



Nanjing International School requires all employees to observe high standards of ethics in the conduct of their duties and responsibilities. As representatives of NIS, employees must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

When Concerns arise, NIS has a range of procedures in place to ensure they are communicated and addressed. This includes the regular reporting mechanisms involving SOFT/SET/SLT members, as well as the Staff Representative. These documents can be found in the NIS Digital Hub.

- Personnel Handbook
- Board Handbook
- Professional Growth Playbook
- NIS Code of Conduct
- Child Protection Handbook

The NIS Whistleblower Procedure is an additional mechanism that provides for reporting of any conduct or practice which is potentially illegal, corrupt, improper, unsafe or unethical or which amounts to malpractice.

Concerns covered include (but are not limited to):

- actions which endanger health or safety;
- damage or danger to the environment;
- a criminal offense;
- dishonesty, covering up wrongdoing;
- theft of or misusing school funds;
- serious breach of professional standards and policies outlined in the Personnel Handbook, Contract, Code of Conduct, or other school procedures;
- concern for the welfare or safeguarding of a child not resolved through existing Child Protection procedures.

Reporting Responsibility

This Whistleblower Procedure is intended to encourage and enable current employees to raise serious concerns internally so that the school can address and correct inappropriate conduct and actions. It is the responsibility of all current employees to report concerns about violations of NIS Policies, ethics, or suspected violations of law or regulations that govern the school's operations.



Reporting Procedure

Current employees are required to report concerns about suspected ethical and legal violations in writing to the School Director. If the issue concerns the Director, the report should be made directly to the Chair of the NIS Board. All reports shall be investigated promptly and handled in a confidential manner. Reporting related to members of the Board is covered in the Board Handbook.

Protection Mechanism

It is contrary to the values of NIS for anyone to retaliate against any employee who, in good faith, reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of NIS including Conflict of Interest.

The school is committed to protecting the identity and welfare of any member of our community who reports, in good faith, suspected wrongdoing or malpractice. The school guarantees that all reports will be treated confidentially, and every effort will be made to ensure that the identity of the whistleblower is not disclosed without their consent. Any form of retaliation, intimidation, harassment, or victimization against individuals who raise concerns or who are involved in the investigation of such concerns will not be tolerated. The school pledges to take appropriate action to protect those who raise concerns from any disadvantage or punishment as a result of their report. This may include, but is not limited to, steps to prevent loss of employment or professional disadvantage, and measures to address any personal safety concerns that may arise.

Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious offence.