



Wellspring Learning Community Code of Ethical Conduct

Vision Statement

Wellspring Learning Community's vision is to contribute to creating a peaceful world where all people are educated and respected, all cultures are valued and decisions to help others are driven by integrity, compassion and responsibility. Leadership is earned by principles, qualifications and the desire to build a community through equitable governance and transparency.

Mission Statement

Wellspring Learning Community aims to establish an inquiry-based learning environment in which students from diverse backgrounds are given every opportunity to optimize their social, emotional and academic capacities and talents. Our students will become confident, resourceful, creative, caring, responsible global and local citizens prepared to use their education to contribute in meaningful ways towards improving society, both locally and internationally.

Definition of Terms

"Wellspring Guiding Statements" refers to Wellspring Learning Community's mission statement, vision statement, values and guiding principles.

"Wellspring Code of Ethical Conduct" refers to principles and guidelines that regulate behavior and conduct of all Wellspring Staff Members.

"Wellspring Staff Members" refers to all leaders, academic and non-academic staff (full-time, part-time and temporary) employed at Wellspring.

"Wellspring Stakeholders" refers to all Wellspring's parents, staff members, board members and students.

"Breach" refers to any violation of the Wellspring Code of Ethical Conduct.

"Allegations" refers to an accusation or claim related to a breach of Wellspring Code of Ethical of Conduct.

"Behavior and conduct" refer to the manner in which a person is expected to comport themselves during their affiliation with Wellspring.

“**Confidentiality**” refers to the obligation to protect not generally known information from unauthorized access, use, disclosure, modification, loss, or theft.

“**Conflict of interest**” refers to a situation in which a person is in a position to derive personal benefits from actions or decisions made in their official capacity.

Code of Ethical Conduct

The Wellspring Code of Ethical Conduct:

- Serves the best interest of the child as well as that of all Wellspring members.
- Outlines expectations for how Wellspring members and visitors who come in recurrent contact with students, should behave and conduct themselves in their interactions with students, colleagues, and parents.
- Prepares Wellspring members to recognize and address ethical misconduct instances they may encounter in the course of their work; and, in doing so, uphold public faith in their professionalism, integrity and the school.

Thus, all Wellspring staff members are bound to adhere to and comply with the Wellspring Code of Ethical Conduct and demonstrate good faith in fulfilling the Wellspring Guiding Statements.

Ethical Conduct Expectations

Wellspring staff members are expected to observe all ethical and professional principles, and guidelines set by Wellspring Learning Community, a non-sectarian institution, that has no political or religious affiliations. Thus, all staff members neither express nor condone any form of personal beliefs or practices throughout the time of their employment.

1. **Accountability:** Wellspring staff members are accountable for the observance of all Lebanese Laws, Wellspring Guiding Statements, policies, procedures, employment contract and handbooks, and, the CIS Code of Ethics. Consequently, they shall refrain from any act which may violate, in any respect, any laws and/or regulations stated above. Furthermore, staff members hold the responsibility of preserving school property and resources.
2. **Integrity:** Wellspring staff members consistently demonstrate the highest levels of integrity and trustworthiness at all times.
3. **Respect:** All Wellspring staff members are committed to embracing the principles of the Wellspring Inclusion Policy and respecting the equality and dignity of all individuals, groups and cultures.
4. **Safeguarding:** Wellspring staff members are expected to protect and maintain the well-being and safety of individuals and all school and personal data.
5. **Confidentiality:** all Wellspring staff members have an ethical duty of upholding information deemed to be confidential during their time of employment, and in certain cases beyond termination.
6. **Conflict of interest:** Wellspring staff members should avoid direct involvement in situations that constitutes a conflict interest between them and Wellspring.

7. Professionalism: Wellspring staff members should promote a professional and positive school culture.

Allegations of or confirmed breaches of the Wellspring Code of Ethical Conduct

All Wellspring staff members are role models. As such, they have an ethical duty to report any breach they suspect could jeopardize the safeguarding and wellbeing of the students and other community members.

Specific instances of either suspected or confirmed breaches of Wellspring Code of Ethical Conduct are to be reported at once to the legal compliance officer (LCO) and the head of school (HOS) who will form a committee in which all concerned parties are represented, to investigate allegations and take the appropriate actions.

The primary aim of a disciplinary action is to safeguard the rights and wellbeing of Wellspring students and staff, maintain proper standards of conduct by staff members, and maintain public confidence in the integrity of Wellspring, and its staff members.

Related laws, decrees, policies, procedures, handbooks and other documents

- Relevant Lebanese Laws and decrees
- Employment Contract
- Wellspring Guiding Statements
- CIS Code of Ethics
- Wellspring Recruitment Process
- Wellspring Child Protection Policy
- Wellspring Data Safeguarding Policy
- Wellspring Grievance Policy
- Wellspring Staff Handbook
- Wellspring Student Handbook
- Confidentiality Agreement

Acknowledgment

I _____, the undersigned, acknowledge that the Wellspring Code of Ethical Conduct defines expectations for staff members' behavior and conduct on how to deal with students, colleagues, parents.

I acknowledge receipt of the Wellspring Code of Ethical Conduct and I have read, understood, accepted and will adhere to all Wellspring's ethical conduct expectations.

Signature: _____

Date: _____

(Code of Ethical Conduct – Created November 2022 / Updated October 2023)