Sharjah American International School

2026 - 2027

SAIS ABU DHABI STAFF WELLBEING POLICY

Abu Dhabi Branch

Aligned with ADEK School Staff Wellbeing Policy.



عـــام الأســـرة ٢٠٢٦
YEAR OF FAMILY 2026

1. PURPOSE

SAIS Abu Dhabi is committed to providing a safe, supportive, and professional working environment that promotes staff wellbeing, engagement, and professional growth. Staff wellbeing is considered a leadership responsibility and a core component of school culture. This policy aligns with ADEK School Staff Wellbeing Policy requirements and reflects SAIS Abu Dhabi's commitment to duty of care, staff retention, and sustainable performance.



2. WELLBEING PHILOSOPHY (UPSTREAM APPROACH)

SAIS adopts an upstream approach to wellbeing, focusing on preventing stress and burnout before escalation. Wellbeing is embedded into leadership practices and daily operations. SAIS promotes a proactive, respectful, and emotionally predictable working environment.

3. KEY OPERATIONAL HIGHLIGHTS INCLUDED:

The School Governance, Principal and Senior Leadership Team hold overall responsibility for staff wellbeing. Middle Leaders (HODs and Coordinators) act as culture carriers, ensuring wellbeing practices are consistently implemented within departments. Leadership models fairness, respectful communication, workload awareness, and professional trust.

4. STAFF WELLBEING LEAD

SAIS appoints a Staff Wellbeing Lead responsible for planning and coordinating wellbeing initiatives, maintaining the Staff Wellbeing Calendar, monitoring participation and impact, coordinating with HR and ICT, and ensuring inspection-ready documentation.

5. STAFF WELLBEING SYSTEMS

SAIS maintains a structured Staff Wellbeing Calendar documenting all planned and completed initiatives. Systems include onboarding support, birthday recognition, staff gatherings, wellbeing communications, professional development support, counselling referrals (as per insurance policy), proactive check-ins, and mechanisms to support work-life balance.

6. STAFF SUPPORT AND EARLY INTERVENTION

The school conducts proactive wellbeing check-ins and provides confidential support pathways. Where serious concerns arise, appropriate internal or external referrals are made while maintaining confidentiality.

7. GRIEVANCE AND WHISTLEBLOWING

SAIS maintains clear grievance and whistleblowing procedures aligned with ADEK School Values and Ethics Policy. All concerns are handled confidentially, fairly, and in a timely manner.

8. RECORDS AND CONFIDENTIALITY

All wellbeing records are maintained confidentially in accordance with UAE Data Protection Law and ADEK School Records Policy. Access is restricted to authorized personnel only.

9. MONITORING AND REVIEW

Implementation is monitored through the Staff Wellbeing Calendar, surveys, participation records, and leadership reviews. This policy is reviewed annually to ensure continuous improvement.

