



Shining Star International School, Abu Dhabi

Our Vision

To be a school of innovation & creativity; preparing students for global challenges.

Our Mission

“Our mission is through the combined efforts of our staff, parents, students, and community to develop future leaders with active and creative minds. Our focus is on the holistic development of the individual, social, moral, intellectual, and physical growth, along with a strong sense of heritage and culture.”

Core Values

Care, Ownership, Togetherness, Honesty, Empathy, Gratitude
We ensure that the entire SSIS family follows these values.

STAFF WELL-BEING POLICY	
Date of Publishing	
Review date	
Policy Type	Staff Wellbeing
Circulation	Internal/External
Date of Authorisation	
Authorized by	Ms. Abhilasha Singh Principal
Authored by	Ms. Roshni Merlin Pereira

Table of contents

- Purpose & Objective
- Scope
- definitions
- Policy Statement
- Guiding principles
- Responsibilities
- Procedures
- Compliance & Enforcement
- Review & revision.
- References

1. Purpose & Objective

The purpose of this policy is to:

- Promote a positive, supportive, and respectful work environment that enhances staff wellbeing.
- Establish clear guidelines to ensure the mental, emotional, social, and physical wellbeing of all staff members.
- Increase job satisfaction, motivation, and staff retention by fostering a culture of care and support.
- Provide a framework for addressing staff grievances, mental health concerns, and work-life balance.

2. Scope

This policy applies to all staff members at Shining Star International School, including but not limited to:

- Teaching staff (full-time and part-time)
- Administrative and support staff
- Leadership and management team
- Contractual and temporary staff
- Any other personnel involved in school-related activities

3. Definitions

- **Wellbeing:** A state of overall health that includes physical, mental, emotional, and social aspects.
- **Duty of Care:** The school's responsibility to safeguard the health, safety, and wellbeing of all staff members.
- **Grievance:** A formal concern or complaint about school policy, unfair treatment, or workplace issues.
- **Whistleblowing:** Reporting unethical or illegal practices within the school while maintaining confidentiality.
- **Work-Life Balance:** Ensuring that staff can balance their professional and personal responsibilities effectively.

4. Policy Statement

Shining Star International School is committed to creating a safe, inclusive, and supportive work environment that prioritizes staff wellbeing. We recognize the importance of a positive workplace culture and aim to:

- Nurture a collaborative and caring environment.
- Promote physical and mental health through proactive initiatives.
- Ensure fair and respectful treatment for all staff members.
- Provide resources and support to manage stress, workload, and work-life balance.

5. Guiding Principles

- **Respect and Fairness:** All staff are treated with dignity, respect, and equity.
- **Confidentiality:** Any personal information related to staff wellbeing is kept confidential.
- **Inclusivity:** Wellbeing programs are designed to meet the diverse needs of all staff members.
- **Proactive Support:** Early intervention and proactive check-ins to support staff mental health.
- **Continuous Improvement:** Regular evaluation and improvement of wellbeing initiatives.

6. Responsibilities

- **School Leadership:**
 - Promote and sustain a positive work environment.
 - Allocate resources and support for staff wellbeing programs.
 - Ensure compliance with wellbeing policies and procedures.
- **Staff Wellbeing Committee:**
 - Develop and implement staff wellbeing initiatives.
 - Monitor staff wellbeing and provide recommendations for improvement.
 - Organize staff wellbeing events and activities.
- **Human Resources Department:**
 - Maintain confidentiality of staff wellbeing records.
 - Address grievances and ensure fair resolution processes.

- Facilitate access to counseling and support services.
- **All Staff Members:**
 - Actively participate in wellbeing initiatives.
 - Support colleagues and contribute to a positive workplace culture.
 - Report any concerns related to wellbeing or unfair treatment.

7. Procedures

- **Wellbeing Initiatives:**
 - Organize staff wellbeing events such as social gatherings, sports activities, and workshops on stress management.
 - Implement staff onboarding programs that promote a positive workplace culture.
 - Provide access to counselling and healthcare services as needed.
- **Work-Life Balance:**
 - Promote flexible work arrangements where possible.
 - Implement time-off policies, including personal days and mental health breaks.
 - Monitor workloads to prevent burnout and stress.
- **Grievance Resolution:**
 - Establish a transparent and confidential process for reporting grievances.
 - Ensure grievances are addressed promptly and fairly.
 - Maintain records of grievances and their resolutions.
- **Whistleblowing Procedure:**
 - Create a safe and confidential platform for reporting unethical behavior.
 - Protect whistleblowers from retaliation.
 - Investigate reported concerns thoroughly and impartially.

8. Compliance & Enforcement

- Compliance with this policy is mandatory for all staff members.
- Non-compliance may result in disciplinary actions, as per the school's code of conduct.

- The school leadership team is responsible for monitoring compliance and ensuring policy enforcement.

9. Review & Revision

- This policy will be reviewed annually to ensure its effectiveness and relevance.
- Amendments may be made as needed to comply with updated regulations or to address emerging wellbeing concerns.
- Feedback from staff will be considered during the review process to ensure continuous improvement.

10. References

- ADEK Staff Wellbeing Policy (Effective AY 2024/25)
- Federal Decree Law No. (33) of 2021 Concerning the Regulation of Employment Relationship
- Federal Decree Law No. (45) of 2021 Concerning Personal Data Protection
- Internal policies and guidelines of Shining Star International School