SECTION 400 PERSONNEL

BP - 401 Responsibility for Staffing
It is the responsibility of the Superintendent to determine the professional staffing needs of SAS and recruit appropriate candidates to meet these needs.
(Adopted Feb 16, 2015)

BP - 402 Recruitment and Retention of Personnel
The School will recruit, compensate, retain, evaluate and develop excellent administrators, teachers and staff members, qualified to deliver its academic and extracurricular program.
(Adopted Feb 16, 2015)

BP - 403 Personnel Records
The School will be responsible for maintaining complete and current personnel files for all School staff members in compliance with CPE regulations and general employment law in Singapore.
(Adopted Feb 16, 2015)

BP - 404 Vetting of Personnel
All reasonable care will be taken in checking references and performing due diligence on all direct and contracted employees of the School with particular care given to those who are directly involved with students.
(Adopted Feb 16, 2015)

BP - 405 Conduct and Ethics
Staff conduct is a reflection of the School and its reputation. Therefore, staff members are expected to conduct themselves in a manner that is consistent with the Statement of Community (Ref. SC - 100), and one that positively reflects upon the School, its reputation, and its interests both in Singapore and abroad.
(Adopted Feb 16, 2015)

BP - 406 Discrimination in Personnel Management
Discrimination against any individual for reasons of race, color, religion, handicap, national origin, sex, sexual orientation, age or socio-economic status is strictly prohibited. In the recruitment, selection, placement, training, assignment, promotion, transfer, compensation, benefits and termination of staff members, procedures will be in place to ensure fairness in employment management practices.
(Adopted Feb 16, 2015)

BP - 407 Supervision of Related Staff
A staff member will not be directly supervised by any person who is related by blood or marriage, or engaged in any other relationship that the Superintendent may decide causes a conflict of interest that may be detrimental to the operation of the School.
(Adopted Feb 16, 2015)
**BP - 408 Conflict of Interest**
Members of staff, the Board, and the Superintendent should not engage in, or have a financial interest in, any activity that raises a reasonable question of conflict of interest in their duties and responsibilities to the School and its students. Conflict of interest determinations for staff is the responsibility of the Superintendent, while Board and Superintendent determinations are the responsibility of the Governance Committee of the Board.

*(Adopted Feb 16, 2015)*

**BP - 409 Grievances**
The Board recognizes the need for a well-defined grievance procedure for the resolution of problems derived from the application of Board policies, administrative regulations or negotiated agreements and contracts. The Superintendent will be the final authority in all administrative matters and will handle grievances expeditiously in accordance with procedures outlined in Board policy, administrative regulations, agreements, contracts and Singapore law.

*(Adopted Feb 16, 2015)*