



Dubai International Private School Garhoud

Dismissal Policy

2023-2024

DIPS Vision:

DIPS, in partnership with parents and community, strives to ensure all students are digitally literate, lifelong learners, productive citizens, and nurture their well-being in an inclusive learning environment.

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Dismissal Policy

Policy brief & purpose

Our Dismissal/Separation of Employment policy refers to the event that an employee ceases to be part of the DIPS's workforce. It is beneficial for all parties that the employment separation process is as clear as possible so misunderstandings and distrust between the employee and DIPS can be avoided. The DIPS is bound to handle any cases of Dismissal of employment as dictated by law with discretion, professionalism and official documentation.

I. Scope

This Dismissal/separation of employment policy applies to all prospective or current employees of DIS in regard to possible separation of employment.

II. Policy elements

DIPS will observe all legal dictations referring to Dismissal/separation of employment and will avoid "implied contracts" and unnecessary Dismissals.

III. What is Dismissal of employment?

Dismissal of employment happens when the contract of an employee is discontinued due to their or DIPS's actions.

The dismissal of an employee from their job duties may be categorized as voluntary or involuntary.

a. Voluntary dismissal may include the following:

- Resignation
- Retirement
- Failure to show for a specified number of days without notice
- Expiration or completion of contract

b. Involuntary dismissal may include the following:

- Discharge for cause
- Discharge without cause

Discharge for cause refers to immediate Dismissal of employment due to an employee's misconduct. Any kind of disciplinary action or progressive discipline that results in Dismissal may be considered "for cause". Other wrongful behaviors or actions that result in immediate

dismissal are also considered “for cause”. Examples of such Dismissal of employees include circumstances where an employee:

- Breaches their contract of employment
- Is discovered guilty of fraud, embezzlement or other kinds of illegal actions against DIPS
- Is guilty of discriminatory behavior or harassment
- Is guilty of unlawful or immoral behavior on the job
- Is guilty of willful neglect of job responsibilities
- Is discovered to have caused intentional damage to DIPS’s assets
- Continuously disregards DIPS policy

The list is not exhaustive; therefore, discharge for cause remains at our DIPS’s discretion. It must, however, always reflect an unacceptable behavior or action that violates legal or DIPS guidelines and may result in financial and non-financial damages for the DIPS, other employees or society.

Discharge without cause can occur when the DIPS decides that the services of an employee are no longer needed. In general, this does not refer to an employee’s conduct. Reasons for discharge without cause may be layoffs, rearrangement of a department or redefining of a position. In cases an employee must be terminated without cause, the DIPS is obliged to give notice a specified amount of time prior to the date of dismissal depending on time of service, age of employee or position. If the employee has to stop working before the date of dismissal, the DIPS will still provide compensation based on the Labor Law and regulations.

The DIPS is bound by law to refrain from wrongful dismissals of employees. Wrongful dismissal may occur in cases when:

- An employee is terminated unfairly for cause
- An employee is terminated without cause and is not given prior notice
- An employee is forced into constructive dismissal

DIPS expects all employees with the right of terminating subordinates to strictly refrain from discharging someone without adequate reason or without giving notice. Such an occurrence may be damaging for the DIPS’s respectability and may result in disciplinary action. Discharge on grounds of discrimination or filed health and safety complaints is unlawful dismissal prohibited by legislation.

Constructive dismissal refers to an employee that has been forced to resign due to an employer’s intentional or unintentional unlawful or hostile behavior (e.g. breach of contract). It will not be practiced by any means by the DIPS which is committed to maintain a relationship of honesty and fairness between itself and employees.

IV. Procedures

- In cases of resignation, the employee must submit an official written resignation letter to the Head of School. A notice is expected by the employee consistent with the minimum notice requirement, so the DIPS can arrange alternatives for handling the remaining

workload of the position. The resignation letter must be copied and submitted to the Human Resources Department.

- In cases of involuntary dismissal, the Head of School must submit an employee Dismissal document to the Human Resources Department at the date of separation or before that. Discharge for cause justifies immediate suspension until the necessary documentation for dismissal has been gathered. In some instances, a dismissal meeting with the employee, Head of School and a Human Resources Officer may be scheduled.
- In cases of discharge without cause, the employer must officially notify the employee of the dismissal a specified amount of time in advance. When severance pay is appropriate, it will be officially stated in writing.