

**HARROW INTERNATIONAL SCHOOLS,
HARROW INNOVATION LEADERSHIP ACADEMIES
& HARROW LITTLE LIONS EARLY YEARS CENTRES (the school)
ADMISSIONS CODE OF CONDUCT**

Version: 31Mar2021

哈罗国际学校、哈罗礼德学校、哈罗小狮幼教中心(学校)
招生工作行为准则
版本号: 31Mar2021

The HARROW INTERNATIONAL SCHOOLS, HARROW INNOVATION LEADERSHIP ACADEMIES & HARROW LITTLE LIONS EARLY YEARS CENTRE ADMISSIONS CODE OF CONDUCT (hereinafter referred to as the "Admissions Code of Conduct") is a framework document based on the AISL mission and values. With a commitment to the principles of fairness and justice, this document regulates the admissions procedures and provides behavioural guidelines for admissions staff.

The knowledge and practices outlined in the Admissions Code of Conduct form the expectations for all admissions staff, protecting our reputation and that of all Harrow-branded schools.

All admissions staff are expected to read, understand and abide by the rules set out in this document and must report any violation of its provisions.

We will conduct a discreet and independent investigation of any improper behaviour reported.

While the Admissions Code of Conduct aims to provide sufficient guidance for admissions staff, preparing them for a variety of possible problems, it is not an exhaustive list of the potentially difficult and challenging situations one may encounter during the admissions process. Please seek support from your line manager or from the Group Admissions Department if you have any doubt or need support implementing this policy.

《哈罗国际学校、哈罗礼德学校和哈罗小狮幼教中心招生工作行为准则》（以下简称《招生行为准则》）是以学校使命与价值观为基础，秉承学校招生工作公平与公正原则，指引招生员工规范行为、正确处事的框架体系。认识、理解和实践《招生行为准则》是招生全体同仁的立身之本，更是我们的坚定主张。

学校招生工作全体同仁均需要阅读、理解并遵守执行《招生行为准则》中所规定的各项内容。与此同时，你有责任报告违反《招生行为准则》的行为。对于招生行为不当的报告，我们将展开谨慎独立的调查。

《招生行为准则》旨在给予招生员工充分的指导并应对可能面临的各种问题。《招生行为准则》不能涵盖招生工作中遇到的所有困难和挑战，如果招生员工在工作中遇到任何疑虑或需要额外帮助，请向直线汇报上级或者集团总部招生部寻求支持。

I. OVERVIEW OF THE SCHOOL ADMISSIONS POLICY

The overarching guideline for school admissions is defined in the opening chapter of the AISL ADMISSIONS POLICY (HSTD51), SCOPE & PURPOSE", as is quoted below:

Within the framework of national laws and regulations, all of our schools are selective. We seek to admit students with the aptitude, ability and personality to thrive in, and contribute to, our diverse international communities.

Our motto and boarding ethos strongly influence the key areas of emphasis in each school and, therefore, impact admissions decisions.

The following principles guide the admissions process:

1. The process should be fair, open, honest and transparent.
2. Selection will be based on academic ability and potential contribution the applicant will make to the school.
3. Applicants must be able to engage meaningfully with the programmes offered at the appropriate level within the school.
4. Applicants and their families must be committed to the co-curricular life of the school.
5. Applicants and their families must value all relationships within the school community and pursue the personal formation of character.
6. All our students and their families must support and embrace our ethos and values.

We enrol students who will make a positive contribution to the school community and, subject to local regulations, seek to attract students of many nationalities whose parents are in agreement with the school's motto and values. There can be no deviation, preference extended or privilege given from this policy.

All admissions staff of the school are expected to carefully read and strictly abide by the rules set out in the AISL ADMISSIONS POLICY (HSTD51) (see Annex 1 for details).

Admissions staff are also expected to carefully read and strictly abide by the rules set out in the ADMINISTRATION STAFF HANDBOOK, with special attention paid to sections on Integrity, Confidentiality, Conflict of Interests, Sole Employer, Gambling, Loans with Business Associates, Published Articles/Public Functions and Compliance with Legal Standards, as can be found in sections of STAFF PROTOCOL and CODE OF CONDUCT under the chapter GENERAL RULES AND CONDUCTS (see Annex 2 for details). (Details regarding the rules highlighted in blue from the ADMINISTRATION STAFF HANDBOOK may be added or removed as appropriate to reflect the context of each school and include information that the admissions staff are expected to carefully read and strictly follow.)

一、学校招生政策概述

《亚洲国际学校有限公司招生政策（版本号 HSTD51）》开篇“范围和目的”之规定是学校招生工作的纲领性指导，具体内容援引如下：

在遵循国家法律法规的前提下，我们所有学校均实施择优录取。我们希望招收具备相应潜质、能力和个性的学生，培养其在丰富多元的国际环境中茁壮成长、积极贡献社稷。

我们的校训和寄宿理念深刻影响着每所学校的办校重点，其一便是招生决策。

招生过程遵循以下原则：

- 1、招生过程应当公平、公开、诚实、透明。
- 2、择录标准取决于申请人的学术能力和对学校的潜在贡献。
- 3、申请人必须能够切实参与校内相应年级层次的各项课程。
- 4、申请人及其家人必须承诺参与学校的课外活动生活。
- 5、申请人及其家人必须重视学校大家庭内的所有关系，并力求个人人格形成。
- 6、所有学生及其家人必须支持并拥护学校的理念和价值观。

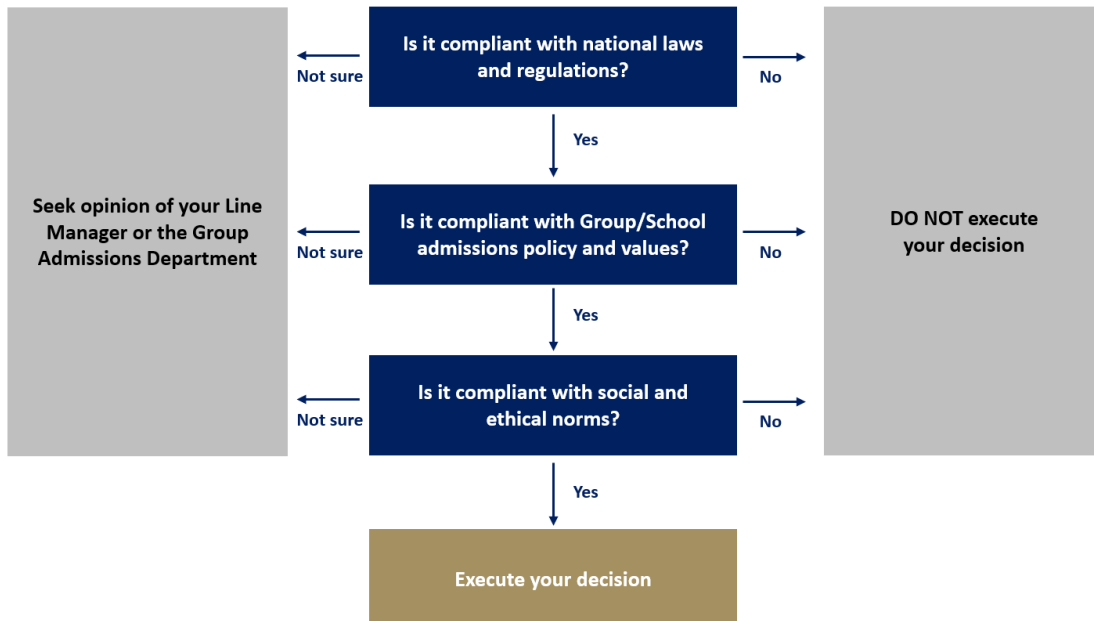
我们招收能为学校大家庭作出积极贡献的学生。在符合当地法规的前提下，只要其家长认同学校校训和价值观，我们欢迎不同国籍的学生报读。招生过程不允许背离、优待或凌驾于此政策的行为。

学校招生全体同仁应当仔细阅读并严格遵守《亚洲国际学校有限公司招生政策（版本号 HSTD51）》中的各项规定，具体请见附件 1。

与此同时招生员工应仔细阅读并严格遵守学校《ADMINISTRATION STAFF HANDBOOK》的各项规定，特别是 GENERAL RULES AND CONDUCTS 条款中 STAFF PROTOCOL 和 CODE OF CONDUCT 里涉及的 Integrity, Confidentiality, Conflict of Interests, Sole Employer, Gambling, Loans with Business Associates, Published Articles/Public Functions 和 Compliance with Legal Standards 的内容，具体请见附件 2。（请各校区注意上述《ADMINISTRATION STAFF HANDBOOK》标注蓝色的部分，并根据本校区的情况相应增加或删除需要招生员工仔细阅读并严格执行的内容）

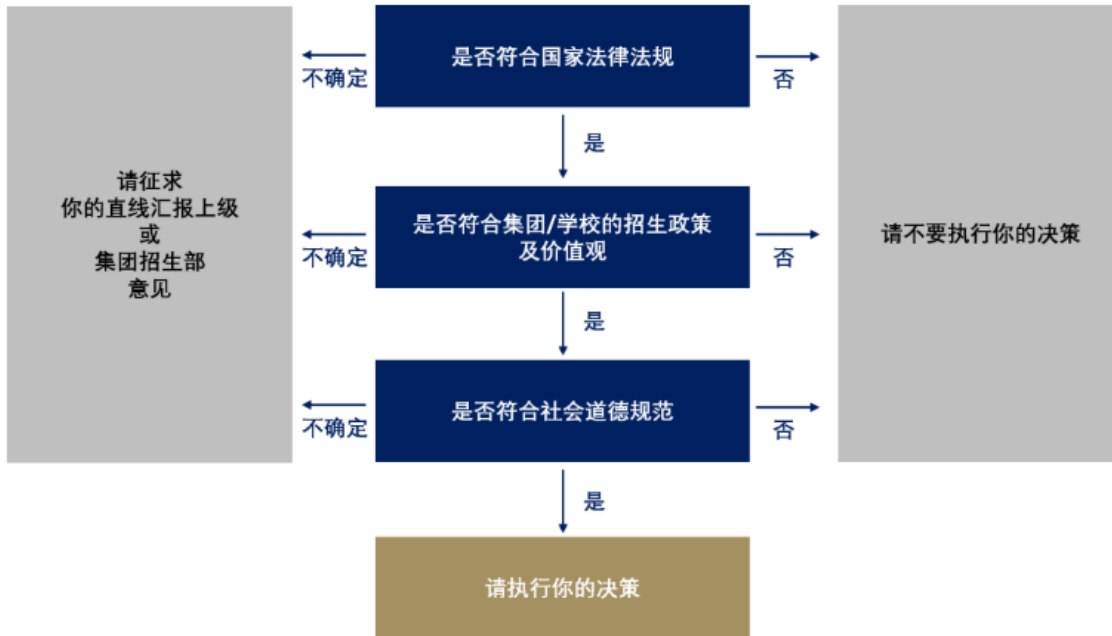
II. DECISION-MAKING IN COMPLIANCE WITH NATIONAL LAWS, GROUP/SCHOOL ADMISSIONS POLICY AND ETHICAL NORMS

Admissions staff of the school should exercise appropriate discretion when handling situations and problems during the admissions process. As is shown in the Decision Flow Chart below, all decisions should be carefully made with national laws and regulations, Group/School admissions policy and ethical norms in mind.



二、合乎国家法律、集团/学校招生政策及道德规范的决策模式

学校招生员工在日常招生工作中，遇到各种情况和问题，应当具有良好的判断力。所有的决策应当从国家法律法规、集团/学校招生政策、价值观及道德规范三个维度进行认真评估后，做出谨慎决策。请参考下述决策流程示意图



III. DOING THE RIGHT THINGS FOR THE SCHOOL COMMUNITY

The school is not a lone entity. The development of the school hinges on support from government departments, the media, and third-party agencies/partners. During the admissions process, you will need to communicate and interact with all these three stakeholders.

1. Government

The school assigns designated staff and officers to communicate with relevant government departments. In the absence of authorisation from the Senior Leadership Team (SLT), admissions staff should not initiate liaison or communication with any government department on behalf of the school.

If a member of the school's Admissions Department is contacted by any government department, this member should immediately report to his/her line manager.

If a government department requests any data or statistics related to admissions, admissions staff should, upon authorisation from the Senior Leadership Team (SLT), prepare and hand in true and accurate information to his/her line manager for approval. Such information should be passed to the government department via the approved channel.

2. Media

The school's Marketing Department is responsible for media affairs. Admissions staff should not contact the media directly or indirectly, take media interviews, or disclose any admissions information to the media in the absence of authorisation.

If a member of the school's Admissions Department receives any request by the media for information/for an interview, he/she should refer the media to Marketing Department for follow-up.

3. Third-Party Agencies/Partners

Cooperation requests with third-party agencies/partners should be processed following these guidelines:

a. Definition of Third-Party Agency/Partner

A third-party agency/partner is defined as any company, agency or individual that directly or indirectly promotes school admissions.

Such third-party agencies/partners include, but are not limited to: admissions consulting agencies, study abroad agencies (including self-employed overseas education consultants), language training centres, private banks, wealth management companies, VIP centres of luxury malls, premium real estate developers, equestrian\golf\fencing\sailing and other sports clubs, and educational institutes (including kindergartens, pre-prep schools, prep schools and senior schools) which recognise the excellence of a Harrow-branded education.

b. Purpose of Cooperation with Third-Party Agencies/Partners

In consideration of the similarity and complementarity between the school and the third-party agencies/partners in terms of target customers, quality provision, and network advantages, the school aims to harness complementary strengths and maintain long-term partnership with third-party agencies/partners for mutual development.

c. Forms of Cooperation with Third-Party Agencies/Partners

Written approval of the Group Admissions Department should be obtained for any cooperation is agreed with third-party agencies/partners.

The forms of cooperation with third-party agencies/partners include, but are not limited to, co-hosting various events (including admissions events) and partnership in student referrals.

Any cooperation with third-party agencies/partners should be based on a written contract signed and sealed by both parties, which sets out rights and obligations of both parties and specifies details of the cooperation.

To protect the interests of the school, the following clauses are required in the contract:

- The school name, school logo or photo of the school or its students may only be used upon authorisation of the school;
- Any written information about the school, its educational features, prospectus or preferential admissions policies for partners, etc., may only be used upon approval of the school;

- Any preferential admissions policy or commission policy (if applicable) applicable to the third-party agencies/partners should be clearly stated in writing and approved by the school before implementation;
- Any material or gift that features the school name, logo or photo, or imagery installed may only be released and used upon approval of the school.

d. Mechanism of Negative List for Third-Party Agencies/Partners

Effective supervision and management of third-party agencies/partners is essential for the school to maintain brand value and the fairness and justice of admissions decisions. Therefore, the adoption of a "Negative List" mechanism is recommended to enhance the school's supervision and management of its third-party agencies/partners. Admissions staff should closely supervise any third-party agency/partner on the Negative List and manage the cooperation accordingly.

Descriptions of and Management Measures for Third-Party Agencies/Partners on the Negative List:

Negative List Level	Violation by Third-Party Agencies/Partners	Management Measures for Third-Party Agencies/Partners
<u>GREY</u>	<p><u>Description:</u> The third-party agency/partner generally abides by the terms of the agreement signed by both parties. But due to either subjective negligence or objective reasons, the third-party agency/partner fails to strictly perform to the terms of the agreement the outcome having a minor impact on the school.</p> <p><u>Examples:</u></p> <ul style="list-style-type: none"> • Omitting the photo credit when using a photo of the school; • Any deviation between the design draft and the finished outcome, e.g., colour difference between the school's standard colour codes and the actual look of the backdrop; • Any typographical error or missing content of any written material approved by the school. 	<p><u>Guideline:</u> Identify the problem(s), maintain cooperation and observe future performance.</p> <p><u>Details:</u> The Admissions Department should send an official letter to the third-party agency/partner in a timely manner to illustrate the problem(s) identified and express the school's expectation of desirable outcomes, and follow up its future performance.</p> <p><u>Reporting Line:</u> Admissions staff should keep the school's Head of Marketing and Admissions (if applicable) and Admissions Manager updated of any third-party agency/partner included into Level Grey of the Negative List.</p>
<u>YELLOW</u>	<p><u>Description:</u> The third-party agency/partner deliberately violates the terms of the agreement signed by both parties, causing a major impact on the school.</p> <p><u>Examples:</u></p> <ul style="list-style-type: none"> • Using the school logo, photo or written material without authorisation; 	<p><u>Guideline:</u> Identify the problem(s), (if appropriate) suspend cooperation and observe future performance.</p> <p><u>Details:</u> The Admissions Department should send an official letter to the third-party agency/partner in a timely manner to</p>

	<ul style="list-style-type: none"> • Posting/publishing the school logo, photo or written material via channel(s) not authorised by the school; • Posting/publishing the terms of cooperation reached by both parties (e.g., any preferential admissions policy or commission policy) without authorization of the school. 	<p>illustrate the problem(s) identified. Suspend the cooperation until the corrective plan proposed by the third-party agency/partner is satisfactory and approval of the Senior Leadership Team (SLT).</p> <p><u>Reporting Line:</u> The school's Head of Marketing and Admissions (if applicable) and Admissions Manager should keep the school's Senior Leadership Team (SLT) updated of any third-party agency/partner included into Level Yellow of the Negative List.</p>
<p><u>RED</u></p>	<p><u>Description:</u> The third-party agency/partner materially deviates from the agreement signed by both parties* and maliciously posts/publishes false information, causing a major impact on the school.</p> <p><u>Examples:</u></p> <ul style="list-style-type: none"> • Fabrication of any preferential admissions policy offered by the school; • Any claim to be the school's exclusive student enrolment agent/agency; • Any guarantee of success in admissions assessment and acceptance to the school. 	<p><u>Guideline:</u> Identify the problem(s), permanently terminate the cooperation and reserve the right to take legal action.</p> <p><u>Details:</u> The Admissions Department should send an official letter to the third-party agency/partner in a timely manner to illustrate the problem(s) identified, and request immediate correction of the mistake(s) to minimise the adverse impact on the school. Terminate the cooperation permanently and reserve the right to take legal action to preserve the reputation of the school.</p> <p><u>Reporting Line:</u> The school's Head of Marketing and Admissions (if applicable) and Admissions Manager should keep the school's Senior Leadership Team (SLT) updated of any third-party agency/partner included into Level Red of the Negative List.</p>

* If there has never been any form of discussion or cooperation between the school and the third-party agency/partner, refer to the management measures for Level Red of the Negative List and place this third-party agency/partner into Level Red of the Negative List.

三、为学校社区做正确的事情

学校不是独立的存在，学校的发展壮大，离不开政府机构、媒体和第三方机构/伙伴的支持。学校招生的过程中亦会涉及到与上述三方的交流和互动。

1、政府

学校有专门的机构和人员负责与相关政府部门的沟通。在未获得学校领导授权的情况下，学校招生部及其员工不能代表学校与政府主动联系或沟通。

如果政府机构找到学校招生员工，该员工应当第一时间将相关情况向直接汇报上级报告。

如果政府机构要求学校提供招生相关数据和统计，在学校领导授权的情况下，招生员工应当提供真实、准确的信息并提交至直接汇报上级，经过批准后，通过批准的渠道将信息传递到政府相关部门。

2、媒体

学校市场部是应对媒体的对口部门，且学校设有对外的新闻发言人，招生部在未经授权的情况下，不得接触媒体，不得以直接或者间接的形式接受媒体采访或向媒体透露学校任何招生信息。

如有媒体找到学校招生员工要求采访，该员工应当将媒体转介到学校市场部并由市场部负责跟进。

学校接受媒体采访过程中，在学校领导批准的情况下，招生员工应当提供真实、准确的信息并提交至直接汇报上级，不得直接将相关信息直接发至媒体。

3、第三方机构/伙伴

学校的招生工作会议涉及与第三方机构/伙伴的合作，招生员工应在合作推进全过程遵循如下原则：

a. 第三方机构/伙伴的界定

对学校招生工作有直接或间接促进作用的企业、机构和个人将被界定为第三方机构/伙伴，包括但不限于：招生代理机构、留学中介机构（包括自雇佣的留学顾问）、语言培训机构、私人银行、财富管理公司、高端商场贵宾会员中心、高端房地产开发商、马术\高尔夫\击剑\帆船等各类形式的俱乐部以及认可哈罗教育的各类教育机构（包括幼儿园、小学、初中、高中）等，在本文中统称“第三方机构/伙伴”。

b. 与第三方机构/伙伴的合作目的

鉴于学校和第三方机构/伙伴在主要目标客户、为主要目标客户提供高质量服务、各自优势资源等领域具有高度重合及互补优势，因此与第三方机构/伙伴的合作应该是以强强联手、优势互补、长期合作、共同发展为目的。

c. 与第三方机构/伙伴的合作模式

任何与第三方机构/伙伴的合作必须事先获得总部招生部的书面同意。

与第三方机构/伙伴的合作模式，包括但不限于：联合举办各类活动（包括以招生为目的的活动）、开展直接的招生生源推介合作等。

与第三方机构/伙伴的合作应以双方盖章的书面合同方式开展，合同中应确定双方的权利和义务、以及具体合作内容，建议包括如下保护学校的必要条款：

- 学校名称、logo 标识、学校和学生照片等内容，需经过学校授方可使用
- 涉及学校简介、教育特色、招生简章和合作优惠政策等文字内容，需经过学校认可方可使用
- 学校给予第三方机构/伙伴招生优惠政策或者佣金政策（如适用），需以文字形式清晰描述并经过学校认可方可实施

- 涉及以上内容的制作物或礼品等，需经过学校认可方可制作、安装、发布和使用

d. 第三方机构/伙伴的负面清单制度

有效监督管理第三方机构/伙伴对于学校维护品牌价值和招生公平公正性来讲至关重要。为了加强第三方机构/伙伴的监督管理，建议学校引入负面清单制度。针对进入负面清单的第三方机构/伙伴，学校招生部门和同事需要严格监督并管控合作节奏。

第三方机构/伙伴负面清单及其管控措施具体如下：

负面清单等级	第三方机构/伙伴的违规内容	针对第三方机构/伙伴的管控内容
<u>灰色</u>	<p><u>综述:</u> 第三方机构/伙伴在合作中，绝大部分时间/场合能够遵守双方签署的协议条款，但出现了因主观疏忽或者客观原因导致的条款执行不严格、不到位，对学校造成了轻微的不利影响</p> <p><u>举例:</u></p> <ul style="list-style-type: none"> • 合作方使用学校图片时，忘记标注照片出处 • 合作方负责制作的学校展板与学校标准色号存在色差等完成品与设计稿存在偏差的情况 • 合作方使用学校批准的文字介绍时，存在排版错误、内容丢失等情况 	<p><u>原则:</u> 指出问题 & 继续合作 & 以观后效</p> <p><u>具体内容:</u> 招生部及时以书面方式向第三方机构/伙伴发出函件，指出合作中出现的问题，希望对方在今后的合作中予以避免，并跟踪对方的落实情况</p> <p><u>汇报层级:</u> 招生同事需向学校市场招生负责人(如设有此岗位)和招生负责人汇报进入灰色清单的第三方机构/伙伴</p>
<u>黄色</u>	<p><u>综述:</u> 第三方机构/伙伴在合作中，有意违反双方签署的协议条款，对学校造成了较为严重的不利影响</p> <p><u>举例:</u></p> <ul style="list-style-type: none"> • 合作方未经学校授权使用学校 logo、照片和文字介绍 • 合作方在未经学校授权的渠道发布学校 logo、照片和文字介绍 • 合作方在未经学校授权的情况下，发布双方达成的合作条款（例如招生优惠政策或者佣金政策等） 	<p><u>原则:</u> 指出问题 & 暂停合作 & 以观后效</p> <p><u>具体内容:</u> 招生部及时以书面方式向第三方机构/伙伴发出函件，指出合作中出现的问题，暂停双方的合作，直至对方提出令学校满意的整改方案，方可在学校领导批准的条件下，恢复合作</p> <p><u>汇报层级:</u> 学校市场招生负责人(如设有此岗位)和招生负责人需向学校领导汇报进入黄色清单的第三方机构/伙伴</p>
<u>红色</u>	<p><u>综述:</u> 第三方机构/伙伴在合作中，脱离双方签署的协议*，恶意发布不实信息，对学校造成了较为严重的不利影响</p> <p><u>举例:</u></p> <ul style="list-style-type: none"> • 合作方杜撰学校给予其招生优惠政策 • 合作方对外声称自己是学校的独家招生代理 • 合作方承诺其客户可以通过学校入学评估并保证入读学校 	<p><u>原则:</u> 指出问题 & 永久终止合作 & 保留诉讼权利</p> <p><u>具体内容:</u> 招生部及时以书面方式向第三方机构/伙伴发出函件，指出合作中出现的问题，要求对方立刻纠正错误，最大程度恢复对学校造成的不利影响，永久终止双方合作，并保留通过法律渠道维护学校名誉的权利</p> <p><u>汇报层级:</u> 学校市场招生负责人(如设有此岗位)和招生负责人需向学校领导汇报进入红色清单的第三方机构/伙伴</p>

* 如果学校未曾与该第三方机构/伙伴接洽或开展过任何形式的合作，则参考红色负面清单管控方法，直接将该第三方机构/伙伴计入红色负面清单

IV. DOING THE RIGHT THINGS FOR SCHOOL APPLICANTS, STUDENTS AND THEIR FAMILIES

1. Complying with National/Local Laws and Regulations

Admissions staff should abide by all relevant laws and regulations applicable to the country/region where they work.

2. Providing Open and Accurate Information

Admissions staff should always work to ensure that the information and admissions guidelines provided to applicants, students and their families are open, accurate, consistent, and of the best quality, and that such information is provided swiftly and in accordance with applicable regulations of the Group or the school.

3. Confidentiality of Personal Information

Admissions staff should make every effort to keep confidential any personal applicant information. We collect, store, use, transmit and dispose of personal and other confidential information in a manner that is transparent, honest and in compliance with the national/local laws and regulations where the school is located. Terminated and resigned admissions staff are obliged to keep confidentiality and follow relevant regulations after leaving the school. We take the responsibility of keeping confidential any personal information of the applicants, the students and their families submitted to admissions staff in various forms and formats throughout the admissions process seriously.

Admissions staff should comply with the following regulations regarding confidentiality of information:

- a. Only use the school's internal admissions system and applications.
- b. Do not disclose any confidential information, even when using social media.
- c. Be cautious when using confidential information in public places.
- d. For confidential information, the soft copy should be stored on the school's computer with password protection, and the original hard copy should be stored in a locked school cabinet. When confidential information is not in use by any admissions staff, the computer storing such information should be automatically locked, and the cabinets for the original hard copy should be locked up.
- e. If there is a leakage of confidential information, immediately notify a line manager and promptly report to the school's Senior Leadership Team (SLT) and the Group Admissions Department.

4. Assessment and Acceptance

Admissions staff are expected to respect the sensitive nature of the admissions process at all stages:

a. Before the Assessment

Admissions staff are prohibited from disclosing to any applicant, their family or third-party agency/partner any information that might favour the applicants or confidential information related to the school's admissions, such as the name of the assessment software, assessment questions, preferences and propensities of the interviewers, grading criteria, or admissions criteria.

b. During the Assessment

Applicants and their families are expected to independently complete the assessment and the interview with the interviewer. Throughout the entire process, admissions staff are prohibited from giving any instruction or guidance (either explicit or implicit) that might affect the outcome of the assessment. They may, however, offer necessary assistance to students who experience technical difficulties without violating the regulations above to ensure that such applicants may complete the assessment effectively and independently.

c. After the Assessment

After arranging an assessment and interview for applicants and their families, admissions staff are expected to follow the guideline not to give any applicant, their family or third-party agency/partner any explicit or implicit information about the grade/score of the assessment and the interview, acceptance information, or place/position on the waiting list. Admissions staff are prohibited from providing any form of guarantee of success in assessment and interview, or acceptance to the school, to any applicant, their family or third-party agency/partner.

Only the school Head can make the final assessment decision. The assessment result may only be notified to the applicants and their families in writing upon written authorisation from the Manager of the Admissions Department. In the absence of approval of the school Head and authorisation from the Manager of the Admissions Department, no admissions staff may have any form of communication with any applicant, their family or third-party agency/partner about the assessment result (i.e., acceptance, waiting list, re-evaluation or rejection).

5. Applicants Files: Students and Their Families

For filing purposes as required by relevant laws and regulations, and for the operational functioning of the school, admissions staff should keep a complete file of documents (including the original hard copy and the scanned soft copy) of each applicant, student and his/her family. No document may be destroyed or deleted without the approval of the school Head, the Legal Manager and the Finance Manager.

If a member of non-Admissions staff within the school wishes to access the personal file of any applicant, student and their family, he/she should fill in and sign the **Request for Application File Access Form** and have it signed and approved by his/her Line Manager and the Manager of the Admissions Department.

6. Acceptance of Gifts or Hospitality

Any acceptance by a member of the Admissions Department of bribes or any form of direct or indirect transfer of benefits from any applicant, student and their family or third-party agency/partner is strictly prohibited. Any employee exercising the functions of the school's Admissions should not grant, offer, accept or facilitate any monetary payment, gifting or other improper transfer of benefits that may affect or may be seen as affecting the fairness and openness of the admissions process.

If a member of the admissions staff receives from any applicant, student and/or his/her family or third-party agency/partner any gift that cannot be declined, or any gift from an unknown sender that cannot possibly be returned, the staff member must hand over the gift to his/her Line Manager regardless of the form of the gift. This admissions staff must also submit a gift report to document the details of the hand-over. This report, either in paper or by email, must be signed or replied to confirm by his/her Line Manager and properly archived.

Admissions staff are prohibited from attending any hospitality event arranged by any applicant, student and their family or third-party agency/partner. They are allowed, upon approval of the Line Manager, to have refreshments/light meals with the applicant, student and their family or third-party agency/partner with the purposes to introduce and promote the school, boost student enrolment and enhance the potential home-school relationship, provided that such behaviours are in compliance with relevant laws, regulations and general practices.

7. Avoidance of Conflicts of Interest

Admissions staff are deemed to be related to/have a relationship with an applicant if he/she has any direct or indirect kinship or in-law relationship, or personal friendship, with an applicant and his/her family. Any such relationship should immediately be reported to his/her Line Manager. The member of staff should recuse him/herself from the admissions process of this applicant and his/her family, which includes, but is not limited to, registration, assessment and notification of assessment result.

四、为学校的申请者、在校生及其家庭做正确的事情

1、遵守国家/地区法律法规

招生员工应遵守我们工作所在的所有国家/地区所适用的相关法律和法规。

2、提供公开正确的信息

招生员工应始终努力确保给申请者、在校生及其家庭提供的学校相关信息和申请指南是公开、准确、连续、快速且质量最佳的，并且是根据适用的集团或校区规范提供的。

3、个人隐私等保密信息

招生员工应竭尽全力保护申请者、在校生及其家庭的个人隐私等保密信息。我们采取透明、诚信且符合学校所在地法律法规的方式收集、存储、使用、传输和处置个人及其它保密信息。招生员工从学校离职后仍负有保密责任，并将继续遵守信息保密要求。对于以各种形式在招生环节中交托于招生员工的申请者、在校生及其家庭的个人隐私等保密信息，我们都有责任保密。

针对信息保密，招生员工遵循下述规定：

- a. 我们在工作中仅使用学校内部招生系统和应用程序。
- b. 我们不会随意泄露保密信息，包括使用社交媒体时。
- c. 我们在公共场所涉及使用保密信息时，持谨慎态度。

d. 保密信息电子版应存储在加密的公司电脑里，保密信息原件应存储于学校带锁的文件柜中，并做到招生员工不使用保密信息时，存储保密信息的公司电脑激活加锁及存储保密信息原件的文件柜上锁。

e. 如果遇到任何保密信息的意外泄露，应第一时间并上报直线汇报上级并迅速汇报至学校领导及集团总部招生部。

4、入学测试及录取

入学测试是招生流程中至关重要且极其敏感的环节，招生同事需要谨慎对待。

a. 测试前

招生员工严禁向申请者及其家庭成员或第三方机构/伙伴透露入学测试的具体测试软件名称、测试题目、主考官测试喜好和评估习惯、评分标准、录取标准等对于申请者参加测试产生有利影响或涉及学校招生机密的信息。

b. 测试中

申请者及其家庭成员应独立完成测试或与面试官的面谈全过程。招生员工严格禁止在此过程中提供任何影响测试结果的指导和辅导（包括明示或暗示）；但可以在不违反上述规定的情况下，对遇到测试困难的学生提供必要的帮助，以确保申请者能够有效地、独立地完成测试全过程。

c. 测试后

在安排申请者及其家庭成员的完成测试和面试后，招生员工应谨遵各项规范操作指南，严禁向申请者及其家庭或第三方机构/伙伴提供任何关于测试和面试成绩/分数、录取结果、等待名单排位等信息的明示或暗示。严格禁止向申请者及其家庭或第三方机构/伙伴提供任何形式的保证测试和面试通过或保证录取的承诺。

招生录取结果只有在学校校长书面批准后，由招生部门负责人书面授权相关招生同事与申请者及其家庭开展书面沟通。在未得到校长的批准和招生部门负责人的授权前，任何招生同事不得就录取结果（包括录取、等待名单、重新测试和不予录取等）与申请者及其家庭或第三方机构/伙伴开展任何形式的沟通。

5、申请者、在校生及其家庭的档案

为确保学校保留法律规定及其业务所需的文档记录，招生员工必须将申请者、在校生及其家庭的全套文件认真归档（包括纸质版原件和电子版扫描件），没有校长、法务部门和财务部门负责人的批准，严禁销毁上述文档。

学校其它相关部门借阅申请者、在校生及其家庭的个人档案时，需填写文件借阅申请表并由文档调阅的借入方和招生部门负责人签字批准。

6、收受礼物和参加宴请

招生员工严禁接受申请者、在校生及其家庭或第三方机构/伙伴的贿赂和任何形式的直接或间接利益输送。任何以学校招生名义工作的员工都不得授予、提供、接受或促进可能影响或可能被视为影响招生过程公平和公开性的金钱支付、礼品或其它不正当利益输送。

招生员工如果收到申请者、在校生及其家庭或第三方机构/伙伴的礼物且无法推脱，或者无法获悉送礼者来源导致礼品无法原路退回的情况下，所收到的任何形式的礼品，必须第一时间交至直接汇报上级，同时以纸

质或邮件方式记录礼品上交详情并由直接汇报上级在纸质文件上签字或回复邮件确认，该纸质文件或邮件需留档。

招生员工不得参加申请者、在校生及其家庭或第三方机构/伙伴安排的宴请。在符合相关法律法规和普遍惯例的情况下，经直接汇报上级批准，招生员工可以与申请者、在校生及其家庭或第三方机构/伙伴共进简餐/便餐，而共进简餐/便餐的目的应当是以推介学校、强化招生和促进学校和潜在家校关系为目的。

7、回避原则

如果申请者及其家庭与招生员工系直系或间接的亲属关系或朋友关系，该招生员工即被界定为利益相关人员，该招生员工应当第一时间将此情况汇报至直线汇报上级并回避该申请者及其家庭的全部招生工作，包括但不限于：报名、测试、通知结果等。

V. DOING THE RIGHT THINGS FOR SCHOOL COLLEAGUES

1. For Colleagues in Other Departments of the School

While we encourage cross-functional communication and collaboration among school staff, we do not expect admissions staff to disclose to colleagues of other functions any sensitive personal information about the applicants, students and their families or any information about the assessment, interview, acceptance, progress of the waiting list, or the outcome. Disclosure of any information about admissions updates or policies is prohibited, and any comments or discussions that might jeopardize the fairness and justice of the assessment result is discouraged.

2. For Colleagues Engaged in Assessment and Interview

Admissions staff have the responsibility to prepare necessary training and guidance for colleagues engaged in the assessment and interview of applicants, briefing them on the process and the sensitive points therein.

For colleagues of other functions (including academic staff involved with interviewing and staff who facilitate assessments and interviews), admissions staff should to remind them of, but not limited to: maintaining a fair and open admissions process, ensuring that applicants complete the assessment independently, and not to disclose the types of questions or specific questions of the assessment to any applicant and their family or any third-party agency/partner.

Colleagues from other functions should also refrain from giving any suggestive or misleading information, such as the score of the applicant or any comment that the applicant "should be able to pass the assessment or the interview", "will probably pass the assessment", or "has done better than the other candidates during the assessment and the interview".

五、为学校同事做正确的事情

1、学校大家庭的部门和同事

我们鼓励学校大家庭内部各部门员工之间的合作与沟通，但严禁与非学校招生工作人员透露涉及申请者、在校生及申请者家庭的隐私信息和测试、面试、录取、等待名单进展及结果的任何信息，严禁透露学校各项招生数据、招生策略，同时请不要开展影响招生结果公平、公正性的交流和讨论。

2、参与测试和面试的同事

招生员工有责任向参与测试和面试的同事提供必要的培训和辅导，介绍测试和面试全过程及敏感点，提示参与测试和面试的非招生同事（包括教育团队的面试人员和支持测试面试工作的学校员工等）应当注意的事项，包括但不限于：维护招生的公平和公开性，确保申请者独立完成测试，不向申请者及其家庭成员或第三方机构/伙伴透露测试、面试题型和题目，在测试和面试后避免就测试和面试结果向申请者及其家庭或第三方机构/伙伴传递具有引导性或误导性的信息，包括但不限于：申请者的测试分数 或 申请者的测试或面试应该能够通过 或 申请者的测试很有可能通过或申请者在测试和面试的表现比其他几个候选人都出色等。

Annex 1: AISL ADMISSIONS POLICY (HSTD51)

Annex 2: ADMINISTRATION STAFF HANDBOOK

附件 1：亚洲国际学校有限公司招生政策（版本号 HSTD51）

附件 2：ADMINISTRATION STAFF HANDBOOK