

# GREENZONE ACADEMY

## *(Tutor's Code of Conduct)*

*It is important to note that a contract employee MUST not be involved in acts of omission inconsistent with the academy's conditions of service and code of conduct. Also, three (3) queries within an academic year, would connote immediate dismissal from the academy.*

1. Your employment is on a contract basis.
2. When assigned to a client, your employment relationship may be terminated by either party giving at least one week notice.
3. You are expected to be with your designated family, at least 10mins before the appointed time. Any need for lateness must be communicated to the client and supervisor at least 2hours before.
4. Trainings will be organized regularly and must be well attended, as applicable.
5. Payment will only be made at the completion of expected days and when Feedback form and Tutor's Schedule is duly completed and submitted.
6. Payment plan per family varies. Hence, payment is offered as Academy deem fit and you have a choice to accept or reject.
7. The feedback form provided for each family should be well filled and left with the family.
8. Tutors are not allowed to attend to visitors or interact with parents during lessons.
9. Tutors may use their phone sparingly during lessons and must maintain low voice.
10. Absence without **at least 2 days** prior notification is not allowed and won't be paid for. Days missed must be substituted with the consent of clients. reschedule with parents.
11. Repeated absenteeism from work without the supervisor's authorization shall attract a written query and/or termination of appointment.
12. **Dress code:** Smart native, business casual and a pair of shoes (No sandal or flip flop)
13. Eating of cooked food and light snacks during lesson is not allowed, except for water and fizzy drinks (no alcoholic drink)
14. Tutors are expected to research and prepare ahead for their lessons, adhering to the plans and objectives given by the academy. The supervisor must be notified via e-mail before altering any plan, the same should be authorized by the supervisor in writing.
15. Weekly reports should be given every Saturday latest 4pm based on the child (ren)'s performance to the supervisor and director, via e-mail. Failure to do so will attract a penalty.

16. Tutors must speak with the Supervisor about any challenge first before communicating with the parents (if authorized by the supervisor, with written evidence)
17. No cash payment/ cheques must be received on behalf of the academy. Defaulters will be penalized.
18. Only green and black pen, biro may be used to write/mark the children's work.
19. No tutor is allowed to spank children or impose any form of corporal punishment such as asking the child to kneel down or hit any part of the child's body. Defaulters will be fined **#5,000.00 deducted immediately and in a repeat of such, receive #5,000.00 fine deduction** with their services terminated immediately.
20. Tutors should always adjust lesson schedules during continuous assessment and exams to accommodate intense revisions.
21. Practice questions in written form should be administered during revisions.
22. Tutors are not allowed to discuss payment schedule with clients.
23. Abusive language must not be used on the children.
24. In a situation where you won't be available for a maximum of a month, a stand-in tutor can help attend to your tutees. However, you should notify the academy at least 2 weeks before time.
25. Green Tutors branded t-shirt is compulsory for all Green tutors at a token.
26. The Green Tutors branded t-shirt can only be worn when visiting clients or during our general meetings.
27. All exercise given to pupils must be marked thoroughly, corrections made and date clearly written by the pupil or tutor.
28. Lessons hold on Public holidays except on **Christmas Day, New Year Day, Sallah festival and Easter Monday.**
29. Tutors are not permitted to render independent service to any **Greenzone Academy's Client** (neighbors and close relatives included) until after 24months of termination of appointment with Greenzone Academy.
30. Disciplinary actions shall be taken against contract staff in the form of
  - fines
  - written queries which must be replied within 24hours of receiving such (via e-mail)
  - and / or suspension
  - and / or termination without notice.
31. All tutors are expected to adhere strictly to the following:
  - Confidence: Tutors should encourage children to be independent and confident in their abilities.
  - Creativity: All tutors must encourage creativity.
  - Excellence: Work must be done at optimal standard at all times, all exercises marked and corrections done promptly. Punctuality and timeliness is key

32. There would be target setting and performance evaluation every term. The continual referral of parent would be based on the outcome of the exercise at the end of every term.

*This terms and condition of service was reviewed in 2021. It would however be used for staff throughout their employment period except where otherwise reviewed by management.*

Name: \_\_\_\_\_

Job title: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_