



STAFF, TEACHERS' AND VOLUNTEERS' CODE OF CONDUCT

ALL ET STAFF, TEACHERS AND VOLUNTEERS:

1. are representing Elephant Thoughts in the respective community they are working in. They should dress appropriately, being respectful of the community or country in which they are working, wear the ET lab coat or appropriate organizational clothing for identification, and conduct themselves accordingly.
2. should respect and comply with all applicable federal, provincial, municipal and/or local by-laws.
3. must demonstrate honesty and integrity;
4. must respect differences in people, their ideas and opinions, and the rights of others;
5. should treat one another with dignity and respect at all times, especially when there is disagreement;
6. must respect and treat others fairly, regardless of race, religion, place of origin, ancestry, colour, ethnic origin, citizenship, gender, sexual orientation, age or disability;
7. should show proper care and regard for ET property and the property of others; must report breakages or deficiencies immediately to the General Manager.
8. should take appropriate measures to help those in need;
9. must respect the non-smoking, perfume-free, drug-free ET work environment;
10. must not harass or bully others, or speak of others in any way negatively when amongst ET staff or contractors;
11. must not behave in a loud, intoxicated or irresponsible manner when working, or on time off, in the community;
12. must help students work to their full potential and develop their sense of self-worth;
13. must empower students to be positive leaders in their classroom, school and community;
14. where appropriate, must communicate regularly and meaningfully with parents;
15. must maintain discipline and good order in the classroom or special event and not tolerate bullying or bad student conduct;
16. must maintain consistent standards of behaviour for all students, and follow the school or community's discipline procedures where necessary;
17. must resolve conflicts without physical contact or aggressive behaviour; must not possess, use or threaten to injure another person with an object;
18. must respect the authority of the school teacher in charge of the class;

19. must call the ET General Manager as early as possible if sick or unable to teach the designated class;
20. must report any repeat student absences to the General Manager on the same day as the class;
21. must complete incident reports for any breach of safety and submit that day to the General Manager;
22. must strive for continuous professional growth through study and research;
23. must maintain active membership of professional organisations and strive to update their knowledge through them
24. must make themselves available to the students even beyond their class hours when possible, and help and guide students without any remuneration or reward;
25. must have feedback forms completed on the last day of class by students;
26. must understand the ET Mission and Vision and be able to promote that to the schools, teachers, parents and students;
27. must work as a team and assist other ET teachers/volunteers in performing their duties when not so occupied;
28. must not criticize ET or its operations to third parties. Any concerns should be addressed to the General Manager of ET;
29. must follow all ET's policies and procedures regarding teaching, travelling, accommodations, planning and preparation of programs and reporting;
30. must be set up at the classroom 5 minutes before start of class or arrival of students and finish teaching at class end time
31. must display a positive, energetic and enthusiastic outlook at all times to engage and motivate students;
32. must retain a copy of their police clearance report with Vulnerable Sector Screening at all times when teaching/volunteering;
33. must be aware of students' disabilities and practise safety at all times, especially when working with dangerous materials, electricity or heavy equipment;
34. must display leadership at all times and teach by example, encouraging self reliance in others;
35. teachers and volunteers must respect the environment and follow environmentally friendly practices in their work with ET to minimize non-degradable waste;
36. must respect confidentiality of contractors, employees and anyone associated with ET including donors;
37. must use your discretion in behaviour and honour the above code of conduct both during work hours at ET and outside of those hours;