

CODE OF CONDUCT FOR OFFICE STAFF

- Must comply with the rules and regulations of the College
- Must be diligent and punctual in carrying out all responsibilities
- Obligation to work beyond fixed hours in case of exigency
- No outsourcing of work without permission
- Patience and cordial behaviour with office colleagues, Principal, teachers, students and visitors
- Strict professional relations with teaching staff and students
- Must dress appropriately
- Respect for hierarchy in administration