



An Association for Teachers of English to Speakers of Other Languages in Kuwait

Code of Conduct

Teachers of Speakers of Other Languages association is an established non-profit association in Kuwait. Its objective is to connect, support and promote ELT professionals in Kuwait and Arabian Gulf region. The principles stated in this Code of Conduct are mirroring our objectives and are elaborated in the document Tesol Kuwait's mission and vision.

The definition of the Code of Conduct

A Code of Conduct can help provide a safe and pleasant atmosphere within our association by letting members and board members know the standards of behaviour expected within the association. It also provides a frame for understanding and solving problems when they arise.

Terms of the Code of Conduct

The present document outlines the code of conduct expected from all members of TESOL KUWAIT and is a condition of membership. It applies to all members, irrespective of their membership type, the role they fulfil, or the jurisdiction in which they live or work. This code also applies to non-members who participate in TESOL organised or supported events.

All members are required to act in accordance with the principles outlined in this document, based on key principles outlined below:

1) Responsibility and accountability

- a. All members must abide by the bylaws of TESOL KUWAIT, which are published on our website.
- b. Members should uphold the reputation of TESOL Kuwait and avoid personal or professional misconduct that may damage the image of TESOL Kuwait

2) Integrity and honesty

- a. Members should not use TESOL Kuwait membership as a means of conveying a level of competency or professional standard, as TESOL Kuwait is not an accrediting body and there is no assessment of competency to attain or retain membership.
- b. Members shall not make any public statement or speak on behalf of the association, its Board Members or Committees, without prior authorisation.

3) Respect

- a. TESOL Kuwait is committed to maintaining and promoting a professional environment within which its members treat each other with respect and dignity. Members should respect the knowledge, insight, experience and expertise of fellow members, Board members, relevant third parties and members of the general public.
- b. Members should communicate effectively, avoiding language or behaviours, which may be seen as offensive, inappropriate or insensitive.
- c. While feedback and constructive criticism are welcome and greatly valued, members should avoid being regularly or continuously critical of TESOL Kuwait and/or other members and volunteers, as this negates the positive, collaborative nature of the association.
- d. TESOL Kuwait encourages respectful discussion and debate. Members should listen to others, contribute positively and challenge sensitively.

- e. TESOL Kuwait will not tolerate discrimination and expects members to respect diversity and promote equal opportunities.
- f. As a professional association, all members need to show consideration for local cultures and customs.
- g. TESOL Kuwait will not accept any form of bullying, harassment, discrimination, or victimisation. All members should respect individual and collective rights to privacy. TESOL Kuwait encourages member collaboration to aid the transfer and sharing of knowledge, help disseminate learning and promote good practice.

Volunteers

TESOL Kuwait relies on its members to volunteer and assist in the running of the Association. Volunteers are an important part of TESOL Kuwait and their effort and energy dedicated to TESOL Kuwait have kept the association alive. When volunteering with TESOL Kuwait, these additional points of the Code of Conduct apply:

1. Volunteers shall help encourage and support fellow members in their professional development and where possible, mentor new entrants to our community.
2. Volunteers will reject any offer of [bribery](#) and will not make any such offers. Bribery is the giving or receiving of something of value to influence a transaction.
3. Volunteers should not use their position on a TESOL Kuwait committee to benefit themselves, their employers or others.
4. TESOL Kuwait is committed to conducting business in an ethical and honest manner, acting professionally, fairly, and with integrity. Volunteers with TESOL Kuwait are expected to commit to the same standards.
5. Volunteers should make every effort to ensure that unfair treatment does not occur in the areas for which they are responsible. Volunteers should support any member of the Association who feels they have been subject to unfair treatment
6. Volunteers should not disclose information that has been acquired during the term of the position or that has otherwise been acquired in confidence. Minutes and the proceedings of TESOL Kuwait meetings, as well as correspondence by email and on communication platforms (e.g. email platform, Instagram Accounts, shared documents and folders etc.) or any personal data of members are confidential and should not be shared with anyone outside the intended recipients / participants / committee members; other than with Executive and Extended Board and for future committee volunteers to look back on. Meetings should not be secretly recorded and/or shared in any way.
7. Volunteers should declare any competing professional or personal interests that may be relevant to their activities on Tesol Kuwait committees or at Tesol Kuwait events and supported events. Any activities undertaken in the name of TESOL Kuwait should be consistent with TESOL Kuwait's vision, strategic objectives and aims.
8. If a conflict of interest does arise, TESOL Kuwait asks that the volunteer declares the interest. Volunteers should be aware they may be asked to withdraw from the relevant TESOL Kuwait activity as a result.

Note:

This code of conduct establishes the principles to which all TESOL Kuwait members should adhere to but it cannot cover every issue that may arise. If an issue is not addressed directly by this code then TESOL Kuwait will seek to interpret and apply the ethos of the code. If an individual considers that a breach of the Code of Conduct has occurred, the Executive Board of TESOL Kuwait reserves its right to deal with the matter. TESOL Kuwait reserves the right to amend and update this Code of Conduct.