

Code of Conduct

Updated May 2022

This policy outlines and details Code of Conduct expectations and processes at Global Jaya School.

Contents

Introduction	2
PART 1: Rationale	3
PART 2: Articles	4
Article 1: Code of Conduct of GJS	4
Article 2: Management and Employees	4
Article 3: Society	7
Article 4: Providers	7
Article 5: Being Heard and Assisted	8
Article 6: Settling Disputes	8
Article 7: Staff / Student Relationships	12
PART 3: Sanctions	13
Article 1: Objective	13
Article 2: Sanctions arising from violating the Code of Conduct	13
Article 3: Period of Warning	14
Article 4: Seriousness of Violation and Mechanism of Imposing Sanctions	14
Article 5: Types of Violations and Seriousness of Violations	16
Receipt of Code of Conduct	17

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Whereas recognition of the inherent dignity and of the equal and inalienable rights of all members of the human family is the foundation of freedom, justice and peace in the world...

Whereas the peoples of the United Nations have in the Charter reaffirmed their faith in fundamental human rights, in the dignity and worth of the human person and in the equal rights of men and women... (from The Preamble.)

Everyone is entitled to all the rights and freedoms set forth in this Declaration, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinions, national or social origin, property, birth or other status. (from Article 2)
(Excerpts from The Universal Declaration of Human Rights)

Introduction

A code of conduct is a document which outlines reasonable, acceptable and appropriate standards of practice and behaviour in a place of work. It should be clearly understood and accepted by a broad sweep of people associated within the particular place of work.

This Code of Conduct for Global Jaya School seeks to explain acceptable forms of practice and behaviour in clear terms for a school implementing international standards. It covers areas of relationships, business and teaching practice, and processes. More specifically, it deals with integrity; language and communication, cultural, racial and gender sensitivity; bullying and harassment; decision-making; safety and duty of care; discrimination and equal opportunity, commitment and loyalty.

A Code of Conduct should not be a set of rules (although it carries the same weight and should be regarded just as thoughtfully). It should also act as a guide to improve our school through a commitment to the ideals laid out within it. At the heart of this Code of Conduct is the belief that we share a common humanity and deserve the respect and dignity of others. We are expected to treat others as we would wish to be treated.

As an educational institution, we must model what we say we stand for and, therefore, must strive to 'live' our rhetoric. It is crucial in a school implementing international standards (where there is a mixture of ethnic and racial groups) that all community members strive to develop harmonious relationships. This can only come about through understanding and willingness to accept differences. It is incumbent on all members of a school implementing international standards to be aware of the cultural sensitivities of others. This can apply to language, gestures, humour, behaviour, dress, etc. It is not a document to be wielded as a set of sanctions (although sanctions there are) but as a document of expected conduct.

The GJS Code of Conduct was designed to be read (and accepted) by the whole school community: teaching staff, parents and administrators. It should be read in conjunction with the Jaya Corporation's Code of Conduct (with which it is aligned and has primarily grown from) and alongside Indonesian labour laws.

PART 1: Rationale

To ensure students, staff, and parents are provided with every opportunity for a fulfilling educational experience, conducted in a safe environment and underpinned by philosophies and principles connected to the highest educational and professional practice standards. All school community members must be aware of and comply with their responsibilities, so they conduct themselves and model behaviours that are in keeping with the School's philosophy and mission statement:

To ensure that all staff and students feel safe and valued in the GJS community and where any member of the community has feelings or experiences which are contrary to this aim, that proper processes are available and used to address the issues.

To ensure all members of the GJS community demonstrate the highest standards of professional behaviour, exercise professional judgement and act in a respectful, courteous and sensitive manner when interacting with each other and the general public.

To ensure all members of the GJS community are aware they have a responsibility to meet the high standards of professional and ethical behaviour required by the school. This would include the standards expected and mandated by the relevant professional bodies and associated legislation.

The teaching staff has a particular responsibility to ensure that they provide students with teaching and learning experiences that meet the school's curriculum and learning needs while maintaining an appropriate duty of care.

Teaching staff must assiduously protect those in their care and provide a safe, caring and supportive environment where the best possible behaviour is modelled and expected.

Guiding Philosophies for GJS community members

- **The Vision Statement of GJS seeks to develop:**
 - Creative problem solvers with a broad perspective.
 - Respectful, moral individuals.
 - [People] equipped to participate in the international community as team members and leaders.

- **The Mission Statement of GJS, based on the vision, will:**
 - Provide experiences through which the knowledge and skills necessary to encourage problem-solving are developed.
 - Cater for individual learning needs and a range of learning styles.
 - Develop students' communication skills to actualise their academic potential in both English and Bahasa Indonesia or their mother tongue.
 - Deliver and enrich an internationally accredited curriculum within an Indonesian context.

- **The Vision-Mission Statement of the Jaya Corporation seeks to foster:**
 - Integrity – to be honest, and uphold ethics and morals.
 - Justice – to act justly and with dignity.
 - Commitment – to be reliable and responsible, and firm in realising tasks and objectives.
 - Discipline – to be firm and faithful to the objective, strategy and policy.
 - Motivation – to perform a task based on a desire and commitment to work in order to achieve the best result.

- **The Mission statement of the International Baccalaureate Organisation:**
 - The IB develops inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through education that builds intercultural understanding and respect.

- **The Policy for a Safe and Supportive School Environment**

PART 2: Articles

Article 1: Code of Conduct of GJS

All members of the Management and the Employees are personally responsible for understanding and implementing this Code of Conduct, this responsibility cannot be transferred to another person.

Article 2: Management and Employees

One of the school's aims is to cultivate mutual trust and a culture of respect toward one another. The objective is to treat the workplace as a community, where the contributions of each member, both Management and the Employee, are respected.

Members of the community should aim:

- To respect the dignity of every person.
- To listen openly to every proposal.
- To approach differences of opinion with an open mind.
- To observe the laws and regulations.
- To report crimes and other law-breaking actions immediately to the authorities within the school.

1. Objectionable actions: Each staff member of GJS is obliged to refrain from objectionable deeds and actions, such as violating school regulations, state laws, and social norms prevailing in the society in general that may harm the school or other people.

Further, each staff member of GJS is obliged to refrain from using their position of authority, or that of Global Jaya School, for partisan political activities or actions, including those that result in SARA (**S**uku-Ethnicity, **A**gama-Religion, **R**as-Race, or **A**ntar Golongan-Inter-group Relations) social conflict.

2. Violence, Discrimination and Harassment: Any action that is disturbing to a staff member or that negatively impacts the reputation of the school will not be tolerated. This includes unpleasant behaviour related to race, skin colour, gender, sexual orientation, religion, marital status, age, ethnic group, country of origin, or other groups.

3. Equal Opportunity: GJS provides equal work opportunity and is committed to an environment free of discrimination. The school will provide equal work opportunities and assign the persons who have the qualifications and are most suitable for their field of work, with no regard for race, skin colour, gender, sexual orientation, religion, marital status, age, ethnic group or country of origin.

This policy applies but is not limited to employment, assignment, promotion, demotion, reassignment, withdrawal of appointment, employee acceptance, work vacancy advertisement, dismissal or discharge, wage classification or other forms of compensation, selection for training, and all the other personnel requirements. The school will not tolerate discrimination in whatever form.

4. Alcohol and Drugs: Maintaining a work environment free from the influence of alcohol and the misuse of drugs is our shared duty.

5. Confidential Information: All staff must ensure that confidential information is not released. It may negatively impact the school or any members of the school community.

6. Conflict of Interest: Staff shall not participate in any activity that can conflict with or create a conflict with the interest and purpose of the school. Employees shall not be involved in any action that can cause disgrace or damage the school's reputation. Several situations in which conflict of interest can arise:

a. **Personal Business**

Personal business that conflicts with the interests of the school is prohibited.

b. Family Relationship

Any family relationship between existing staff and employees must be divulged to the school's management. Recruitment of staff and employees who have family relationships with existing staff or employees will require approval from the school's management.

c. Organisational Relationship

-The following conflict of interest shall be avoided except in some instances, and it is subject to written approval from the school's management.

-Being directly or indirectly involved in the ownership of a supplier/sub-contractor/service provider of the school.

-Acting as management staff, employee, consultant, owner or agent of another company doing business with GJS, even if money is not received for the said service.

d. Business Opportunity

In the case of the Management or employees knowing something about a business opportunity that is of interest to the Jaya Group, they are not allowed to take up the said opportunity for personal interest or that of another company.

e. External Work

A staff member or an employee should exercise sound judgment when involved in external work not to create conflicts of interest with their work at GJS. When in doubt, they should consult the school's management.

f. Receiving Gifts

The Management and employees of the company are not allowed to receive gifts from another party that are presumably related to

- Decision-making by the concerned person;
- The acquirement of a service/profit by the said other parties.
- Compensation for service/profit for said other parties, either in the past, present or future.

Receiving a gift in the following exceptional circumstances may be Unavoidable:

- Rejection or return of the said gift is not practical (for example, personal requirement goods or food).
- Rejection of the said gift may be detrimental to the company itself (for example, it may damage the good relations with the said other party).

In certain circumstances, an employee can receive a souvenir or a promotional item if the following conditions are met:

- The said gift conforms to the general rules of the company that gives out such gift;
- It only occurs once in a while;
- Such gift is not asked for;
- Receiving such a gift does not embarrass the company or the concerned employee;
- The value of the gift is less than 10% of the total salary/month or Rp. 500,000, whichever is smaller.

7. Using Electronic Equipment and Computer Technology: Refer to ICT Employee Usage Policy for GJS.

8. Obligation: Every member of the Management and Employee team is obliged to communicate with and remind colleagues to observe the Code of Conduct.

9. Media, Publication and Public Appearance: Only authorised persons can be interviewed, make statements to other parties (ex. mass media), and give a speech on behalf of the company. Other employees require approval from the Head of School to do so.

Article 3: Society

The Jaya Group desires to create a better quality of life for society by

- Maintaining the preservation of the environment and its natural resources;
- Striving to become positive members of the community.
- Supporting the organisations that improve the quality of the environment, educational needs and living conditions of the society.

1. Work Practices: Global Jaya is committed to conducting operations that respect, preserve and improve the quality of the environment, namely by

- Utilising resources in a wise, efficient way.
- Applying operational procedures that minimise health and work safety risks.

2. Corporate Social Responsibility: Global Jaya supports staff to play a role in improving the welfare of society. Members of Global Jaya are encouraged to involve themselves in community activities by volunteering for social support activities.

3. Relationships with the Society: Global Jaya is committed to creating strategic cooperation with societal organisations.

Article 4: Providers

Global Jaya maintains good relationships with its providers.

Global Jaya:

- Selects providers in a just, objective way.
- Reaches consensus honestly and openly in contract discussions.
- Works together with suppliers to perform commitments.
- Avoids actions that may indicate poor business decisions.

1. Selecting Suppliers: The Jaya Group selects suppliers that best fulfil the company's needs by using five critical criteria:

- a. Superiority of product and technology
- b. Superiority of service and support
- c. High-Quality
- d. Performance in Delivery and Punctuality
- e. Total Cost

When a tender is required, the company evaluates all the proposals impartially.

2. Contract Negotiation: The company acts impartially and reasonably during contract negotiations with suppliers or candidate suppliers. The company complies with all prevailing regulations and laws and upholds good business practices.

3. Diversity of Suppliers: The Jaya Group is committed to identifying and improving its procurement from small-scale business enterprises.

4. Information from Supplier: The company does not share confidential information received from the suppliers with people outside the company unless they are allowed in writing by the supplier to do so.

Article 5: Being Heard and Assisted

1. Expressing Opinion

Global Jaya encourages its employees to make reports concerning the violation of the Code of Conduct by communicating with a member of Leadership. By identifying the problem or asking for assistance, the identity of the reporter will remain confidential. This action will strengthen the school's reputation for integrity, honesty and trust and ensure that the Code of Conduct is complied with and upheld.

The employees should state their opinion amongst others when they believe that the Code of Conduct is not practised or has been breached. Keeping a problem to oneself does not settle the issue.

Article 6: Settling Disputes

School Staff Complaints Procedures

Informal Complaints

As part of the day-to-day management of the school, the Head of School and staff of the school will normally deal with specific complaints in an informal manner (verbal or

unofficial lines of communication) and attempt to resolve them quickly, sensitively and to the satisfaction of the complainant.

- I. There may be more general matters causing a degree of unease in the school community that may be best handled through a discussion with the school's Leadership Team.

Formal Complaints

- I. Principles: The following represent the guiding principles behind the School Complaints Procedures.
 - Formal complaints are submitted in writing through official lines of communication (memo, school email)
 - All complaints are dealt with promptly, effectively, objectively and professionally.
 - Complainants are informed of progress through each stage of the procedure.
 - The main aim at all stages is to secure either that the complaint is settled or that a decision is taken to proceed to the next stage of the procedure.
 - At each stage of the complaint, full written records are kept for the guidance of those who might need to consider the complaint at a subsequent stage. The complaint must be in writing and submitted within 14 days of the occurrence of the event before the investigation can commence.
 - Interviews with staff which are carried out as part of the formal complaints procedure must be conducted, based on the understanding that staff have the right, if they so wish, to be accompanied by a union representative or a friend.
- II. Procedure: All formal complaints must be in writing and must be, in the first instance, referred to the Principal for investigation unless it concerns the Principal directly, in which case the complaint must be referred to the Head of School. If the complaint concerns the Head of School, it must be referred to the Yayasan. The complaint must be lodged within 14 days of the occurrence of the event.
 - When a member of staff receives or has a complaint, it must be immediately referred in writing by the complainant to the Principal (or the Head of School).
 - If the complaint cannot be investigated objectively by the Principal or the complainant is dissatisfied with the Principal's response, the Head of School should be informed in writing. If the complaint cannot be investigated objectively by the Head of School, or the complainant is dissatisfied with the Head of School's response, the Yayasan should be informed in writing.

- All parties must be cautious about their involvement with complaints in case they result in disciplinary or grievance proceedings; those who are members of hearings committees need to distance themselves from complainants in order to demonstrate their impartiality at any subsequent hearing.

III. Investigating Complaints: The investigating officer (usually the Principal) will follow this process:

- Establish what has happened so far and who has been involved.
- Clarify the nature of the complaint and what remains unresolved.
- Meet with the complainant or contact them (if unsure or further information is necessary).
- Clarify what the complainant feels would put things right.
- Interview those involved in the matter and/or those of complaint and allow them to be accompanied if they wish.
- Conduct an interview with an open mind and be prepared to persist in the questioning.
- Keep a written record of all interviews.

Attempts will be made to conclude the investigation within 14 days of receipt of the written complaint.

IV. Resolving Complaints: At each stage in the procedure, efforts must be made to keep in mind ways in which a complaint can be resolved. It may be appropriate to offer one or more of the following;

- An apology.
- An explanation.
- An assurance the event complained of will not reoccur.
- An explanation of the steps that have been taken to ensure it will not happen again.
- An undertaking to review school policies in the light of the complaint.

However, it may also be the case that the complaint may not have any substance and is therefore considered unfounded or unsubstantiated.

V. Timescale: The school will make every effort to respond fully to a written complaint within 14 days. Where this proves unrealistic, the school will inform the complainant in writing and estimate how long it will take to provide a detailed response.

VI. Confidentiality: Complaints will be treated in a confidential manner and with respect. Knowledge of the complaint or concern will be limited to those directly involved. It is the school's policy that complaints made by staff will not reflect adversely on them in any way.

- VII. Role of the Head of School and Yayasan: The Head of School and Yayasan will investigate formal complaints consisting of, but not limited to, those:
- Which cannot be investigated objectively by the Principal.
 - Where the complainant is dissatisfied with the Principal's proposed solution to a complaint.
 - Which are about the Principal.

There are two levels of investigation. The Head of School and Yayasan will establish with the complainant the resolution sought by the complaints and then determine the required level of investigation. If the complaint is about the Head of School, the Yayasan will take the above actions.

LEVEL ONE:

If the complainant wants a resolution as listed in section iv above, then the Head of School will interview the Principal to determine that the school has undertaken a thorough investigation and that an appropriate response has been made per the findings within 14 days of receipt of the written complaint.

LEVEL TWO:

If the complainant is seeking an admission of negligence or anything that has serious potential for legal action, then the Head of School and Yayasan will undertake a full investigation of the complaint, including interviewing the complainant and witnesses.

If any dispute still remains unresolved after all the above steps have been taken, it may be referred to the Industrial Relations Department or such other Indonesian laws as may then be in force.

IN SUMMARY:

- Complaints are best dealt with informally at the school level wherever possible.
- Formal complaints must be in writing and these should be dealt with by the Principals where ever possible.
- The Head of School and Yayasan will investigate complaints which are not resolved by the school Principals.

There are 2 levels of investigation.

- If the complaint is about the Head of School, the Yayasan will conduct the investigation.
- All investigating parties should distance themselves from complaints in case they result in a formal hearing at which they should be able to demonstrate their impartiality.

Article 7: Staff / Student Relationships

Staff must:

- Comply with their duty of care to students in all educational activities in and out of school.
- Read and follow the main provisions of School Policies outlined on the portal and within handbooks.
- Fulfil the legal obligation to report all observations or allegations of child abuse to the Principal or nominee. Staff's duty of care obligations requires that all threats and knowledge of self-harm are similarly reported.

Duty of Care

- Staff must not give students alcohol or any other drugs. Staff should refer to the Schools' Drug guidelines for policy and procedures.
- The duty of care requires adequate supervision of students at all times. Staff must ensure they act in the best interests of students. The issues of safety and security extend beyond the normal considerations of child protection and include specifically the provision of competent supervision and management. Specific guidelines involving supervision of students include:
 - a. Adequate and competent supervision requires active observation of assigned areas.
 - b. In the case of sporting activities, this includes playing fields, buses, change rooms and storerooms. Staff should be discreet when supervising students around changing rooms, etc. so that their actions can only be perceived as professional. The supervision of changing rooms should normally only be undertaken by adults of the same gender as the students using the change room.
 - c. If a teacher wishes to give a student permission to use a room at recess, lunchtime or other out of class time, it is that teacher's responsibility to provide supervision at all times.

Meeting with Students (online or offline)

- Staff should be sensitive to avoid situations where their actions could be interpreted as anything but professional. This would include when they are alone in an enclosed space with individual students, such as storerooms, maintenance sheds, change rooms and vehicles. If a staff member feels uncomfortable in such situations they should report it to management.
- Staff should also take care when speaking to students that their language cannot be interpreted as being inappropriate or suggestive. Staff should also avoid talking to students about personal issues such as their sexuality, relationships, etc.
- Staff should avoid socialising with students outside school in situations that may place themselves or the school in a potentially vulnerable or embarrassing position or find themselves otherwise compromised professionally. If in doubt,

staff should seek the advice of a senior staff member before attending a private social function attended by students of the school.

- Staff must always treat students with respect and without favouritism. There is no place for sarcasm, derogatory remarks, inappropriate familiarity or personally offensive comments in staff interactions with students or in any discussion about students. This includes denigrating colleagues.

Physical Contact: Where physical contact is a necessary part of the duty of care, or for teaching or coaching, staff must exercise caution to ensure that such contact is appropriate, reasonable, accepted by the student and not excessive. It is entirely appropriate to congratulate or comfort a student, and sometimes, this may involve some degree of physical contact. However, staff should ensure that any physical contact with students is beyond reproach.

Sexual Misconduct: The relationship between staff and students is professional. Staff members have a professional and ethical duty of care to each student. Staff must not, under any circumstances, have sexual relationships with students. Whether the relationship is homosexual or heterosexual, consensual or non-consensual or condoned by parents or caregivers is irrelevant. The age of the students or staff members involved is also irrelevant.

PART 3: Sanctions

Article 1: Objective

The objectives of sanctions for violations of the Code of Conduct are to protect and prevent the Management and Employees from performing objectionable actions that can harm and damage their reputation and credibility or that of Global Jaya School.

- To direct the Management and Employees to maintain an appropriate attitude and to act in accordance with the perceptions and norms of Global Jaya School and general society.
- To improve the attitudes and actions of the Management or Employees who have violated the code so that they can mend their ways and comply with the Code of Conduct for the sake of upholding employee professionalism.

Article 2: Sanctions arising from violating the Code of Conduct

- An employee who has committed a violation of the Code of Conduct that harms and or defames the reputation of Global Jaya School and or another person, will be sanctioned according to the seriousness of the violation.
- Apart from resulting in the application of sanctions, such a violation will be recorded as part of the evaluation data of the employee's work performance.
- The extent of sanctions for a violation of the Code of Conduct can be in the form of:
 - Verbal Warning.
 - Written Warning (I, II, III) each warning valid for 6 (six) months.
 - Denial of Annual General Bonus / Performance Bonus.

- Denial of increase in salary/promotion or a specified period of time.
- Unpaid suspension and withdrawal/forfeiture of facility subsidy.
- Temporary suspension.
- Demotion in position.
- Termination of Employment (PHK).
- Among others.

The sanctions, as mentioned above, are guided by the Jaya Group regulations and prevailing stipulations of the law. Reference must be made to the regulations set out by Yayasan Pendidikan Jaya.

- Every time a sanction is given, the employee shall be summoned and notified so that they understand their sanction.

Article 3: Period of Warning

In principle, a warning is given not as a means for retaliation but as a process of improvement for the employee so that on the next occasion, they can perform their duty in a better, more responsible way. Consequently, a warning given without regard for the time limit would not follow the aforementioned principle.

The period for a first, second, and third/last written warning is respectively 6 (six) months. In case an employee again commits another violation of the code of conduct during the said period of warning, a warning of the next stage will be given, and the period of the previous warning expires.

Article 4: Seriousness of Violation and Mechanism of Imposing Sanctions

1. Relationship Between Seriousness of Violation and Type of Action: Action on a violation of the Code of Conduct shall be taken seriously through a thorough investigation based on facts. Decisions regarding the action taken as a result of the investigation will involve the following considerations:

- **The result of action taken by the employee:**
 - Disturbing security or safety of employees or other individuals.
 - Resulting in either a financial or non-financial loss for GJS.
 - Resulting in either a financial or non-financial loss for other parties.
 - Defaming the reputation of the GJS employees and/or individuals.
 - Violating the principles of ethics, honesty, and justice or violating the rights and dignity of individuals.
- **The degree of deliberateness and motive of the action:** To know the extent of the violation, and whether it was committed intentionally or unintentionally, the competence and seniority of the employee may be reviewed. The resulting action will consider whether the motive was financial or non-financial and whether the concerned employee has or has not been warned regarding the said action before.

2. Mechanism of Imposing Sanctions: The kind of action/penalty to be applied as a sanction shall be carefully considered and reflect the violation itself and the various factors involved. The Head of School shall decide upon the sanction in accordance with the level that has been specified.

3. Reference for the Imposition of Sanction based on seriousness and extent of violation: Based on the considerations and alternatives of action on an employee who performs a violation as mentioned above, the relationship between sanction, seriousness and type of violation can be drawn up. When imposing a sanction, both the seriousness and extent of the violation will be considered. Each case will be considered individually, but the table below provides an overview of the connections between sanctions and violations.

The seriousness of Violation	First Incident	Second Incident	Third Incident and so on
LIGHT	Minimum: Verbal Warning Maximum: First Written Warning	Minimum: First Written Warning Maximum: Second Written Warning	Minimum: Second Written Warning Maximum: Third Written Warning *
MODERATE	Minimum: First Written Warning Maximum: Second Written Warning	Minimum: Second Written Warning Maximum: Third Written Warning *	
GRAVE	Third Written Warning *		

*Third Written Warning can be in the form of

- Denial of increase of salary/position.
- Resignation based on employee's own request

4. Reference of Authority and Approval: When the Code of Conduct has been violated, the Yayasan, Head of School, and Principals possess the authority to impose sanctions, including but not limited to:

- The Kepala Bagian or Principal has the authority to impose a sanction in the form of denial of increase in salary or promotion of position, with the approval of the Head of School.
- In conjunction with the Yayasan, the Head of School has the authority to approve sanctions up to the level of demotion, decrease in salary or termination of employment.
- Particularly for a sanction in the form of termination of employment, it must comply with the Manpower law stipulations concerning the termination of employment.
- Articles of Association and the By-Laws of the Company will guide the settlement of any violation.

Article 5: Types of Violations and Seriousness of Violations

Examples of grave violations:

1. Violence

- Words or physical actions that annoy other people.
- Unpleasant behaviour toward another person related to race, skin colour, sex, sexual persuasion, religion, marital status, age, ethnic group or country of origin.
- Deliberately causing a physical injury.
- Threats of violence or intimidation.
- Damaging personal or GJS property.
- Sabotage.
- Aggressive behaviour.

2. Alcohol and Prohibited Drugs

- Misuse of alcohol and prohibited drugs.

3. Confidential Information

- Not protecting Global Jaya School's confidential data.
- Misusing Global Jaya School's confidential data for personal or another person's gain.
- Unauthorised disclosure of confidential matters.

4. Conflict of Interest

- Personal business influencing the decisions taken by Global Jaya School.
- Acting as Management, employee, consultant, owner or agent of another company doing business with the Jaya Group affecting the decisions taken by the company.
- Accepting outside work from a competitor, supplier or Parent/Guardian
- Accepting payoffs and kickbacks.

5. Insider Information

- Misusing insider information for one's own or another person's interest.

6. Media, Publication and Public Appearance

- Participating in an interview or making a speech in the name of Global Jaya School without authorisation and approval of the Head of School.

7. Community Relations

- Creating advertisements that are misleading or dishonest.

8. Suppliers

- Not maintaining good relations with suppliers through the selection process, during contract negotiations and when asked to provide information to suppliers.

9. Report Made in Bad Faith

- Making a false complaint report.
- Making a false/untrue/slanderous report.

10. Confidentiality of a Reported Code of Conduct Violation

- Disclosing the confidentiality of a report or the individual who makes such a report concerning the violation of the Code of Conduct of Global Jaya School or the Jaya Group.

Receipt of Code of Conduct

I, the undersigned, have received, read, understood and undertake to duly comply with the policy concerning the Vision-Mission, basic values, School culture and the Code of Conduct for the Jaya Group and Global Jaya School.

Date: Tangerang, _____ ,

Sign: _____

Name:

Sign:  .
Cory J. Carson
Head of School