

Utopia Education

Teacher's Department

CODE OF CONDUCT

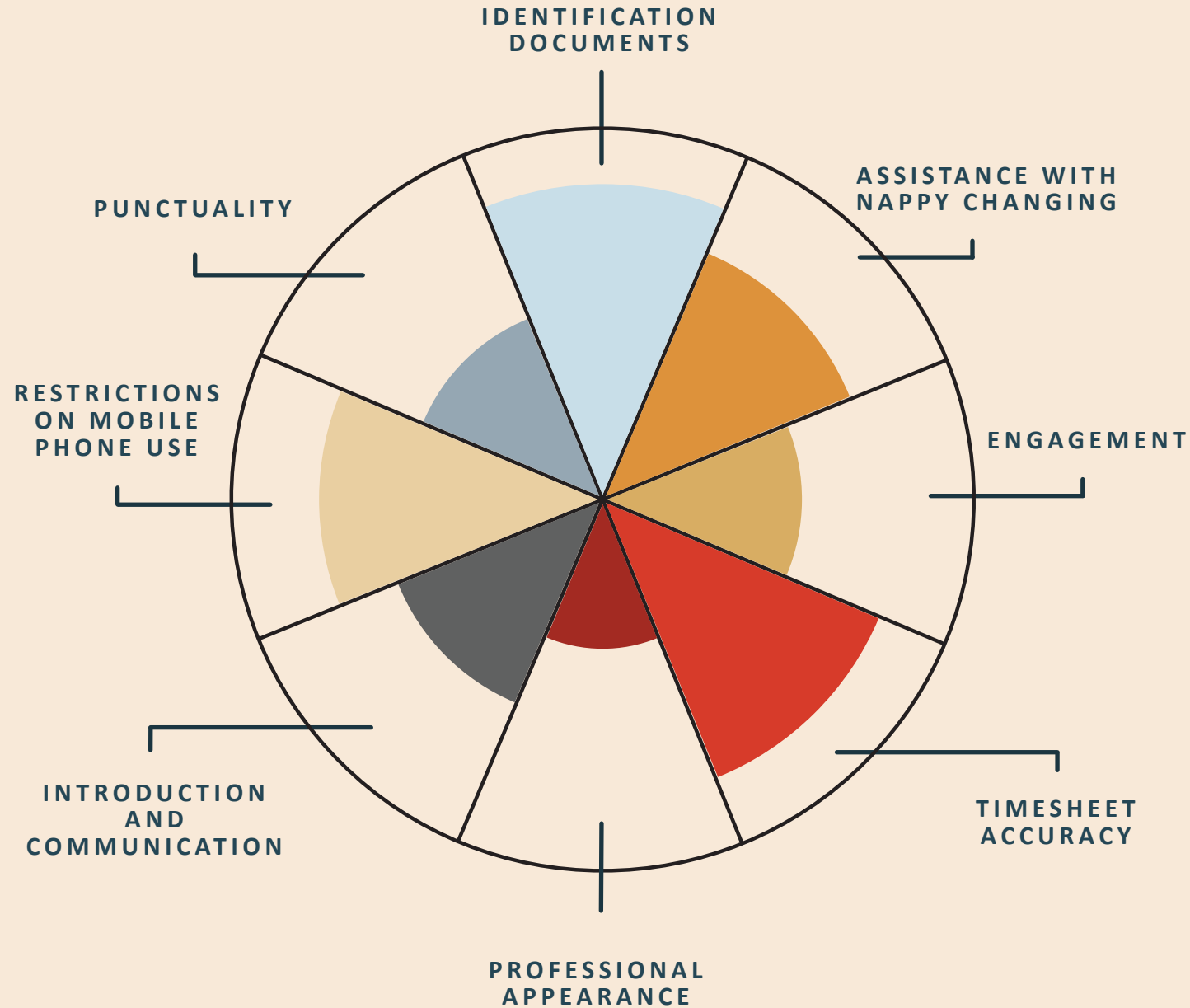


ADHERENCE TO UTOPIA STANDARDS

ACCOUNT DEACTIVATION

Last Revised: Dec 21, 2023

ADHERENCE TO UTOPIA STANDARDS



Identification Documents: As mandated by the stipulations placed on the Safety Checks for Children's Workers, you are required to present both your primary and secondary identification documents (or their signed copies legalized by a Justice of Peace) at all bookings. The centre reserves the right to deny your services, without pay, in the event of non-compliance with this rule.

Punctuality: We anticipate our teachers to be present and prepared to begin their duties promptly at the start of their scheduled shift. We encourage you to arrive five minutes prior to your shift to prepare accordingly. In case of a delay, please notify the Centre Manager via the Utopia App's chat function and ensure accurate representation of your starting time on your timesheet. Regular lateness may trigger an investigation into your account.

Assistance with Nappy Changing: Qualified teachers are expected to assist with diaper changes when requested by the centre. Typically, such requests are made to teachers who have serviced the centre on several prior occasions.

Restrictions on Mobile Phone Use: Pursuant to the regulations on safety checks for children's workers, mobile phones are not permitted on the centre floor.

Introduction and Communication: It is pivotal that you introduce yourself to the Centre Manager and fellow staff members cordially and professionally at the outset of your shift and maintain open lines of communication throughout the day.

Engagement: You are encouraged to interact fully with the children, demonstrating readiness to facilitate enriching learning experiences.

Professional Appearance: Your attire should reflect the professional standards of early childhood education.

Timesheet Accuracy: You bear the responsibility of submitting an accurate timesheet, detailing your correct working hours, by midnight of the same day as your job booking. Repeated failure to submit or correctly complete a timesheet may lead to an investigation into your account. In the event of a discrepancy between your timesheet and the centre's, the centre's confirmed timesheet will be considered as the confirmed hours.



**POOR
WORKING
PERFORMANCE**



**IMPROPER
USE OF THE
LEAVE
BUTTON**



**SUBSTANDARD
RATINGS**



**JOB ABSENCE
FOR 60
CONSECUTIVE
DAYS**



ACCOUNT DEACTIVATION



Poor Working Performance: In order to uphold our standards, be aware that any significant misconduct or noteworthy concerns regarding your work performance could potentially lead to further disciplinary actions such as investigation or termination of your account. If you fail to live up to the expectations outlined above, it could jeopardize your ongoing participation in our platform.

Improper Use of the Leave Button: The leave application function for upcoming jobs is intended for urgent needs only. We strongly advise you to only commit to job duties when you are certain of your availability for the entire duration of the booking. Submitting leave applications for confirmed bookings, especially in urgent situations, may result in investigations or termination of teachers' accounts.

Substandard Ratings: At Utopia, we regularly monitor your teaching performance via feedback provided by our Centres. If your performance ratings are consistently low and show no signs of improvement, your account may be subjected to investigation as it heralds a failure to uphold our standards. Performance feedback is anchored on the following pillars: punctuality, presentation, introduction, communication, and involvement.

Job Absence for 60 Consecutive Days: Maintaining accurate data for our Centre's reference is paramount. Should a teacher fail to accept any job bookings over a span of 60 consecutive days or more, their account will be temporarily put on hold by Utopia. The account will be reinstated only when they express a readiness to be actively engaged in work again.