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STAFF WELLBEING POLICY

Prepared on	10 August 2025
Reviewed on	13 April 2026
Next Review	15 April 2027
Reviewed By	Principal, Vice Principal, SLT, Social Worker and Campus HR

Introduction: The provision of a supportive work environment is essential to cultivating a healthy professional and social setting that contributes to staff wellbeing, which is one of the leading factors for retaining, motivating, and enhancing the productivity of staff. This policy sets out the basic requirements for the school's commitment to ensuring that all staff are treated fairly and professionally, to enabling staff growth through continuous professional development, and to respecting staff privacy and wellbeing.

Purpose

- Create a school environment that is welcoming for all staff.
- Enable a collaborative, caring, and supportive environment with safe spaces to discuss any dimension of wellbeing.
- Improve staff experiences and well-being to achieve higher work satisfaction for all staff.

Staff Well-being Strategy:

Global Indian International School acknowledges and affirms its obligation to uphold a duty of care towards all staff members. Under the leadership of the Principal and, where the Principal's wellbeing is concerned, the Governing Board, the school is committed to providing a safe, respectful, and supportive working environment. This includes safeguarding physical, emotional, and psychological well-being; promoting professional dignity and fairness; and ensuring that appropriate policies, resources, and support mechanisms are in place. The school leadership accepts responsibility for proactively identifying risks, responding promptly to concerns, and fostering a culture of care, accountability, and mutual respect for the benefit of staff and the wider school community.

Global Indian International School shall adopt and implement a holistic framework to promote staff wellbeing within the school environment. This framework shall recognise and support the social, physical, mental, intellectual, and emotional well-being of all staff members. It shall also

address the specific and differentiated well-being needs associated with particular roles, including but not limited to school leaders, teachers, and support staff. Through inclusive policies, targeted supports, and a culture of care and respect, the school will ensure that staff well-being is prioritised as a shared responsibility and an essential component of effective and sustainable educational practice.

Staff Wellbeing Committee: Global Indian International School has appointed a Staff Wellbeing Committee to serve as the central body that plans and executes all staff wellbeing initiatives and develops, implements, monitors, and reviews policies to manage all aspects of staff wellbeing and grievances within the school.

2. Supporting Staff Well-being

2.1 Staff Support Mechanisms: The school shall regularly check in on the well-being of staff and support any member who may be displaying early signs of concern or potentially may be at risk of harm.

1. The school shall develop a process to identify staff who may be at risk of harm (e.g., showing signs of severe burnout or depression) and develop mechanisms to support and positively engage with staff.

2. If a serious staff wellbeing concern is identified that could have a potentially harmful impact on the concerned staff or others, GIIS has in place a process for confidential reporting within the school for further escalation as appropriate.

3. Leave Types

The following leave provisions are provided to staff in accordance with school policy and applicable regulations, to support their well-being and work–life balance:

Leave Type	Academic Staff	Admin/Non-Academic Staff
Annual Leave	July & August only (No carry-over allowed)	45 days/year (as per policy & conditions)
Emergency Leave	6 days/year Max 2 days consecutively	NA
Maternity Leave	45 days full pay + 15 days half pay	45 days full pay + 15 days half pay
Sick Leave	15 days full pay 30 days half pay 45 days unpaid	15 days full 30 days half 45 days unpaid

Bereavement Leave	3–5 days Based on the relation	3–5 days Based on the relation
Work From Home	NA	Up to 6 days/year if unavoidable
Probation / Notice	No paid leaves	No paid leaves

4. Other staff Benefits:

Staff are provided with school transport for commuting to and from the school.

Teachers are offered a child subsidy in accordance with their eligibility.

Air Ticket: Air ticket fare to the home country is provided to staff on a school visa once every alternate year.

Health Insurance: Health insurance is provided to all staff on a school visa.

5. The following Performance Appraisal Process is implemented at Global Indian International School:

Goal Setting

Role-based KPIs are auto-assigned. Employees may propose additions, if required, subject to approval from their respective managers.

Mid-Year Review

Without individual rating, the performance of employees is monitored.

Year-End Appraisal

Self-appraisal, manager review, and final rating.

6. Rewards & Recognition

Employee of the Month

Monthly Announcement

For Process Improvements and Service Excellence Initiatives

Nomination by Managers

7. Global School Awards

The awards are conducted annually and include seven award categories in addition to long service awards (5 years, 10 years, 15 years, etc.). Nominations may be submitted by self, managers, or colleagues.

8. Grievances and Whistleblowing

Global Indian International School shall ensure that its communication channels enable the reporting of staff grievances in a convenient, confidential, and secure manner.

1. The school shall outline a mechanism to report and resolve all staff grievances in a transparent and timely manner through Grievance.
2. The school shall review the grievances received and implement measures to resolve issues to maintain a conducive work environment for all staff, where appropriate.



Dilip Kumar
Principal
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