

2.1. Recruitment & Termination Policy

Recruitment Policy

DIS is committed to promoting equal employment opportunities and a workplace that is free of all forms of discrimination. Equal opportunity means that all employees experience fairness, impartiality and equal access to all career initiatives in the workplace. Our commitment to equal opportunity promotes an inclusive work environment that values and accepts the diverse, cultural and social background of its staff. Our selection, employment and promotion processes prohibit discrimination based on age, color, disability, marital status, nationality, race, religion, or sex. Our goal is a harassment-free environment where every individual can thrive, adhering to applicable laws and individual merits.

Recruitment Process

- An ad is posted on the school website and LinkedIn, detailing the school hiring needs and the required credentials and experience.
- Job candidates are required to pass a personal interview and a demo lesson.
- Shortlisted candidates are contacted for a final interview with the School Director and the School Chairman
- An email with the formal job offer is sent to passing candidates
- Each faculty member is offered a contract stating responsibilities, duties, rights, benefits and expectations.
- Contracts duration is 12 months and is renewed annually based on the mutual desire of the teacher and the school
- Offered benefits:
 - Social Security and National Medical Insurance are provided.
 - Transportation is provided free of charge according to the regular school bus trips. For distant areas teachers are collected and dropped off at main gathering points.
 - A free half day permission is granted for all full-time teachers twice a month except on revision and exams days
 - Every teacher has 5 weeks paid summer vacation in addition to the official days off, Term Breaks, Christmas Break and Spring Break
 - The school offers discounted fees for staff members' children.
 - Day care service is provided for a marginal charge for staff members' children who are younger than preschool age.

- **Required Documentation:**
 - Upon signing the contract, applicant should provide the school with the documents needed and complete the employment packet.
 - Please refer to the HR. Department for detailed list of the required documents. Note that the teacher's salary is put on hold until all required documents are received.
- **Staff Information:**
 - The staff member's personal information should be accurate and updated.
 - Please inform the HR department with a written application about any changes in address, phone number, legal issues or any other important information.
- **Salaries:**
 - Salary information is a confidential matter and should not be disclosed.
 - One-month salary is calculated from the 25th of previous month to the 26th of the salary month.
 - Salary annual increase is determined based on the teacher evaluation. All teachers are notified with their evaluation and salary raise before the end of June of every year.

Termination Policy

- According to the school contract, both the teacher and the school have the right to terminate the contract before the end of its duration, provided that a two months' notice is given by the party that wants to terminate the contract.
- If a teacher does not wish to renew his/her contract for another year, he/she should notify the school administration in April (two months before the end of the contract). Same rule applies to the school administration in case the school doesn't wish to renew the teachers' contract for another year.

2.2. Policy of Absenteeism

- Occasional absences are unavoidable. Proper planning will minimize its effect on the students and staff, so teachers are to report their absences as soon as possible so arrangements can be made.
- If you are unable to attend the school due to an emergency or for any valid reason you must notify your direct supervisor or the Stage Head the day before or at least before 7.30 am. on the day you will be absent
- For any absence, Teachers must coordinate with their HoDs or Subject Coordinator to have a substitute teacher with the proper material to teach.
- Permissions should be approved and signed by the HoD, the Stage Head and the School Director.
- Absence on exam days/ proctoring days will be counted as 3 days deduction.
- Absence on Sunday and/or Thursday and before vacations or after vacations will be counted as 2 days.