FOUNDED BY
DR NERMIEN ISMAIL

# NIS
# POLICIES, RULES AND REGULATIONS

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# REGULAR FULL-TIME EMPLOYMENT

- ☑ In accordance with the terms of the Labor Law, regular full-time employees are those who are scheduled to work between 40 to 48 hours per week.
- ☑ NIS Employees are required to attend all professional development programs and training sessions held on Saturdays.
- ☑ NIS Employees are also required to attend/work on Saturday Enrichment Programs when assigned by the School Administration.
- ☑ Generally, regular full-time employees are eligible for NIS' benefit package, subject to the terms, conditions, and limitations of each benefit program.

# WORKING HOURS

## at NIS:

Regular working days are **Sunday** through **Thursday**

The Standard Organization Workweek is **40 to 48 Hours** of Work

Working hours may vary depending on campus logistics and location. Employees are required to adhere to the working hours designated for their specific campus unless a prior written arrangement or approval has been granted by the School Director

**NOTE:** All employees are not allowed to check out and leave the premises before dismissal time.

| CAMPUS | POSITION | SCHOOL HOURS | CLOCK -IN | CLOCK -OUT |
|---|---|---|---|---|
| TAGAMOA | SLT | 7:30AM to 3:00PM | 7:00AM | 3:20PM |
| | Teachers | | 7:10AM - 7:20AM | 3:00PM |
| SHOROUK | SLT | 7:30AM to 3:00PM | 7:00AM | 3:20PM |
| | Teachers | | 7:10AM - 7:20AM | 3:00PM |
| NASR CITY | SLT | 7:30AM to 3:00PM | 7:00AM | 3:20PM |
| | Teachers | | 7:10AM - 7:20AM | 3:00PM |
| NEW CAPITAL | SLT | 7:30AM to 3:00PM | 7:00AM | 3:20PM |
| | Teachers | | 7:10AM - 7:20AM | 3:00PM |
| OWEST | SLT | 7:30AM to 3:45PM | 7:30AM | 3:45PM |
| | Teachers | 7:50AM to 3:00PM | 7:50AM - 8:00AM | 3:00PM |
| PORTOSAID | SLT | 7:15AM to 3:10PM | 7:15AM | 3:10PM |
| | Teachers | 7:25AM to 3:10PM | 7:25AM - 7:35AM | 3:10PM |

# ATTENDANCE POLICY

NIS has established an access card attendance system. Card scanning of all employees will be recorded in a recognizable electronic code specific to each employee. The employee will be given thorough instructions on usage and instructions on what to do, should a problem occur. Failing or ethically misusing the system by an NIS Employee to clock in and out using the attendance electronic system will result in salary deduction from one day up to five days depending on the severity of the damage caused.

| LATE ARRIVAL ATTENDANCE / COUNTING TIME | FROM TO | REPETI-TION | DISCIPLINE/ ACTION APPLIED |
|---|---|---|---|
| **Up to 15 minutes after clock in time**<br><br>- "After 7:20AM" (TG/SH/NC/CA)<br><br>- "After 7:50AM" (OCT)<br><br>- "After 7:35AM" (PS) | TG/SH/CA/NC: From 7:20AM to 7:30AM (15 mins after 7:20AM)<br><br>OC: From 7:50AM to 8:05AM (15 mins after 7:50AM)<br><br>PS: From 7:35AM to 7:50AM (15 mins after 7:35AM) | 1st time in month | Warning Email |
| | | 2nd time in the same month | Written warning Form 1 (Filed) |
| | | 3rd time in the same month | Half day deduction +Written Warning 2 (Filed) |
| | | 4th time in the same month | 1 Day deduction + Written Final warning of termination (Filed) |
| **Up to 30 minutes after clock in time**<br><br>- "From 7:20AM to 7:50AM" (TG/SH/NC/CA)<br><br>- "From 7:50AM to 8:20AM" (OCT)<br><br>-"From 7:25AM to 7:55AM" (PS) | TG/SH/CA/NC: From 7:20AM to 7:50AM (30 mins after 7:20AM)<br><br>OC: From 7:50AM to 8:20AM (30 mins after 7:50AM)<br><br>PS: From 7:25AM to 7:55AM (30 mins after 7:25AM) | 1st time in month | Written Warning form 1 (Filed) |
| | | 2nd time | 1 Day deduction + Written Warning form 2 (Filed) |
| | | 3rd time | 2 dzays deduction +written final warning of termination (Filed) |

**NOTE:** Senior Leadership Team members will abide by different working hours due to the nature of their positions and scope of responsibilities.

| LATE ARRIVAL ATTENDANCE / COUNTING TIME | FROM TO | REPETI-TION | DISCIPLINE/ ACTION APPLIED |
|---|---|---|---|
| **Up to 40 minutes from clock in time**<br><br>- "From 7:20AM to 8:00AM" (TG/SH/NC/CA)<br><br>- "From 7:50AM to 8:30AM" (OCT)<br><br>- "From 7:25AM to 8:05AM" (PS) | TG/SH/CA/NC: From 7:20 to 8:00AM (40 mins after 7:20AM)<br><br>OC: From 7:50AM to 8:30AM (40 mins after 7:50AM)<br><br>PS: From 7:25AM to 8:05AM(40 mins after 7:25AM) | 1st time in month | 1 Day deduction + Written Warning form 1 (Filed) |
| | | 2nd time | 2 Days deduction + Written Warning form 2 (Filed) |
| | | 3rd time | 3 Days deduction + Written final warning of termination (Filed) |
| | | 4th time | Case will be directed to HR |

**Over 50 minutes**

- 1st time = 3 days deduction and warning.

-2nd time = 4 days deduction and warning.

-3rd time = 5 days deduction and warning.

-4th time = case transferred to HR for further action

**Policy on Unauthorized Absence/ Late Arrival Over 50 Minutes**

Any arrival over 50 minutes late will be **considered as unauthorized absence or vacation** for that day. The employee will **not be allowed to continue work** on that day. However, in some exceptional cases and based on a case-by-case judgment, the employee **may be permitted to continue working,** provided that all necessary actions are taken in accordance with the situation. This exception may apply during periods such as exam times.

Deductions will be applied as per the existing attendance and punctuality policy.

Employees must adhere to the attendance and punctuality guidelines outlined below.

- During critical times such as ongoing classes or sessions, exam periods, parent meetings, days immediately before or after holidays, as well as on Thursdays and Sundays, unexcused lateness or absence will result in disciplinary action.
  - On the first occurrence, a deduction equivalent to **two days' pay** will be applied.
  - On the second occurrence, a deduction equivalent to **three days' pay** will be applied.
  - Such violations will negatively impact the employee's annual performance appraisal and contract renewal eligibility.
- In certain cases, the matter may be escalated to the Human Resources Department for further action.
- These infractions may also influence contract continuation decisions during the probation period.
- Employees are **not permitted to remain on school premises after working hours or on official holidays** unless prior official approval has been granted by both the Principal and the School Director.

# MONTHLY LEAVE PERMISSIONS

**NIS employees are entitled to a total of four (4) hours of leave permission per month, subject to the following rules and regulations. Leave permissions are granted based on work needs and the employee's responsibilities, and are not permitted during the probation period.**

- **A. General Conditions**

  Employees may request leave permission as follows:

  ***- One (1) hour per request, up to four times per month, or***

  ***- Two (2) hours per request, up to two times per month***

  All leave permission requests must be submitted in advance and receive official approval from the employee's direct division supervisor (Principal) and the School Director. Approval must be communicated and documented through the appropriate administrative channels.

- **B. Timing & Calculation Rules**

  Leave permissions may only be taken at the ***start*** or ***end*** of the working day and are subject to the following conditions:

| | | |
|---|---|---|
| TIME OF PERMISSION | At the beginning of the working day | Up to two hours per permission |
| HOURS | Before the end of the working day | Up to two hours per permission |
| REMARKS | Hours will be deducted from the monthly allowance (4 hours). No fractions are calculated—e.g., a 75-minute request will count as 2 hours. | |

- **C. Repeated Lateness or Unapproved Leave**

  Employees who exceed their allowed permissions or are repeatedly late ***without prior official approval*** will be subject to salary deductions. These infractions will be:

  - Reported monthly to the employee's direct supervisor (Principal) and the School Director.
  - Subject to disciplinary action or corrective measures.
  - Reflected in the employee's annual appraisal.

- **D. Restrictions on Leave Permissions**

  In some events, ongoing classes/sessions, exams period/ parents' meetings, the days before or after holidays, and Thursdays and Sundays, monthly leave permissions are not allowed.

# URGENT LEAVES

- NIS Employees are entitled to two urgent leaves per academic year, one in Term (1) and one in Term (2). Incase an NIS employee exceeded the above-mentioned number, his/her salary will be subject to deductions. *Note: Urgent leave is not permitted during the probation period.*

- Urgent leaves may only be granted if approved by the employee's direct division supervisor (Principal/ School Director) and according to work needs and employee's responsibilities.

- Urgent leaves are not allowed in some events, including exam periods, parents' meetings, the days before or after holidays, and Thursdays and Sundays, taking into consideration the work needs and employee responsibilities.


# MATERNITY HOUR

- NIS Employees who are new mothers with children up to two years old are entitled to a one-hour maternity care leave per day. This benefit applies only to employees who have completed more than six months of service at NIS.

- The maternity hour may be taken either at the beginning or the end of the school working day. This must be arranged and approved by the direct supervisor (Principal), the School Director, and the HR Department, with the child's birth certificate submitted via official email.

- The arrangement with direct supervisor (Principal) and School Director is subject to change based on the employee's responsibilities, schedules, and sessions.

- Once the employee's child turns two years old, she must officially notify the direct supervisor (Principal), the School Director, and the HR Department via email.

- During the probation period, the maternity hour may not be approved. Approval is subject to work needs and the employee's responsibilities.

# EXCUSE PROCEDURE

**ALL NIS EMPLOYEES ARE REQUIRED TO FOLLOW THE BELOW STEPS:**

- Fill in the leave request form prior or subsequent to the leave.

- Obtain approval from your direct supervisor (Principal) and the School Director. Ensure the subject line of your email is formatted as: “Leave Permission on DD-MM-YYYY”.

  - If the employee has used their urgent leave balance (2 days per academic year) and monthly leave permissions, this will be reflected in their monthly salary deductions, only if approved and if their work responsibilities are not affected.

  - If the employee leaves the school premises without approval, a salary deduction will be applied, ranging from one to five days, depending on the disruption caused.

- In some cases, such as during ongoing classes/sessions, exam periods, Parents' meetings, before or after holidays, and Thursdays and Sundays, leave requests will not be allowed due to work needs and employee responsibilities.

# HEALTH-RELATED ISSUES/MEDICAL LEAVES

- Employees who become aware of any health-related issue, including pregnancy, must immediately notify their direct supervisor (Principal), School Director, and HR Department via email, providing official medical reports clearly stating the health condition.

- All medical reports must be forwarded through the School Director's office to the NIS School Doctor for evaluation and approval, specifying the number of medical leave days granted on a case-by-case basis.

- NIS Employees are entitled to a maximum of seven medical leave days per academic year after completing the probation period. These leaves must be supported with valid medical documentation and approved by both the NIS School Doctor and the School Director.

- During the probation period, approval of medical leave is at the discretion of the direct supervisor (Principal), School Director, and NIS School Doctor. Such leaves may be subject to salary deductions.

- Any absence that does not comply with the above procedures will be considered unapproved and will result in salary deductions. It will also negatively affect the employee's annual appraisal.

## This policy has been instituted strictly to protect the employees.

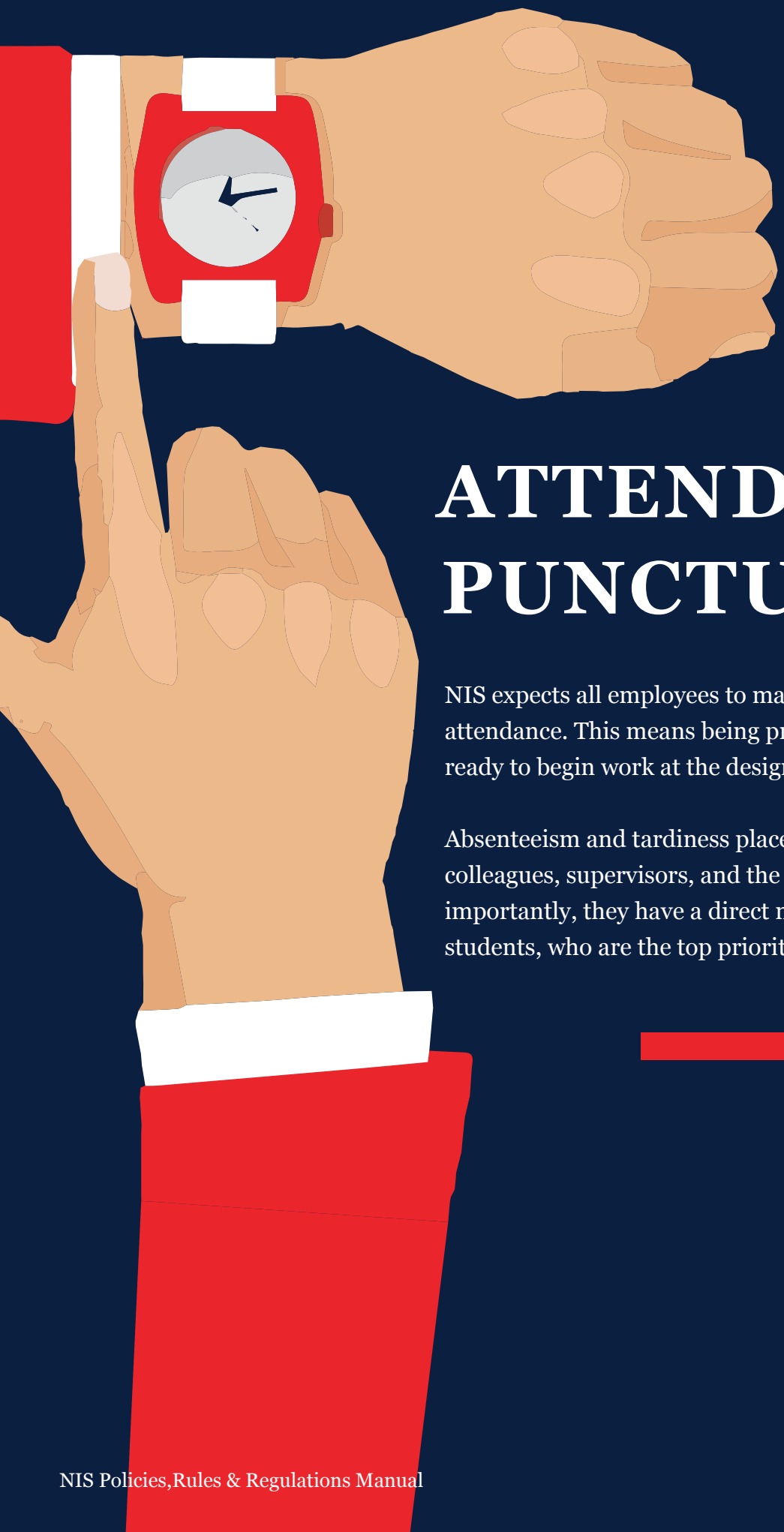
- A leave of absence may be granted on a case-by-case basis. If the need arises for a leave of absence, employees should notify their direct supervisor (Principal), School Director, and HR Department via mail.

- In some cases, a written “permission to work” from the employee’s doctor is required at the time or shortly after notice has been given. The doctor’s note should specify whether the employee is able to perform regular duties. (This should be approved by the NIS School Doctor.)

- NIS Employees are entitled to Maternity leave starting from the day of delivery supported by the Birth Certificate. Birth Certificate must be sent via email to direct supervisor “Principal”, School Director and HR Department.

  Some cases other factors can be taken into consideration as employee employment period and work-related responsibilities.

- Severe health conditions will be decided by school director, school doctor and HR Department after checking the employee employment period and according to the Egyptian Labor Law.



# ATTENDANCE/ PUNCTUALITY

NIS expects all employees to maintain regular and punctual attendance. This means being present at the workplace and ready to begin work at the designated starting time each day.

Absenteeism and tardiness place an added burden on colleagues, supervisors, and the organization as a whole. Most importantly, they have a direct negative impact on NIS students, who are the top priority of all NIS employees.

- If you are unable to report for work due to an emergency, you must notify your direct supervisor “Principal”/ School Director via email before 7:00 am. In the case that your absence is approved and supported by official documentation, a one-day deduction from your monthly salary will apply. This ensures that NIS can arrange temporary coverage of your duties/responsibilities to minimize disruption.

- It is the employee’s responsibility to communicate directly via email with the direct supervisor (Principal) and the School Director. Failure to follow this process will result in salary deductions ranging from one to five days, and/or official warnings, depending on the level of disruption caused.

- It is not acceptable to send an SMS or WhatsApp message as a form of notification, except in extreme emergencies such as hospitalization, accidents, or the death of a first-degree relative.

- In such emergencies, a message (SMS/WhatsApp) may be sent to the direct supervisor (Principal) or the School Director. However, it must be followed by a formal email on the same day, providing details of the emergency and any required medical or official documentation.

- In cases of hospitalization, accidents, or first-degree death emergencies, the decision regarding leave and salary deduction will be made on a case-by-case basis by the direct supervisor (Principal), the School Director, the School Doctor, and the HR Department.

- During critical periods—such as ongoing classes/sessions, revision weeks, exam periods, parent meetings, the days before or after holidays, Thursdays, and Sundays—absence will result in a deduction of two to three days' salary, even if the employee follows the correct notification process.
  If no notification is made during these events, the deduction may increase to up to five days, along with an official warning.

- Excessive tardiness or absence will lead to official warnings, salary deductions, and disciplinary actions or corrective measures, all of which will be reflected in the annual appraisal process and may impact contract renewal.

- During the probation period, any form of unjustified or repeated tardiness or absence is not tolerated and will directly affect the employee’s continued employment at NIS.

# ABSENCE WITHOUT NOTICE

**If you do not report to work and NIS is not officially notified of your status, actions will be taken in accordance with the Labor Law.**

- In case an NIS employee does not report to work and his/her direct supervisor (Principal)/ School Director is not notified, his/her salary will be subject to deductions ranging from one to five days, depending on the severity of the disruption caused. This will also result in official warnings.
- If this incident is repeated twice within the same academic year, it will negatively impact the employee's annual appraisal and contract renewal process.
- Three to five consecutive days of absence without official approval or notification from the direct supervisor (Principal)/ School Director will result in HR Department intervention and potential legal action.
- More than ten days of non-consecutive absence without official approval or notification from the direct supervisor (Principal)/ School Director will result in immediate contract termination.
- During the probation period, such behavior is strictly unacceptable and will directly affect the employee's employment contract and continuation at NIS.

| | | |
|---|---|---|
| **First time without official email notification and approval as mentioned above.** | Official Warning 1 | Two Days Deducation |
| **Second time without official email notification and approval as mentioned above.** | Official Warning 2 | Five Days Deducation |
| **Third time without official email notification and approval as mentioned above.** | Will result in HR Department interference and legal consequences. | |

# STANDARDS OF CONDUCT

The work rules and standards of conduct for NIS are important, and NIS regards them seriously. All employees are urged to become familiar with these rules and standards. In addition, employees are expected to follow the rules and standards faithfully in doing their own jobs and conducting NIS' mission, vision, quality and constitution.

Any employee who deviates from these rules and standards will be subject to corrective action, up to and including termination of employment.

While not intended to list all the forms of behavior that are considered unacceptable in the workplace, the following are examples of rule infractions or misconduct that may result in corrective actions and disciplinary penalties, up to and including termination of employment.


**The following cases shall be considered as a serious error:**

- If it is established that the employee has assumed a false identity or submitted false documents.
- If it is established that the employee has committed an error resulting in serious damages to the employer, the employer shall notify the event to the competent authorities within twenty-four hours from the time he learns of its occurrence.
- Physical touch with students is highly prohibited and will not be tolerated under any circumstances.
- Inappropriate verbal communication or bullying against any of the students will not be tolerated under any circumstances.
- If despite warning the employee in writing to observe the instructions necessary to be followed for the safety of other fellow employees, it is established that the employee repeated non-observing them.
- If the employee is excessively absent without legitimate justification and approvals.
- If it is established that the employee has divulged the secrets of NIS, leading to the occurrence of serious damages and harms to the Organization.
- If the employee embarks on competing with the employer in the same activity.
- If during the working hours the employee is found to be in a state of plain drunkenness, or affected by intoxicating substances used.
- If it is established that the employee has aggressed in any way against the student, employer, or the Top Management, or also if he/she commits a serious aggression of any type on any of the students, superiors, colleagues, and/or parents during or because of the work.

# WORK RULES

**NIS encourages a safe and pleasant work atmosphere. This can only happen when everyone cooperates and commits to appropriate standards of behavior.**

**The following is a list of some behaviors that the Organization considers unacceptable and will not be tolerated.**
*Any employee found engaging in these behaviors will be subject to disciplinary actions/penalties:*

- Failure to be at the workplace, ready to work, at the regular starting time.
- Willfully damaging, destroying, or stealing property belonging to fellow employees, students, superiors, customers, or the Organization.
- Refusing or failing to carry out any instructions of a supervisor.
- Leaving the work station (except for reasonable personal needs) without permission from the supervisor.
- Ignoring work duties or loafing during working hours.
- Intentionally giving any false or misleading information to obtain employment or a leave of absence.
- Using threatening or abusive language toward a fellow employee or any other party related to the Organization.
- Falsifying any record.
- Smoking contrary to established policy or violating any other fire protection regulation.
- Willfully or habitually violating safety or health regulations.
- Failing to wear clothing conforming to standards set by the Organization.
- Being tardy or taking unexcused absences from work.
- Not taking proper care of, neglecting, or abusing Organization equipment and tools.
- Using Organization equipment in an unauthorized manner.
- Gossiping, bullying, rumors, inappropriate chatting, and spreading hearsay.

***In case the above-mentioned incidents occur, the employee will be subject to disciplinary actions, penalties days, and legal investigation.***

*Disciplinary actions can result in official warning and penalties that range from one to five days of deduction.*
*In some cases, legal investigation will take place and might result in employment termination.*

# DRESS CODE

NIS expects all employees to maintain a trustworthy and professional appearance at all times. Whether on campus or representing the school externally, formal attire is mandatory. A professional appearance is essential whenever an employee interacts with students, parents, colleagues, stakeholders, or the general public. Employees must be appropriately dressed and well-groomed in a manner that reflects the high standards of NIS and aligns with the expectations of their position.

## For Men:

**Formal Suites:** In colors such as grey, black, brown, or dark blue.

**Shirts:** white, light blue, light yellow, grey, or black.

**"Complete professional formal attire"** is required.

## For Women:

**Suites Only:** A blazer jacket with a long skirt (below the knees) or pants is permitted with colors: grey, black, brown, dark blue

**Shirts:** All colors are permitted, provided the full outfit maintains a complete professional formal appearance.

**On specific occasions, employees may wear smart casual attire only if officially approved, allowed, and communicated in advance.**

Please note that the following list is not allowed in campus:

- ☒ Knitted garments (vests, jackets).
- ☒ Leggings (all types and materials).
- ☒ Open toe shoes or sandals.
- ☒ Dresses and skirts above the knee.
- ☒ Sleeveless dresses or blouses.
- ☒ Sleeveless dresses with shawls.

- No Tattoos or Piercings are allowed to be visible under no circumstances and must be covered.
- NIS Employees/Teachers must show a full image of professionalism by abiding with the above.
- Long beards for men are not allowed and must be trimmed.

    - *All employees are clearly informed of the dress code policy during the contract signing and hiring process.*
    - *HR Department and Senior Leadership Team members are expected to inform all staff members when they are violating the dress code policy. Staff members in violation are expected to immediately correct the issue.*

**Repeated violations or violations that have major repercussions may result in disciplinary action/penalties being taken up to and including contract termination.**

***Disciplinary actions can result in official warning and penalties can range from one day deduction up to five days.***

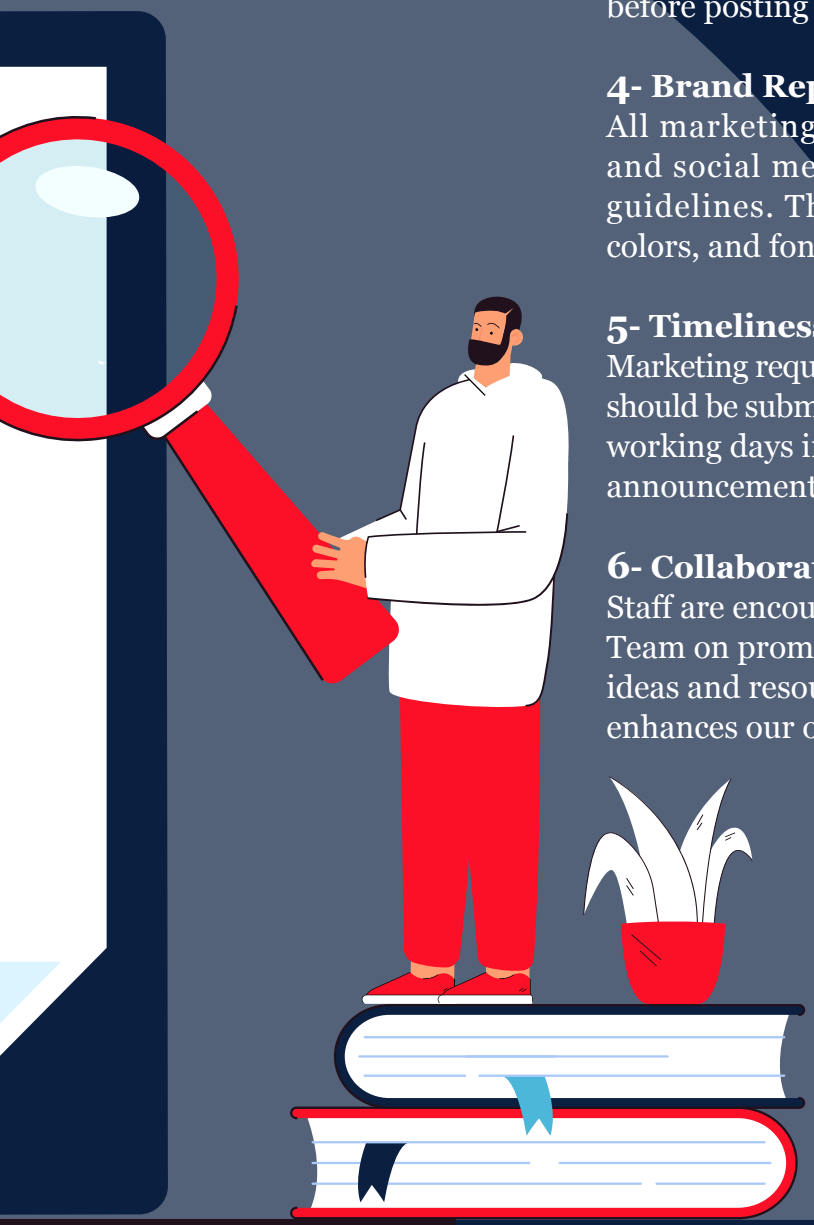
# MARKETING POLICIES

**1- Content Approval:**
No staff member may post on social media regarding school activities or events without prior consent from the Marketing Team. All content must align with NIS branding and messaging.

**2- Confidentiality:**
Employees must not disclose any sensitive or confidential information about the school, staff, or students in any marketing materials.

**3- Photography and Videography:**
Any photos or videos taken during school events must be approved by the Marketing Team before sharing publicly. Additionally, ensure that parental consent is obtained before posting images of students.

**4- Brand Representation:**
All marketing materials, including flyers, brochures, and social media posts, must adhere to NIS branding guidelines. This includes the use of approved logos, colors, and fonts.



**5- Timeliness:**
Marketing requests, including design and content approvals, should be submitted to the Marketing Team at least five working days in advance of any planned events or announcements.

**6- Collaborative Efforts:**
Staff are encouraged to collaborate with the Marketing Team on promoting school events and initiatives. Sharing ideas and resources strengthens our community and enhances our outreach.

FOUNDED BY
DR NERMIEN ISMAIL

**NIS**
**DR.NERMIEN ISMAIL SCHOOLS**

Thank you for being a vital part of the NIS family. Together, let's continue to foster a positive, collaborative, and thriving workplace as we strive for excellence in education.