



ULTIMATE LANDMARK SCHOOLS

ADDRESS 1: 35A, LAGOS RD, LAFENWA, ABEOKUTA, OGUN STATE.
ADDRESS 2: 11 RIVER BASIN ESTATE, OPARA 2, ADEHUN, ABEOKUTA.
CONTACT: 08035368194, 09038434690, 08103087154

STAFF CODES OF CONDUCT FOR 2024/25 ACADEMIC SESSION.

1. In no condition should any staff raise his/her voice above the Customer's.
2. Cash is highly prohibited in the school compound, hence no staff should on no account receive cash payment from any learner or parent. (Except otherwise stated by the school authority and should be paid immediately to the school account with the notice of the school authority).
3. Resumption time is 7:25am. Lateness will be charged #250 on a daily basis and consecutive 3 days will result in a week salary deduction.
4. There shouldn't be any intimacy between staff & parent, staff & co-staff, staff & learner that will require imposing any physical/emotional/body molestation or placing hands on each other.
5. No staff must be found drunk during the school hours or within the school premises.
6. No staff should be found in another co-staff's office/department during working hours. Every communication must be in written form or calling. Failure to abide by this attracts #1,000 penalty fee. (Except stated otherwise by the school authority).
7. Female Staff are not allowed to put on jeans, over tight wears or transparent clothes. Wednesdays wear should only be track suit and trousers can only be worn on suit.
8. The learner's care and safety lies on every staff and security. (Especially your own learners)
9. The secret of the school must be well kept. Note that leakage of information upon verification leads to immediate termination of employment.
10. Every staff must perform his/her work diligently, failure to do so leads to severe sanctioning or in some cases termination of employment.
11. There should always be the use of official language (English Language) in the school premises without foul languages or slangs.
12. School's fasting & prayer meeting must be held every first Monday of the month by the staff.
13. Classes must always be clean and well-kept without intangible items in the school.
14. Sleeping on duty is not allowed, anyone caught in the act would be charged for the day salary.
15. Rudeness to the authority is totally prohibited. Explanation on allegation of whatever form should be done later in a proper and polite way.
16. No staff is allowed to stand on behalf of any parent for the payment of the school fee. Guarantying any parent

- means you will be held responsible for such ward(s) payment.
17. Staffs are allowed to pay 50% of the school fee for their ward(s).
 18. Staff Salary will be paid monthly and from date to date provided you did not resume on the general resumption date with a monthly deduction of: #200-#500 for social, 3% month @hand and #513 ~ #715 for tax varying based on the Staffs total pay. (Interested staff may request for his/her salary pay analysis from the admin and tax is only deducted on staffs that earn #30,000 and above).
 19. Every learner doing extra lesson under your care must be well taken care of as any injury incurred on them after normal school hours will be managed by you.
 20. No teacher is expected to leave the school until the last learner has left his/her class.
 21. Teacher/Staff are not allowed in any parent car from the school gate. (Especially Fathers)
 22. Teacher's prayer meeting must be held before the Assembly Period not after the assembly.
 23. Departure from school during working hours should be submitted in written form to the immediate boss which must be forwarded to the admin for proper documentation.
 24. Absenteeism without prior notice will attract forfeiture of a week salary.
 25. Any insubordination or abuse against the management shall attract suspension and, in some cases, termination of employment.
 26. On no account should a teacher slap a student or pupil as a measure to correct – such a teacher will be suspended with a week salary deduction.
 27. If any child sustains any injury in the cause of beating – It will attract a week salary.
 28. Playing with phones or texting while teaching attracts 2-days salary.
 29. All staff should ensure to sign in and out on a daily basis using the biometric attendance at the entrance.
 30. The use of movement book is highly important for all staff leaving the school premises.
 31. Ensure to switch off all electric gadget in your class before leaving – failure to do so leads to being queried and penalized.
 32. The school properties in care of any staff must be well kept, any damage to such property will lead to being replaced by such staff.
 33. Security man may check the bag and baggage of any staff moving out of the school premises with suspected items.
 34. No cane is allowed in baby class; it attracts a week salary deduction.
 35. Loitering, gathering in twos and more during working hours is highly prohibited.
 36. On no condition should a teacher come to class with his/her biological child(ren)
 37. Register must be marked in the morning and afternoon on a daily basis.
 38. Wearing of staff, I.D card is mandatory during working hours.

39. No member of staff shall engage in violence, physical combat or any form of abusive words of any sort with his/her fellow staff, parent or outsider during working hours.
40. There must be at least a week hand written letter of permission to obtain casual leave, if need be, except on a very proven emergency case.
41. Any staff who has been issued queries for three times in a month and has been found guilty shall be given suspension terms or in some cases be out-rightly dismissed.
42. Any act of insubordination to your immediate boss shall be summoned, queried and if found guilty shall come with grave consequences and some cases lead to termination of appointment.
43. Every query must be answered within stipulated time, failure to do so may lead to indefinite suspension or out-right dismissal.
44. No staff shall keep school properties in his/her possession unless he/she has been authorized to do so.
45. Every staff must place the institution's interest above his/her personal interest.
46. Bringing or nursing babies in the staff room/class room during working hours is not allowed.
47. All academic staff must attend the assembly devotion and must be there promptly.
48. In an unavoidable situation, where you cannot avoid being late to work or where you are unable to work as scheduled, you must notify your **DIRECT BOSS** which must promptly be reported to the **MANAGEMENT** immediately by making calls, at least 2 hours before you are due for workplace. Text messaging or calling a colleague is not allowed.
49. Staff rooms if available are meant for staffs only, no room for visitors, parents or learners.
50. Lesson notes and other statutory books must be kept properly and in order. Lesson notes must be submitted by 10am latest on Friday for marking.
51. All teachers must participate actively during the sport/physical education.
52. All staff must imbibe the culture of proper maintenance of the school facilities and must enforce same among students.
53. No form of unionism is allowed. You are not allowed to abandon your duty post to take part in any sort of discussion or industrial meeting or strike.
54. Instructional materials collected by teachers must be duly signed for and return in good condition at the end of the term or when the teacher is leaving.
55. All Staff must attend all meetings invited on; staff meetings, PTA meetings or any other meetings as may be determined from time to time.
56. Provided training program is organized for the staff, no one on no excuse is expected to be absent.
57. Class teachers and other teaching staffs must supervise the students during the early morning prep, test and examination.

58. All staff must submit their end of the term examination questions on or before fifth week of the term.

59. All teachers must give their learners assignment, mark and correct in the class.

60. No staff should involve in hawking, merchandizing or malingering within or around the school premises during working hours.

NB: The above is the general codes of conduct for all staff members of Ultimate Landmark Schools, Abeokuta. However, there may be other codes of conduct provided for each department in the school system.

I, **Mr/Mrs/Miss** _____ have read and understood the school's conduct and promise to abide by these rules and failure to do that, the school management can take up every necessary decision they deem fit.

I append my signature in affirmative of and acceptance of the conduct.

SIGNATURE & DATE