escalated to the next level supervisor.
- If employee is unsatisfied after escalating issue to the next level supervisor
- The employee takes his/her grievance to HR
- HR receives, registers and acknowledges the grievance.
- HR evaluates and Investigates issue
- Develops resolution with the complainant.
- If complainant accepts resolution, then the agreed solution is implemented and the case is closed and resolution documented. ○ If complainant does not accept the resolution, then it is escalated to an adhoc grievance committee.
- Grievance committee meets to look into the issues and give a feedback.
- If resolution is not reached, it further goes to the CEO for final resolution.

SECTION SEVEN

7.0 COMPENSATION AND BENEFITS

The compensation administration program at Greensprings School was created to achieve consistent compensation and benefits practice, comply with federal and state laws, mirror our commitment to Equal Employment Opportunity, and offer competitive salaries within our labour market.

Recruiting and retaining talented staff is critical to our success, the school is committed to paying staff equitable wages that reflect the requirements and responsibilities of their positions and are comparable to what obtains in the industry.

7.1 SALARY ADMINISTRATION

The school will endeavour to promote, develop and foster a sound system of salary administration.

The main objectives are:

- a. To be, and remain competitive
- b. To provide compensation and benefits adequate to retain and reward well- qualified personnel at all levels of responsibility.
- c. To encourage and reward staff members and to motivate such personnel by a system which reflects individual effort and performance towards the success of the school.

7.2 PAY DAY & SALARIES

Salaries are paid in arrears on a monthly basis. Each member of staff is entitled to a salary for each month for work done. Each Employee is paid salary which must be taxed under the existing tax laws of the Federal Republic of Nigeria.

Also, deductions stated below applies:

- Employee contribution to the National Pension Fund
- Employee contribution to National Housing Fund (voluntary)
- Other statutory deductions stipulated by either the Federal or State Government
- Welfare deduction (voluntary)

- Any other amount authorized by staff and agreed to by the School

7.3 ENTRY SALARIES

New employees with little or no work experience are placed on the entry level salaries, however candidates with more years of experience may be offered salaries based on their years of experience, skills and other relevant factors. Such employees will be placed between the minimum and maximum hiring rate of their appropriate grades.

7.4 SALARY REVIEW

Management reserves the right to review salaries as deemed necessary. This shall be subject to increased productivity/performance and availability of funds. The percentage increment shall be determined by the "Board of Governors" based on available economic indicator and approved budgetary guidelines.

7.5 MERIT PAY

- Merit payment shall be on performance reviews of staff members by the appropriate line managers.
- Each staff member's job performance shall be reviewed periodically by the HOD/Line Manager and report/feedback of the review shall become a part of the employee's personnel records.

SECTION EIGHT

8.0 EMPLOYEE BENEFITS

Staff at Greensprings School are provided with a wide range of benefits. Benefits eligibility is dependent upon a variety of factors, including employee classification. The following benefit programs are available to eligible staff

8.1 PERSONAL LOAN

The school does not grant personal loans to staff members. All confirmed staff can apply for loan through the school's designated Bank. However, the amount to be granted is subject to the approval of the Bank and only staff with current account can apply for loan.

8.2 PENSION SCHEME

Greensprings shall abide with the new pension reforms. At the end of every month it shall remit 18% of the total sum of an employee's housing, transport and basic allowances to his/her Pension Fund Administrator (PFA). 8% of the above sum shall be contributed by the employee while the balance of 10% shall be funded by the employer. Under the new Pension Reforms act 2014, no employee would be able to access his/her pension fund (savings) except he/she attains retirement or attains the age of 50.

8.3 GRATUITY SCHEME

Based on the Pension Reform Act, 2004, the right to gratuity has been abolished. Under the Act, the only groups of workers who have unequivocal entitlement to gratuity are the groups exempted from the Act. The categories of workers exempted by Section 291 of the Constitution are judicial officers as defined by Section 292 of the Constitution.

In view of this, the express provision for gratuity for local staff has been repealed. However, management has decided that only members of staff who as of August 31st 2014 have completed 5 years of continuous service and above in the service of the organization will receive full gratuity payment upon leaving the services of the organisation as long as they do not have confirmed issues of gross misconduct at the time of exit.

The gratuity payment is calculated as the number of years spent by the employee multiplied by his/her monthly basic salary as at the year of closure of gratuity which is 2014.

Such payment will however be made within 3-6 months from the date of the submission of final clearance.

8.4 GROUP LIFE INSURANCE

Note that apart from the pension's contributory scheme, the school also contributes to the Group Life Insurance on behalf of its staff whose dependants are eligible to make claims in the event of death of such staff while in the active employment of the School.

8.5 HEALTH BENEFITS

The School provides a healthcare scheme to all employees. These services are provided by the School's approved Health Maintenance Organisation (HMO) through the participating hospitals.

The health insurance shall cover 3 dependants (spouse and/or children with birth certificate of the children presented alongside the enrolment form) for members of staff while it also allows employee who indicate interest in either upgrading to a higher plan or having additional dependants added in addition to that already covered by the school (not more than 5), however the additional cost of upgrading/adding dependants is borne by such employee. The organization pays the premium upfront on behalf of the employee and the employee is expected to provide a payment plan which must not exceed July 31st of the school year.

Also, discretionary medical expenses coverage/reimbursement outside of the regular HMO is subject to the Chief Executive Officer's approval.

8.6 CHILDREN'S TUITION

Children (up to a maximum of two) of members of staff are granted 85% discount on tuition fee and registration fee. Where a member of staff already has more than two children, 55% tuition is paid for the third child while remaining children will not enjoy any discount.

- Application for admission should be supported by a Birth Certificate.

- Declaration of Age Certificate or Affidavit is not acceptable in lieu of birth certificate.

Please note that staff discount on tuition and registration fee applies at the point of employment to all full-time staff members and for staff whose spouses are also member of staff; the benefits applies to both treated as one and not to be claimed as individual staff.

8.7 RESPONSIBILITY ALLOWANCE

Some members of staff by the nature of the extra responsibility assigned to them are allocated responsibility allowance.

8.8 NON-ACCIDENT BONUS TO DRIVERS

An accident-free bonus (sum to be determined) shall be paid annually to any vehicle driver of the school who qualifies for it. Drivers will only be entitled to this bonus where the cost of major repairs on assigned car is zero.

This will be paid after an assessment of the driver's vehicle and a report with recommendation by the Transport Manager.

8.9 LONG SERVICE AWARD

Greenspring School celebrates the tenure of employees who have worked with the organization for a considerable amount of time. The organization aims to acknowledge long service, providing staff with recognition and thanks for their continued support and commitment to the Greensprings School.

It includes commemorating service milestones at different phases of the employee life cycle (5, 10, 20 years, etc.).

The school recognizes and appreciates long-serving employees for:

- Ensuring employee retention
- Promoting sustained individual contributions to school growth and professional development.
- Increasing and retaining employee loyalty
- Driving employee engagement and satisfaction

Minimum Criteria:

- Employees who have attained a milestone year in Greensprings School will be eligible for a long service award.
- Employee must attain a particular milestone year by 31st August of the award year to be eligible.
- Where an employee is subject to a disciplinary procedure at the time that the long-service requirement is met, the award will be deferred until the resolution of the disciplinary matter and made at the discretion of the management.

SECTION NINE

9.0 LEAVE ADMINISTRATION

Each employee is entitled to a period of leave with pay during the school holidays in each academic year as stated in the letter of appointment. The duration of the leave shall be as per contract or as agreed by the School Authority. For Support/domestic staff, the duration of leave will be determined by their line manager. Note that all staff planning to travel out of Lagos or out of the country during the holidays should notify their line managers for authorisation and if granted contact details should be made available.

Note that only confirmed members of staff who have spent up to a full year in the organization are eligible to go on paid annual leave.

However, there may be an exception to this, as agreed between the line manager and the employee with the involvement of HR, in which case such leave taken before the full one year period will be prorated and deducted from the employee's annual leave.

Non-Academic staff provides skeletal services during school holidays and as such the school will not be shut down completely, however it is expected that members of each of these departments proceed on annual leave in turns.

An application for leave followed by the line manager's approval is required before proceeding on leave. A leave roster is also required to be submitted to HR department and the line manager.

For non-academic staff members, Line managers are responsible for ensuring team members use up their leave days within an academic year as carry over of unused leave days from one academic year to another is not allowed. Where such must happen due to work demands; employees must use up the surplus leave days on or before November 30th of the year under consideration. Whilst we acknowledge peculiarities of job functions of members of staff in some departments may not give room for all the staff in such departments to be able to go away on leave during the summer break in particular, line managers must ensure that affected staff/ team members utilize such leave days at other times within the academic year under review.

Find below the categories of staff and their approved leave period.

Junior / Support Staff: A total of 20 working days in an academic year broken down as follows: ○ 12 working days during the summer vacation

- 4 working days at Easter ○ 4 working days at Christmas

Administrative Staff / Middle Managers: A total of 22 working days in an academic year broken down as follows: ○ 15 working days during the summer vacation ○ 3 working days at Easter ○ 4 working days at Christmas

Senior Management: A total of 30 working days in an academic year broken down as follows: ○ 20 working days during the summer break ○ 5 working days at Easter

- 5 working days at Christmas

Note that the breakdown may be rearranged as agreed between employee and line manager as the job function requires. However, the timing of leave should also be agreed with employee's manager in line with the operational requirements of the organization.

9.1 LEAVE RECALL

The organization reserves the right to recall any employee from a leave period as the operations requires and the remainder of such leave will be enjoyed at a later date as agreed upon between the employee and the line manager.

However, extra days off may be granted to administrative and support staff as compensation for work performed during school holidays. It is important to note that the work schedules of administrative and support staff may not always align precisely with the school calendar but will be determined through mutual agreement between employees and their respective line managers.

9.2 MATERNITY LEAVE

All female employees shall be granted maternity leave of 3 months (6 weeks before and the remaining 6 weeks after delivery). However, the following apply:

- Confirmed female employees shall receive full pay during the maternity leave period

- Unconfirmed female employees who have spent 6 months and above but less than one year will be entitled to half pay during the period of maternity leave.

The employee requesting maternity leave must provide in writing to the school, a letter applying for maternity leave, 2 months/8weeks in advance before the expected date of delivery (EDD) to aid proper planning towards the period of absence, accompanied by a signed medical certificate attesting to the date envisaged.

Please note that management should be informed as soon as pregnancy is confirmed so as to help with proper planning arrangement for the session.

All female employees who have fulfilled the above conditions shall be entitled to receive their emoluments during the period considered as paid maternity leave.

Note that any employee whose maternity leave falls within any of the holiday period, such would be counted as part of the maternity leave. In addition, employees will not be granted full paid maternity leave until two years following the previous paid maternity leave. This means members of staff who have to proceed for maternity leave lesser than 2 years to an initial one will only be entitled to 50% pay for the period of such maternity leave.

HR must also be informed of the birth as soon as possible to aid proper/accurate documentation of maternity leave details.

9.3 PATERNITY LEAVE

Male members of staff whose wife deliver of a baby will be entitled to 5 working days for paternity leave and the leave application must come in 2 weeks before the Expected Date of Delivery of the staff's wife. Also, in the case of adoption; the male member of staff will be required to provide all necessary documentation before the same is granted. The objective of the paternity leave is to aid bonding between father and child and emotional support for mother.

9.4 NURSING MOTHER

There is provision that allows nursing mothers half an hour twice a day during working hours to nurse her child.

9.5 ADOPTION LEAVE

In the case of an adoption of a baby/child by an employee (female), a 6 week leave would be approved by management to allow for a period of bonding between mother and child.

Relevant documents to confirm proof of adoption must be attached to application for leave.

Note that the organization should be notified of the intent to adopt by an employee to prepare towards manpower planning when the employee goes on leave.

9.6 COMPLICATIONS

If the employee or the child suffers from complications preventing the return to work at the end of the maternity leave, the employee will have to forward a medical certificate to the school. The employee may be entitled to an extension of her maternity leave, on terms to be determined by the School Management.

9.7 RETURN TO WORK

The employee who does not present herself to work at least two working days after the expiration of the leave period without any information to the school authority would be deemed to have resigned her appointment.

9.8 MISCARRIAGE

a) In the event of a miscarriage, the employee's spouse or close relative must send to the school a notice accompanied by a medical certificate attesting the miscarriage as soon as possible

b) When the imminent danger of miscarriage requires an employee to stop work, the employee is entitled to a special maternity leave for the duration prescribed by the medical certificate on terms to be determined by management.

c) In the event of a miscarriage, the employee would be given a maximum of 20 working days leave, same as for the loss of a child after birth.

9.9 SICK LEAVE

- An employee absent from work on account of illness shall be required to provide an appropriate certificate of illness from a

qualified doctor within 2 working days. Failure to provide this may result in the loss of pay for the days not accounted for.

- Employees are entitled to a total of 7 working days sick leave in an academic year.
- The school reserves the right to impose financial penalties should this limit be exceeded.
- Where an employee requires an extended off-sick period, approval of sick leave will be at management's discretion.

9.10 CONDITIONS

- i. The employee must present a medical certificate signed by a qualified medical practitioner.
- ii. Sick leave on the above basis will be granted only when there is an expectation that the staff will return to work. Where a medical report advises retirement, this would take place within a short time.
- iii. The school reserves the right to require examination of an employee on extended sick leave by a medical doctor nominated by the school.
- iv. Period of absence on sick leave supported by a medical doctor's certificate which exceeds four continuous weeks or six weeks in all in any one calendar year shall not qualify as service when calculating the employee's years of service, except where such sick leave is as a result of hospitalization/surgical operations.
- v. The employee shall be entitled to the following remuneration in the period of approved extended sick leave

Length of Service	Full Pay	Half Pay
6 months to 12 months	First 1 month	Next 1 month
Above 12 months to 2 years	First 2 months	Next 1 month
Above 2 years to 5 years	First 2 months	Next 2 months
Above 5 years	First 3 months	Next 3 months

If incapacitation continues after payment for the period of approved extended sick leave, the employee may be advised to resign as a result of ill health or payment stopped for the period not covered by the approved extended sick leave.

9.11 COMPASSIONATE LEAVE

Compassionate leave for the death of a spouse has been reviewed to a maximum of 21 working days, whilst that of the loss of a child has been reviewed to 10 working days, and for the death of a parent, a maximum of 5 working days which is advisable to be used towards the preparation of burial.

Any additional days required shall be subject to management's approval and such approval may be without pay or be deducted from the employees annual leave.

All other issues related to compassionate leave remains as status quo.

9.12 CASUAL LEAVE

There is provision for 5 working days casual leave within the school academic year, however note that application for casual leave is subject to approval by management and should not be considered as automatic or seen as an entitlement.

Casual leave may be granted for other exigencies. In the event that more days are needed by staff, the extra days taken may be deducted from the employee's salary or annual leave/whichever is applicable.

Request for leave outside of the approved school holiday will follow the process outlined below:

- (a) Pick a leave request form from HR department
- (b) Attach evidence of purpose of leave request if available
- (c) Get authorization for leave from the office of the HR
- (d) Followed by approval on the form from the principal of your sections or your line manager for administrative staff.
- (e) Submit same to HR department and get a formal response from HR department before proceeding on such leave.

9.13 STUDY LEAVE

Granting of study leave is not automatic but at management's discretion and this should not exceed two academic years, however such employee must provide along with his/her application for study leave document showing proof of program of study, the relevance of study leave to his/career path and its benefit to his/her schedule of duty. Also, the employee will be required to give at least two months'

notice period or payment of two months basic pay in lieu of notice , except where such study leave is at the initiation of the School.

Also, such study leave initiated by the employee shall be without pay upon approval. However, return to former position or any other position is not automatic but subject to availability of space.

In the instance that the school sends an employee on study leave relevant to his/her career path, such employee's position will be replaced temporarily until his /her return. This form of study leave shall be with pay.

In view of this, any other application for leave of/or absence from work during term must be made in writing to the Principals/ Head of School / line managers through the Human Resources Department and should not be regarded as an automatic entitlement.

9.14 EXAM LEAVE

Greensprings School believes in providing opportunities to confirmed staff who want to further their education or sit for professional examinations as a learning organization and a Thinking School.

It is advisable that application for examination leave should reach the principal/line manager/HR at least two weeks before the examination date. The Examination time- table must also be attached.

If the examination leave is approved by your principal/line manager as being relevant to the organization or your role, you will be granted paid examination leave for specific examination dates. You will be allowed to take up to seven (7) working days exam leave in any school year.

9.15 PUBLIC HOLIDAYS

Official public holidays are usually observed except where it interferes with the core responsibility of the employee. Employees may therefore be required to work during the public holidays.

SECTION TEN

11.0 WORK CONDITIONS 11.1 USE OF PHONE AND MAIL SYSTEMS

Personal use of the school's telephone for both local and long-distance calls is not permitted. Staff should exercise discretion when making local official calls. The use of the school paid postage for personal correspondence is not permitted.

11.2 SMOKING

In keeping with Greensprings School intent to provide a safe and healthy work environment, smoking is prohibited throughout the workplace. This policy applies equally to all employees, pupils, and visitors.

11.3 USE OF EQUIPMENT

Equipment essential in accomplishing job duties is often expensive and may be difficult to replace. When using property, staffs are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Please notify the supervisor if any equipment, machines, or tools appear to be damaged, defective, or in need of repairs. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to the employee or others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment used on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in disciplinary action, up to and including termination of employment.

11.4 BUSINESS TRAVEL EXPENSES

The school will reimburse staff for reasonable business travel expenses incurred in line with approved amount as captured in the Internal Control's department SOP while on assignments away from the normal work location. All business travel must be approved in advance by the immediate supervisor.

Employee whose travel plans have been approved should make all travel arrangements early. When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by the school. Staff are expected to limit expenses to reasonable amounts.

Details of business travel expenses/categories can be obtained from standard operating procedural manual in the Internal Control department.

Expenses that generally will be reimbursed include the following:

- Airfare or train fare for travel in coach or economy class or the lowest available fare.
- Car rental fees, only for compact or mid-sized cars. ○ Fares for shuttle or airport bus service, where available; costs of public transportation for other ground travel.
- Taxi fares, only when there is no less expensive alternative.
- Mileage costs for use of personal cars, only when less expensive transportation is not available.
- Cost of standard accommodations in low to mid-priced hotels, motels, or similar lodgings.
- Cost of meals, not more lavish than would be eaten at the employee's own expense.
- Charges for telephone calls, and similar services required for business purposes.
- (Personal entertainment and personal care items are not reimbursable.)

Employees are encouraged to use their cellular telephone or calling cards when traveling, as hotel telephone charges are excessive.

Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor.

When travel is completed, staff should submit completed travel expense reports within 5 working days. Reports should be accompanied by receipts for all receipted official expenses incurred.

Staff should contact the Internal Control Department for guidance and assistance on procedures related to travel arrangements, travel advances, expense reports, reimbursement for specific expenses, or any other business travel issues.

Abuse of this Business Travel Expenses Policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

11.5 VISITORS IN THE WORKPLACE

To provide for the safety and security of employees, pupils and the facilities at Greensprings School, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

All visitors should enter the school through the reception area and must visibly wear a visitors' tag. Authorized visitors will receive directions or be escorted to their destination. Staff are not to receive personal visitor during official working hours.

If an unauthorized individual is observed on the school premises, employee should direct the individual to the reception area.

11.6 COMPUTER AND E-MAIL USAGE

It is expected that members of staff should comply with the approved policy of the school's computer room. Members of Staff are advised to always use the school's email for all official transactions.

Computers, computer files, the e-mail system, and software furnished to staff are the school property intended for business use. Staff should not use a password, access a file, or retrieve any stored communication without authorization. To ensure compliance with this policy, computer, internet and email usage may be judiciously used.

Greensprings School strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Therefore, the school prohibits the use of computers and the e-mail system in ways that are disruptive, offensive to others, or harmful to morale.

For example, the display or transmission of sexually explicit images, messages, and cartoons are not allowed. Other such misuse include, but not limited to, ethnic slurs, racial comments, off-colour jokes, or anything that may be construed as harassment or showing disrespect for others.

E-mail must not be used to solicit others for commercial ventures, religious or political causes, or other non-business matters.

11.7 INTERNET USAGE

Internet access to global electronic information resources on the World Wide Web is provided by the school to assist staff in obtaining work-related data and technology. The following guidelines have been established to help ensure responsible and productive Internet usage. While Internet usage is intended for job-related activities, incidental and occasional brief personal use is permitted within reasonable limits during official hours.

All Internet data that is composed, transmitted, or received via our computer communications systems is considered to be part of the official records of Greensprings School and, as such, is subject to disclosure to law enforcement or other third parties. Consequently, staff should always ensure that the business information contained in Internet e-mail messages and other transmissions is accurate, appropriate, ethical, and lawful.

Abuse of the Internet access provided by the school in violation of law or Greensprings School policies will result in disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy. The following behaviours are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action:

- Sending or posting discriminatory, harassing, or threatening messages or images.
- Using the school's time and resources for personal gain.
- Stealing, using, or disclosing someone else's code or password without authorization.
- Copying, pirating, or downloading software and electronic files without permission.
- Sending or posting confidential material, trade secrets, or proprietary information outside of the school.
- Violating copyright law.
- Failing to observe licensing agreements.

- Engaging in unauthorized transactions that may incur a cost to the school or initiate unwanted Internet services and transmissions.
- Sending or posting messages or material that could damage the school's image or reputation.
- Participating in the viewing or exchange of pornography or obscene materials.
- Sending or posting messages that defame or slander other individuals.
- Attempting to break into the computer system of another school or person
- Refusing to cooperate with a security investigation.
- Sending or posting chain letters, solicitations, or advertisements not related to the school.
- Using the Internet for political causes or activities, religious activities, or any sort of gambling.
- Jeopardizing the security of the school's electronic communications systems. Sending or posting messages that disparage another school's product or services.
- Passing off personal views as representing those of the school. Sending anonymous e-mail messages.
- Engaging in any other illegal activities.

11.8 WORKPLACE MONITORING

Workplace monitoring may be conducted by the school to ensure quality control, employee safety, security, and customer satisfaction. Improved job performance enhances our customers' image of Greensprings School as well as their satisfaction with our service.

Computers furnished to staff are the property of the school. As such, computer usage and files may be monitored or accessed.

Employees can request access to information gathered through workplace monitoring that may impact employment decisions. Access will be granted unless there is a legitimate business reason to protect confidentiality or an ongoing investigation.

Because Greensprings is sensitive to the legitimate privacy rights of employees, every effort will be made to guarantee that workplace monitoring is done in an ethical and respectful manner.

11.9 WORKPLACE VIOLENCE PREVENTION

Greensprings School is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, the school has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

All employees should be treated with courtesy and respect at all times. Staff are expected to refrain from fighting, or other conduct that may be dangerous to others.

Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to the immediate line manager or any other member of Management. This includes threats by employee, as well as threats by parents, vendors, solicitors, or other members of the public. When reporting a threat of violence, an employee should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to a member of Management. Employees should not place themselves in danger.

The School will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, the school may suspend staff, either with or without pay, pending investigation.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

Greensprings School encourages employees to bring their disputes or differences with other staff to the attention of their line managers or the HUMAN RESOURCES DEPARTMENT before the situation escalates into potential violence. The School is eager to assist in the resolution of employee disputes, and will not discipline an employee for raising such concerns.

11.10 SEXUAL AND OTHER UNLAWFUL HARASSMENT

Greensprings School is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race, colour, national origin, age, religion, disability, or any other legally protected characteristic will not be tolerated.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behaviour and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:

- Unwanted sexual advances.
- Offering employment benefits in exchange for sexual favours. ◦ Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters.
- Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes.
- Verbal sexual advances or propositions.
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words, or suggestive or obscene letters or invitations.
- Physical conduct that includes touching, assaulting, or impeding or blocking movements.

Unwelcome sexual advances (either verbal or physical), requests for sexual favours, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- (1) Submission to such conduct is made either explicitly or implicitly a term or condition of employment;
- (2) Submission or rejection of the conduct is used as a basis for making employment/promotion decisions; or,
- (3) The conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

If an employee experiences or witnesses sexual or other unlawful harassment in the workplace, he/she should report it immediately to the Line Manager. If the Line Manager is unavailable or it is believed it would be inappropriate to contact that person, then immediately contact the HUMAN RESOURCES DEPARTMENT or any other member of the Management team.

However, if the unwelcomed sexual advance is from the Line Manager to the subordinate; the subordinate should report directly to the **Human Resources Department** without fear of reprisal or retaliation.

All allegations of sexual harassment will be quickly and discreetly investigated. To the extent possible, the employee's confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, the employee will be informed of the outcome.

Any line Manager/HOD who becomes aware of possible sexual or other unlawful harassment must immediately advise the **HUMAN RESOURCES DEPARTMENT** or any member of Management so it can be investigated in a timely and confidential manner.

Generally, the organisation has zero tolerance for sexual relationship in the workplace. Anyone engaging in sexual or other unlawful harassment will be subjected to disciplinary action, up to and including termination of employment.

11.11 RETURN OF PROPERTY

Employees are responsible for all Greensprings School property, materials, or written information issued to them or in their possession or control. Employees must return all the school property immediately upon request or upon termination of employment. Where permitted by applicable laws, the school may withhold from the employee's check or final pay check the cost of any items that are not returned when required. Greensprings may also take all action deemed appropriate to recover or protect its property.

11.12 SAFETY AND SECURITY

Greensprings School wishes to maintain a work environment that is safe and conducive for students, employees and other stakeholders within the community.

In view of this, the possession, transfer, sale or use of illegal materials such as drugs, alcohol, firearms, explosives, or other improper materials is highly prohibited within the school and its environs.

Desks, lockers, and other storage devices may be provided for the convenience of staff but remains the sole property of the school. Accordingly, they, as well as any articles found within them, can be inspected by any agent or representative of Greensprings School at any time, either with or without prior notice.

Employees may be subjected to security searches as they exit the school premises. Also, members of staff are not permitted to sleep overnight within the school premises, except authorized by a senior management staff.

Greensprings requires the cooperation of all employees in administering this policy.

11.13 WORKPLACE ETIQUETTE

Greensprings School strives to maintain a positive work environment where employees treat one another with respect and courtesy. Sometimes issues arise when employees are unaware that their behaviour in the workplace may be disruptive or annoying to others. Many of these day-to-day issues can be addressed by politely talking with a co-worker to bring the perceived problem to his or her attention. In most cases, common sense will dictate an appropriate resolution.

Greensprings School encourages all staff to keep an open mind and graciously accept constructive feedback or a request to change behaviour that may be affecting another employee's ability to concentrate and be productive.

The following workplace etiquette guidelines are not necessarily intended to be hard and fast work rules with disciplinary consequences. They are simply suggestions for appropriate workplace behaviour to help everyone be more conscientious and considerate of co-workers and the work environment. Please contact the [**HUMAN RESOURCES DEPARTMENT**] if you have comments, concerns, or suggestions regarding these workplace etiquette guidelines.

- Return copy machine and printer settings to their default settings after changing them.
- Replace paper in the copy machine and printer paper trays when they are empty.
- Retrieve print jobs in a timely manner and be sure to collect all your pages. Be prompt when using the manual feed on the printer.
- Be careful not to take or discard others' print jobs or faxes when collecting your own.
- Avoid public accusations or criticisms of other staff. Address such issues privately with those involved or your Line Manager.
- Try to minimize unscheduled interruptions of other staff while they are working. Keep the area around the copy machine and printers orderly and tidy.
- Communicate by e-mail or phone whenever possible, instead of walking unexpectedly into someone's office or workspace.
- Be conscious of how your voice travels, and try to lower the volume of your voice when talking on the phone or to others in open areas.
- Keep socializing to a minimum, and try to conduct conversations in areas where the noise will not be distracting to others.
- Minimize talking between workspaces or over cubicle walls. Instead, conduct conversations with others in their workspace.
- Try not to block walkways while carrying on conversations.
- Refrain from using inappropriate language (swearing) that others may overhear.

- Monitor the volume when listening to music, voice mail, or a speakerphone that others can hear.
- Clean up after yourself and do not leave behind waste or discarded papers.

SECTION ELEVEN

12.0 VEHICLE POLICY

The School's vehicles are meant for official use only. A member of staff may only use the School's vehicle after he/she has obtained express permission of the Transport Manager who in turn informs the Admin Manager. Any staff found to have used the School's vehicle for his or her personal use without approval shall be penalised accordingly.

In addition to this, if a staff while on official assignment makes a detour or uses the official vehicle for his/her personal activities shall be penalised.

The following criteria will be strictly adhered to in establishing eligibility for Status Cars and Pool Cars and to articulate policy

12.1 ALLOCATION OF OFFICIAL VEHICLES

The procedure for allocation and maintenance of official vehicles shall be stipulated thus:

Only senior staff at a level decided by the Board shall be entitled to status cars. The Brand/Model per Grade would be determined by Management as guided by the Board of Directors. While Pool Cars may be available for use by departments or units.

All related matters on the allocation of the official vehicles including fuel and maintenance allowance for all management staff assigned official vehicles shall be as stated in their contract and this will be subject to review.

All employees requiring vehicles for their duties not at senior staff grade may have access to Pool Car for use during Office Hours only.

All vehicles insurance will be negotiated through the official Insurance Broker in order to foster a smooth and effective claim process. All insurance documents will be kept with Transport Manager while the photocopy of all insurance documents is to be kept in each vehicle.

A monthly exercise is expected to be conducted by the Transport Manager on all official vehicles to examine the vehicles to ensure the optimal maintenance of all vehicles.

Failure to service vehicles when due could result in more damage to the vehicle and as such official vehicle allotters are expected to service their vehicles as at when due.

12.2 RESPONSIBLE OFFICERS

Management of all service providers in charge of servicing, maintaining and repairing vehicle is the responsibility of the Transport Unit.

12.3 KEY PERFORMANCE AREAS FOR DRIVERS

This policy is necessary to establish responsibility and make drivers accountable; taking into consideration their key role in achieving the School's various tasks. The key performance role of the drivers includes but not limited to the following:

- i.) Drive the School's vehicles with utmost care in a manner to protect life and property.
- ii.) Handle the vehicles in such a way that mechanical and body damage is minimised.
- iii.) Keep the vehicles in a clean and decent state, befitting the image of the School at all times.
- iv.) Report promptly any noticeable defect or damage that may impair the smooth operation of the vehicles in their care.

SECTION TWELVE

13.0 HOUSING POLICY

- (a) The organization will no longer take responsibility for providing members of staff who are transferred from one campus to the other with accommodation.

As such, allocation of accommodation for those who have been provided with one before the introduction of this policy is a privilege and can be withdrawn if not cared for satisfactorily.

However Expatriate employees are allocated accommodation as per the terms stated in their contract.

- (b) Employees who have their appointment terminated by the organization as a result of restructuring will be given a maximum notice period of two weeks to vacate such accommodation.
- (c) Employees who voluntarily resigns from the organization and gives the required period of notice of resignation will be given a maximum notice period of one week to vacate the school's accommodation.
- (d) Employees who have their appointment terminated as a result of gross professional misconduct will be given a maximum notice period of 48hrs to vacate the accommodation.

13.1 TRANSFER TO OTHER CAMPUSES

- Sequel to the recent addition of Ikoyi campus and Anthos house to the Greensprings community which has necessitated the movement/transfer of some members of staff to these campuses- please be informed that any transfer of staff across all the campuses does not attract any form of allowance.
- However, transfers from Lekki campus to Anthony/Ikoyi Campus or from Anthony campus to Lekki campus/Anthos house will be reviewed and treated on a need basis as the situation presents itself.

13.2 RESPONSIBLE OFFICERS

The Operations department will be responsible for the management of the properties.

Human Resource Department will be responsible for the communication of this benefit to staff during employment or at the point of allocation. The Department will also be responsible for communicating sanctions to employees where applicable.

13.3 PROCEDURE FOR EFFECTIVE MANAGEMENT OF SCHEME

1. All allocated properties must be effectively managed by staff to ensure the need for building improvement is reduced to barest minimum.
2. Monthly inspection of facility by the maintenance team should be conducted for repairs and damage updates.
3. Turnaround time to staff request must not exceed 48hours for minor challenges and 72hours for major challenges.
4. All requests for repairs must be directed to the operations team.
5. All products/items to be purchased from suppliers must be verified by Internal Control.

13.0 PROFESSIONAL DEVELOPMENT

In furtherance to the school's training and development policy, the school recognizes the need for staff members to continuously develop themselves in their respective field/discipline. Hence the Management may from time-to-time support or sponsor approved training programs in line with identified training needs relevant to your field of specialisation.

Greensprings school training programmes can be categorised into the following:

- (1) On-the-job training given by an experienced employee to a newly employed staff in same department and performing similar role.
- (2) Inset (In-house) Training organised by the school for various departments or whole school.
- (3) External training which could be local or International.

In order to encourage fairness in selecting employees to attend training/conference relevant to an employee's field, both locally and internationally, line managers must:

-
- Have a record/ name of those that were previously selected for and attended the previous year/years training and submit same to HR department.
 - Include the selection criteria/ reason for the employees selected.
 - Benefits of such training to the employee and organization.

However only members of staff who have completed three years and above in the services of the organisation would be eligible for training of which the cost is one million naira and above.

A staff sponsored on such training will be required to sign a bond stating that he/she will remain in the services of the organisation for a minimum period of two academic years upon the completion of the training program.

Where a sponsored staff member decides to leave the services of the organization in breach of the bond, he/she would be required to pay the prorated balance incurred from the training before being finally cleared from the organization.

There shall be attached to the bond, the training schedule and the cost implication with the authorisation of the Head of school and the approval of the Chief Executive Officer for training involving academic staff, and the authorization of line managers and approval of Chief Executive Officer for nonacademic staff. This is then submitted to the HR department.

Note that the following process must be followed before embarking on any form of training.

- 1) Staff going on training should pick up a training request form from the HR department.
- 2) Complete the required fields
- 3) Submit approved training form to HR for documentation.
- 4) Submit a training report to HR upon completion of training.

SECTION THIRTEEN

REJOINDER ON DRESS POLICY & PERSONAL GROOMING

WHAT YOUR DRESSING SAYS ABOUT YOU

INTRODUCTION - Dress/Grooming Etiquette

It is the process of making yourself look neat and attractive. The things which you do to make yourself and your appearance tidy and pleasant. Clothes and manners do not make the man; but, when he is made, they greatly improve his appearance.

Whether this is real or imaginary the most important fact is that your appearance influences the opinions of everyone around you.

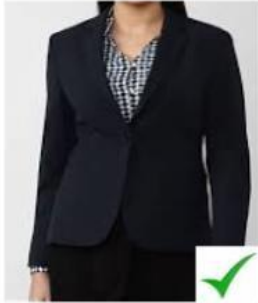
Your Professionalism, intelligence and the trust people form in you is mainly due to your appearance.

During business hours or when representing Greensprings School; you are expected to present a clean, neat, and tasteful appearance. You should dress and groom yourself according to the requirements of your position and accepted social standards.

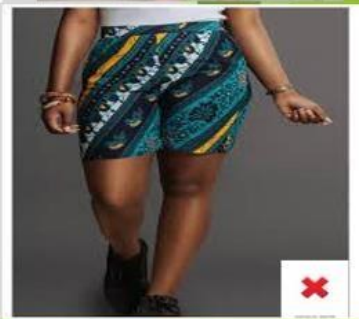
The following personal appearance guidelines should be adhered to in line with the employee handbook with an emphasis on our dress code. Employees are expected to be corporately dressed from Mondays to Thursdays and dressed down on Fridays. It has become imperative for us to shed more light on acceptable standards for some form of hair tint for female colleagues.

Please find in the following slides the hair colour pattern and sample dresses. Also, note that leg/ankle chains are not allowed.

TYPES OF DRESSING - CORPORATE FOR FEMALES



TYPES OF DRESSING- DRESS DOWN (FRIDAYS) FOR FEMALES



TYPES OF DRESSING - CORPORATE FOR MALES



TYPES OF DRESSING – DRESS DOWN (FRIDAYS) FOR MALES



HAIR COLOURS

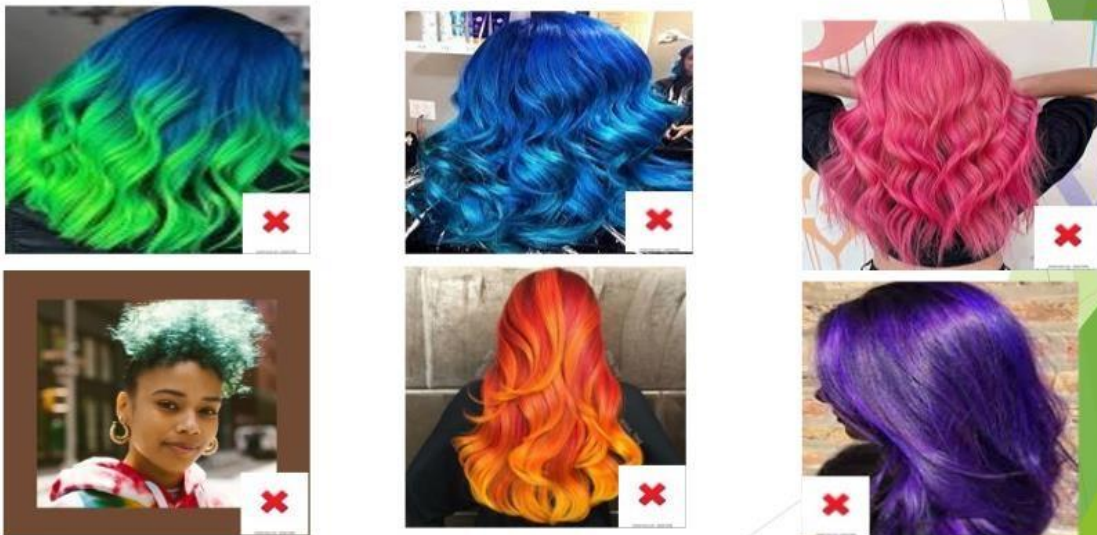
Apart from natural hair colours such as black, brown or grey; other acceptable hair colours for females include colours 33 (dark wine), 4 (Brown), *mild tint of gold*.

All black extensions can be mixed with mild shades of purple, blue, gold and wine.



HAIR COLOURS Cont..

These are some of the bright hair colours that are unacceptable:



HEADCOVER

Female employees who want to wear a head cover must wear one that does not extend over the shoulders and must adhere strictly to the colour code (Black, Navy Blue, or Wine) and head cover specifications.



FOOT WEARS & ADORNMENT FOR DRESS DOWN (FRIDAYS)



ENQUIRIES

- Rule of Thumb: If you have a re -think about that dress before wearing it as Corporate/Business Casual/Casual, **it's mostly likely not suitable.**
- Please feel free to reach out to HR if you need clarification



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**Thank
You!!!**

**IF YOU HAVE COMMENTS OR SUGGESTIONS REGARDING THE
CONTENT OF THE EMPLOYEES' HANDBOOK, PLEASE DIRECT THEM TO
[HUMAN RESOURCES DEPARTMENT].**

**WISHING YOU A PRODUCTIVE AND REWARDING CAREER AT
GREENSPRINGS SCHOOL!**

POLICY APPROVAL

Reviewed by: Head, Human Resources	Approved by: Chief Executive Officer
	
Date: September 2024	



GREENSPRINGS SCHOOL

"In love serve one another"

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