



English First Shijiazhuang

英孚教育石家庄

A rapidly growing city offering the real Chinese experience where you can develop both personally and professionally.



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English First

英孚教育



At EF Shijiazhuang, we are looking for motivated, professional, and open-minded people who want to make a difference. People who have worked for EF Shijiazhuang have gone on to work at other EF centers around the world, moved up to management positions in EF Shijiazhuang and all over China, and gone on to work at our head office in Shanghai. There are definitely career opportunities for ambitious people in our organization.

Our school offers our teachers a complete employment package:

- Flight allowance to and from China
- Provided housing
- Monthly transportation allowance
- Yearly teaching qualifications provided by the University of Cambridge
- 10 days of paid leave + Chinese National Holidays
- Health Insurance
- Free weekly Chinese lessons
- Ongoing classroom based professional development
- Induction teacher training program
- Sponsored Z (working) visa



Our Schools

教学



School 1 / Chang An School, **Director of Studies: Thomas Plaskitt**

Based in the heart of the city the Changan school has over 1000 students and 14 teachers. A bustling school with a great environment, each class contains an Interactive white board and teaches all ages from 3 year olds to 50 year olds. It continues to be a great success story in Shijiazhuang with a strong name for itself. The school is close to museums, shopping centres and the best restaurants in the city.



School 2 / West School **Director of Studies: Marco Mizrahi**

In November of 2007, EF Shijiazhuang opened the West School. The School was fully renovated in October 2010 and it features the latest technology and methodologies developed by EF for their schools worldwide. With over 800 students and 10 teachers the West School has grown at a rapid rate and is a great addition to EF Shijiazhuang.



School 3 / Y uHua School **Director of Studies: Huw Davies**

Due to the enormous success of both the Changan and West School, EF Shijiazhuang have opened a third school. Opened in June 2012, the school boasts the most modern technology of all the schools, Interactive white boards, a chef station, Life Club zone and many more technological features. The school itself is housed in a complex built solely for children.

Our Courses

学校



3-6 years old

Small Stars follows the life of Roddy (EF's mascot) and his four animal friends in their magical world. Students sing songs, learn dances and get to watch short videos as well as practicing their oral English.



7-9 years old

High Flyers classes follow Roddy, his friends and his family and their everyday lives, students have chances to practice their oral English, while also reading, completing listening activities and playing games in these engaging and fun classes.



10-14 years old

A plot based book, new Trailblazers follows 5 characters fighting an alien rebellion, each class is packed full of amazing videos, great communicative activities and a stylist textbook for the students to use.



15-18 years old

A newly launched course, Frontrunner is aimed at our teenage students, the course includes BBC videos, engaging materials and topics while always improving the students 4 skills.

Inside the school 里面



Have a look around our schools...



School entrance and front desk



Teacher's office



Classroom

Our Apartments

房子



Each apartment is shared between two or three teachers and has a shared living room, kitchen, balcony, internet, a TV, phone, water dispenser, heating and showers, some apartments have en-suite bathrooms although this cannot be guaranteed.

All of the apartments are inside a large apartment complex which have guards on all the entrances ensuring that each complex is a safe place to live. Restaurants, supermarkets and convenience stores are all extremely close and are open around around the clock.

Lastly, the school has a dedicated logistics department, if your apartment ever needs anything, they are just a phone call away and try to solve all problems as fast as they can.



5

Shijiazhuang

石家庄



The city of Shijiazhuang is the provincial capital of Hebei located 170 miles (2 hours by train) southwest of Beijing with a population of around 10 million people.

Shijiazhuang is a modern and vibrant city offering foreigners the real Chinese experience as the city only has but a few foreigners. The Metropolitan area is rapidly growing with lots of skyscrapers, parks and malls while the surrounding area offers mountains, buddhist temples and fabulous scenery.

Shijiazhuang is in the heart of northern China and if you work at English First Shijiazhuang you will be able to visit Beijing, Xian, Qingdao, the ancient walled city of Pingyao and the sacred Tai mountain all on your days off, through a short and cheap train journey.

Shijiazhuang also offers an excellent opportunity to learn Mandarin, most people will speak to you in Mandarin, so if you want to learn another language or improve your Mandarin Shijiazhuang is the place for you.



Living in Shijiazhuang

生活



Cost of Living

For the more frugal minded, you will be pleased to know the cost of living in Shijiazhuang is incredibly low compared to other parts of the country, especially when compared to other cities in China. Fresh produce is cheap to buy from street markets and if you'd rather eat at a restaurant than cook at home, there are restaurants all over the city which are very reasonably priced.

Nightlife

There are several bars and pubs in the city and many dance clubs. Shijiazhuang has several 24 hour restaurants in the city and one of the best parts of the summer is the street restaurants all over the city. People set up barbeque pits along the streets and you can sit and eat and drink late into the evening. Shijiazhuang also has several beer gardens throughout the summer.

Shopping

Recently, several new shopping malls have opened in Shijiazhuang which have excellent supermarkets and other western stores, such as Wal-Mart, H&M, Starbucks, and several others. If you want a truly unique experience, there are also several street markets in the city.

Transport

Shijiazhuang is a hub of transportation making it an ideal location for people interested in traveling around the country. There are two train stations in the city and the tickets are easy to buy, reasonably priced, and the trains are very comfortable. You can take the fast train for a speedy journey, or you can travel by sleeper train for a more relaxed trip. And, if you would rather fly to far away destinations, 40 minutes outside of the city is Zhengding International Airport.



Around Shijiazhuang

外面



Just a few kilometres outside of Shijiazhuang are many beautiful day trips by bus (or by bike if you're healthy), some of the more famous places for you to look into are...

- Mount Cangyan (pictured below - featured in the movie Crouching tiger, hidden dragon)
- Zhengding town (with many ancient temples)
- Baoduzhai (a small mountain)
- Zhaozhouqiao (China's oldest stone bridge)
- Shijiazhuang Zoo (see some Tigers and Pandas)

...and many more mountains taking you to small temples and hidden little treasures.



Shijiazhuang's History

历史



In 2007, Shijiazhuang began its “3 years of Change” Plan, attracting domestic and foreign investment, the city has managed in 3 years to give the city a “face-lift” with new parks, new roads, Natural Gas fueled buses, High-speed bullet trains, less traffic, hundreds of new businesses and tremendous reduction of pollution while experiencing lots of blue sky-days and a more relaxed and friendly style of life so characteristic of Shijiazhuang! During the 2000s Shijiazhuang experienced a re-birth becoming one of China’s most modern, cleaner and greener cities, following the example of Dalian in Liaoning Province, Northeast China.

During the 1950s, Shijiazhuang was named Capital of Hebei Province (Baoding held this title for centuries, so, today there is a friendly rivalry between the two cities). During the decades that ensued, Shijiazhuang experienced tremendous growth with Pharmaceutical and Chemical plants setting up in and around the city, but this also brought about a great deal of pollution.

During the revolution years and the Japanese invasion, Shijiazhuang was a stronghold for the National Forces and in 1947 the city was liberated as the Red Army took over the city, it was the second one to be liberated after Harbin earlier the same year. A few kilometers away from Shijiazhuang, Mao Zedong planned the liberation of Beijing which led to the foundation of the People’s Republic on October 1st. 1949.

Shimen was a small village, a small community of farmers, not much else. In the 1920s, as the railroad infrastructure boomed in China, Shimen was the first stop on the Beijing-Guangzhou line, connecting two major cities in the country, business began to bloom and more and more people settled in. The village developed into a city which was renamed “Shijiazhuang” or “Stone Village”.



Why our schools?

加油！



Our teachers benefit from:

Competitive salaries

Airfare (to and from China)

Shared fully furnished apartments are rent free

Personalized Professional Development plan

Career opportunities, professional growth

A fun and relaxed atmosphere

A great deal of support

State of the art schools, using the latest technology and teaching methods

A safe, clean and modern city to live in

Paid for TKT test

Mandarin lessons every week

A true Chinese experience

To work for one of the best companies in the industry!

Contracts & Policies

合同和政策



This appendix includes the following documents:

Full Time Teacher Contract
Full Time Teacher Job Description
Accommodation Policy
Confidentiality policy
Code of Conduct
Disciplinary procedure
Flight policy
Termination policy



EF English First China Company Documents Teacher Employment Contract 2012

(1) Shijiazhuang EF Language Teaching Center (herein after referred to as the "Employer")
Authorized Representative:

And

(2) _____ (Name), (hereinafter referred to as the "Employee")

Nationality: _____.

Permanent contact address: _____.

Permanent contact telephone number: _____.

ID Number: _____.

Date of Birth: _____.

Whereas:

1. The Employer has entered into the franchise agreement with EF Business Consulting (Shanghai) Company (EF English First) for the establishment of an English language-teaching center under the EF English First system.
2. The Employer agrees to recruit the Employee subject to the terms and conditions as set out below and agrees to provide the Employee with proper remuneration according to this Contract.
3. The Employee agrees to be recruited by the Employer and is willing to work diligently and faithfully for the Employer, with a purpose of enhancing the development and protecting the interests of EF English First and the Employer. The Employee is confident that he/she can undertake these duties in the best interests of the Employer without causing harm to EF English First and the Employer and without creating any conflicts with his/her conditions of employment and financial remuneration.

In accordance with relevant PRC regulations and laws, adhering to the principles of equality, both parties hereby voluntarily agree as follows after friendly consultation:

Article 1: Term

1.1 The term of this Contract shall be _____ months, commencing from _____ and expiring on _____. During the term of this Contract, the probationary period shall be three months, commencing from _____ and expiring on _____.

1.2 This Contract may be renewed for a term of one year if both parties agree.

Article 2: Position

2.1 The Employee shall serve as Teacher.

2.2 The working location is Shijiazhuang (city).

The parties have read, understood and agree to abide by the Job description, Code of Conduct, Accommodation Policy, Flight Policy, Disciplinary Policy, Termination Policy, Confidentiality Policy and Insurance terms as attached. These attachments form part of this Contract.

Article 3: Working Days, Hours and Timetabling

3.1 The Employee will be required to work five days a week from Monday to Sunday during the non-peak season and to work six days a week from Monday to Sunday during the peak season. June through August and January through February will be regarded as the peak season.

3.2 The Employee's working hours may be scheduled between 07:30 to 22:30 from Monday to Sunday.

3.3 The Employee will be required to work up to 40 hours per week "working hours" in both the peak and non-peak seasons. If the employer requires the employee to work more than 40 real hours in **one** week regardless of the monthly average teaching hour, the employer should obtain the agreement from the employee and pay the employee overtime at the agreed rate (It does not include the reasonable schedule adjustments due to National Holidays or special center events).

3.4 The employee will require a reasonable amount of time for class preparation and course-related administrative duties, i.e. 1 ACH preparation for each 3-ACH lesson.

3.5 During the non-peak season, within the working hours, up to 87 hours per month (20 hours per week) shall be contact teaching hours. Any contact teaching hour above 87 hours per month shall be subject to the mutual agreement of the Employee and the Employer and subject to overtime compensation as set forth in Clause 4.2.

3.6 During the peak season, within the working hours, up to 113 hours per month (26 hours per week) shall be contact teaching hours. Any contact teaching hour beyond 113 hours per month shall be subject to the mutual agreement of the Employee and the Employer and subject to overtime compensation as set forth in Clause 4.2.

3.7 Contact teaching hour in this contract refers to classroom teaching and life club as part of Real English™.

3.8 In the remaining working hours, in addition to lesson planning and course-related administrative duties, the Employee may be required to perform other reasonable duties as instructed by the Employer, including, but not limited to, interviewing students for placement testing, developing materials and participating in marketing activities. All these duties shall be planned within the 40 "Working hours" per week

- 3.9 As part of the contact teaching hours, the Employee may be required to teach some off-site courses or to substitute for unscheduled absences of other teachers.
- 3.10 The Employer shall inform the Employee of any cancellation or delay of classes 24 hours before the class is scheduled.
- 3.11 For the purpose of this Contract, one hour equals to 60 minutes and one ACH equals to 40 minutes.

Article 4: Remuneration

- 4.1 Salary will be paid according to the following scale: Probation Period (1st – 3rd month) - Start date through 90th day employment - monthly salary of 6,000RMB (net); Secondary Period (4th – 12th month) - 91st day to 365th day of employment: Monthly salary of 6,000RMB (net). In addition, the Employee may have the right to 10% increase of salary if he/she extends the contract for 12 months after the successful completion of this contract or according to the Employers valid bonus scheme, if any.
- 4.2 For each contact teaching hour over 87 (non-peak season) and 113 (peak season) per calendar month, the Employee shall be paid at a negotiated rate of RMB 80 (Gross) per hour as overtime compensation in line with the market average. Such payment is calculated per calendar month (from the 1st – final day of the month regardless of the payment period or the payment day). In the case of public holidays or paid vacation falling in the monthly pay period, monthly contact teaching hours will be calculated pro rata.
- 4.3 The Employer shall pay the Employee's salary on the 25th day of each month. Payment of overtime-contact hours is paid on the 15th day of each following month. If the date of such payment falls on a non-business day (weekends), it shall be advanced to a business day (Friday). If the date of such payment falls on a national holiday, it shall be advanced to the last working day before the holidays, according to local government directives.
- 4.4 On production of legally required receipts, the Employer shall bear all authorized expenses incurred by the Employee, including, but not limited to, travel and accommodation costs for off-site teaching programs.
- 4.5 Any unauthorized leave shall be counted as unpaid leave deducted from salary and will be penalized by disciplinary measures.

Article 5. Flights Please refer to the Flights Policy in the EF English First Company documents.

Article 6. Housing

The Employer offers the following options. Please indicate the Employee's choice: A Please refer to the Accommodation policy and guidelines document in the EF English First Company documents.

A: The Employee requests to be provided with shared accommodation by the Employer with conditions as set forth in the attachment. OR B: The Employee wishes to be responsible for finding and contracting his/her own accommodation in the city where the Employer is located.

Article 7. Insurance:

The Employer will buy Erika Travel Insurance to cover the Employee for the medical and accident insurance purposes. For details refer to the attached EF English First Teachers Insurance Basic (Policy No.903.300.wvs)

Article 8. Holidays

8.1 Public Holidays

The Employee will receive the following public holidays should they occur during the Contract

New Year (1 st January) One (1) day	Chinese Lunar New Year (January/February) three (3) days
Tomb Sweeping Day (April) one (1) day	Dragon Boat Festival (June) one (1) day
Labor Day (1 st May), one (1) day	Mid-Autumn Festival (September/ October) one (1) day
National Holiday (1 st October), three (3) days	
Christmas day (25 th December), one (1) day	

The Employee is entitled to 12 days as public holidays in one year.

If the Employee's scheduled day(s) off fall on a public holiday the Employee will be entitled to the equivalent number of days holiday in lieu. These lieu days will be subject to approval under the same conditions as paid holiday. The employer may allocate these days to different days if it will benefit the staff and the school.

8.2 Paid holiday

Further to the above, the Employee is entitled to ten (10) working days (2 working weeks) paid holiday per full year contract. In the case that the contract term is less than 12 months, the paid holiday will be pro rata. Holiday may not be taken during the probation period or in the peak seasons. (January through February or in the months of June through August).

Three weeks notice in writing shall be given to the Director of Studies stating the Employee's request to take leave and shall be subject to the Director of Studies' approval. Teachers who need to take emergency leave, may not be subject to three weeks prior notice, but shall obtain prior approval from the Center Manager.

If either party terminates the contract for any reason, the paid holiday shall be calculated pro rata based on the length of the Contract completed. If the number of days paid holiday taken prior to the termination exceeds the pro rata number, the Employee agrees to repay the salary for the excess days.

- 8.3 Any unauthorized leave shall be counted as unpaid leave deducted from salary and will be penalized by disciplinary measures.

Article 9. Sick Leave

- 9.1 The Employee shall notify, and seek approval for, sick leave from the Director of Studies or his/her deputy immediately in the event of sickness. All sick leaves must be supported by a doctor's certificate unless prior approval from the Center Manager is obtained. The Employer can provide reasonable assistance to obtain the doctor's certificate upon request. Upon return to work a sick leave form must be completed and approved by both the Director of Studies and Center Manager.
- 9.2 Any unauthorized sick leave shall be counted as unpaid leave deducted from salary and will be penalized by disciplinary measures.
- 9.3 For the first 3 days of accumulated sick leave within the contract term, salary will be paid at 100%.
- 9.4 For accumulated sick leave over 3 days and up to 30 days within the contract term, salary will be paid at 60%.
- 9.5 In cases of accumulated authorized sick leave beyond 30 days within the contract term, the Employer has the right to terminate the contract, according to the EF English First Termination Policy. If the Employer chooses not to terminate the contract, the salary will be paid at 50%

Article 10. Legal documents

The Employer shall provide all necessary legal documents including, but not limited to, working permit, residence permit and visa provided by the Employer on behalf of the Employee during the term of this Contract. The Employee shall return all legal documents arranged by the Employer to the Employer upon completion or termination of this Contract. The Employer may remove and cancel all legal documentation upon termination or expiration of this Contract. The cost of a single entry visa to China will be reimbursed, in local currency, by the Employer within 2 weeks of the employee's arrival at the center, provided the Employee produces legal receipts / invoices for the visa.

Article 11. Disciplinary Procedures

Please refer to EF Disciplinary Procedure (Academic Staff) in the EF English First Company documents.

Article 12. Expiration and Termination

This Contract shall expire upon the ending date as set forth hereto.
This Contract can be terminated according to the EF Termination Policy and procedure in the EF Company documents

Article 13. Force Majeure

Neither party will be responsible for delays or failures in performance from acts beyond Parties' control ("Force majeure"). A written statement from the Employee's embassy advising its citizens to leave a particular town or region or country will count as sufficient reason for the Employee to leave their school without breaching the contract. In such case, the Employer shall be responsible for transportation costs to the nearest point of safety outside of the town, region or country stated in the embassy's advice.

Article 14. Confidentiality, non-solicitation, non-competition, royalty and Intellectual Property

Please refer to EF Confidentiality Policy (Academic Staff) in the EF Company documents.

Article 15. Handing over

Upon the termination or expiration of this Contract, The Employee shall hand over, in writing, all information, documents and experience relating to the Employee's job, including but not limited to clients' names, contacts, and other information required by the Employer, to any person designated by the Employer.

Article 16. Disputes

- 16.1 Both parties shall resolve their labor disputes through consultation. If no agreement can be reached through consultation, both parties agree to submit the disputes to the Employer's local labor arbitration committee for arbitration.
- 16.2 If either party does not agree with the arbitration award in accordance with Clause 16.1, it may submit the disputes to the courts where the Employer is located.

Article 17. Governing Law

This Contract shall be governed by and interpreted in accordance with PRC laws.

Article 18. Miscellaneous

- 18.1 This Contract shall become effective upon signing. This may be in the form of fax signing.
- 18.2 This Contract is executed in duplicate and each counterpart shall have one, which has equal legal validity.
- 18.3 This Contract is translated into Chinese. In cases of dispute the English version shall prevail.

Jimmy Liu

_____ (signature)
For and on behalf of
Shijiazhuang EF Language Teaching Center

_____ (signature)

Attachments

- 1) Job Description
- 2) Code of Conduct
- 3) Insurance Policy
- 4) Confidentiality policy
- 5) Offenses and resulting disciplinary actions
- 6) Flights policy
- 7) Accommodation policy
- 8) Termination policy



Full-time Teacher Job

Description

The teacher reports to the Director of Studies (DOS) and Centre Manager (CM)

Working hours and locations

The teacher works for 40 hours per week, to be arranged by the DOS and/or the CM, including up to 87 real hours per calendar month. This represents an **average** of 20 real hours per week over 4.33 weeks. This means that it is possible to teach more than 20 real hours some weeks and others less, averaging out to 20 real hours per week.

The teacher will be required to work 5 days a week in the non-peak season and up to 6 days per week during the peak seasons.

During the peak seasons (June – August and January – February), teaching hours can rise to up to 113 real classroom hours per calendar month.

Teachers may be asked to work morning and evening shifts in the same day. Teachers may have teaching duties in the centre or off-site.

Main Responsibilities

- Carry out the timetable of classes assigned by the DOS
- Give lessons to the highest standards of English language teaching
- Become familiar with the programmes and courses of study at the centre
- Develop and use suitable supplementary materials as necessary
- Use audio / video materials in classes
- Expose students to the use of CALL, CD-ROMs, and the Internet
- Begin and end classes on time
- Prepare lessons and equipment in advance for all classes
- Become familiar with and implement the Course Management Procedures
- Administer, correct and record the results of progress reports, tests and assessments for students
- Substitute for absent colleagues, perhaps at short notice, on or off-site
- Be responsible for students' welfare and progress
- Inform students of centre aims and objectives
- Cooperate with the CM and DOS in ensuring the constructive communication and efficient operation of the centre
- Meet regularly with the DOS to communicate all relevant information
- Assist the DOS upon request with the development and marketing of courses and induction of sales and teaching staff into the practices of the centre
- Maintain student and class records
- Assist in the placement testing and interviewing of new students
- Carry out teaching related responsibilities including, but not limited to demonstration classes, conversation clubs, tutorials, seminars and presentations
- Attend centre social events
- Take on administrative work and/or projects including, but not limited to, cataloguing supplementary materials, giving workshops and organizing extra-curricular events, as directed by the DOS
- Keep the teachers' room, equipment and resources well-organized and in good condition
- Be familiar with the administrative procedures employed by the centre

Professional Development

- Regularly evaluate own performance and progress
 - Attend and participate in workshops in teacher development offered by the centre
 - Observe and be observed by the DOS and teaching colleagues
 - Be pro-active in improving teaching skills through sharing knowledge with colleagues, and using teaching resources found in the centre, EF Intranet, Internet and any other available sources
-



EF English First China Company Documents Code of Conduct (Academic Staff)

An English First teacher always aims for the highest standards of professionalism as a teacher, colleague and member of staff.

Attendance and lesson preparation:

- Teachers must have a lesson plan ready before each lesson. The course lesson report must be completed after each lesson and filed with the attendance sheet.
 - Teachers must be present in the centre or at companies 60 minutes before the lesson commences and be in the classroom before the lesson is scheduled to start.
 - Lessons should finish on and not before time. Lessons should not finish more than 5 minutes late unless specifically arranged with the students.
 - Teachers should take the attendance register at the beginning of each class.
 - All equipment (videos, CD ROMS, cassettes, etc) must be prepared and ready for use before the lesson.
 - Teachers should make any necessary photocopies well in advance of the lesson.
 - Teachers are expected to give progress and level tests and to mark such tests as part of their administration time. The students may not keep tests.
 - A teacher should never leave the classroom for an unnecessarily long period.
 - In case of sickness, teachers must inform the centre as soon as possible and in no case later than 8:00 a.m. on the day of sickness.
 - On return from sickness, the teacher must fill out the relevant form and hand this to the DOS for authorisation.
-

Dress:

- Teachers are expected to be clean and smart at all times (no jeans, sandals or t-shirts).
 - Teachers are expected to wear appropriate shoes, with socks where applicable.
 - Men should wear shirt, tie and smart trousers. Women should also dress professionally: trousers or skirt (not jeans or informal), shirt or blouse.
-

Miscellaneous:

- Always act in the best interests of EF English First, remaining positive towards the company, its products and procedures.
 - Teachers must not remove books, videos, CD ROMS, tapes, etc from the centre without prior consent from the DOS or CM.
 - Teachers must clean the whiteboard after the lesson and return all cassettes and tape players, dictionaries and other equipment to the staff room. Please respect the teacher who will be using the room after you.
 - Discussions concerning religion and politics should be avoided unless specifically requested by students.
 - Any teacher wishing to take a holiday must fill out the relevant request form and hand to the DOS at least 3 weeks before.
 - Teachers should actively try to create a positive working atmosphere.
 - Never use English First materials for any other purpose than teaching English First classes.
 - Communicate respectfully and enthusiastically with colleagues.
 - Do not lend money to or borrow money from a student.
 - Do not sell materials directly to a student.
 - Do not take money directly from a student in payment for materials or classes.
 - Do not invite friends to attend classes free of charge without consulting the CM.
 - No sex partner is allowed to stay in the school's shared apartment.
 - No pet is allowed to stay in the school's shared apartment.
 - No smoking is allowed in the school's shared apartment unless it is agreed by the roommates.
-

ABOVE ALL ELSE:

Failure to maintain the following standards will be deemed as gross misconduct and will result in immediate dismissal:

- Amorous relationships with any of the students are strictly prohibited, as are relationships with other members of staff that could adversely affect the running of the centre.
- Never take, use or be under the influence of illegal substances, drugs or alcohol either during working hours or on EF premises.
- Smoking is not permitted inside any EF centre.
- Never bring illegal substances, drugs or alcohol onto EF premises.
- Never use foul language.
- Never act in a way, which may cause offence to a colleague, a student or any other visitor to the centre.
- Never act in a manner, which may cause offence to local custom and religion.
- Never break the law
- Be respectful of Chinese customs and cultural norms.



EF English First China Company Documents
Disciplinary Procedure (Academic Staff)

The recommended disciplinary procedure is as follows:

1. Verbal warning. Given by the DOS to teacher/CM to DOS.
2. Written warning. Given by the DOS and CM to teacher/CM to DOS.
3. Dismissal. At the discretion of the CM.

Nature of Grievance	Order of Disciplinary Action
1. Absences; failure to notify EF of intended absences and to organise teacher cover.	1. Verbal warning 1. Written warning 1. Dismissal
2. Lateness to class, meetings and workshops.	
3. Lack of lesson plans; weekly lesson reports/attendance not complete(d) and filed.	
4. Issues pertaining to general preparedness & organisation.	
5. Regular academic duties unfulfilled, incomplete or of poor quality e.g. testing, marking tests, certificate/report writing, etc.	
6. Unsatisfactory reports, reviews and feedback from students, parents or corporate clients.	
7. Unacceptable dress or appearance.	
8. Unauthorised removal of EF property from the premises.	
9. Smoking in non-smoking designated areas.	
10. Negativity towards the EF English First Company, products and procedures to students and potential clients.	
11. Verbal abuse to other employees, clients and customers.	1. Dismissal
12. Accessing pornographic material on centre equipment, or possession of such material while at the centre.	
13. Amorous relationships with students; relationships with other members of staff that could adversely affect the running of the school.	
14. Deliberate damage and damage resulting from negligence of EF English First property or the property of other EF English First employees.	
15. Theft or dishonesty, including the falsification of time records or expenses reports or furnishing false or incomplete information for company records.	
16. Possession, use or being under the influence of drugs unless this is for medication and prescribed by a licensed medical practitioner.	
17. The use of or being under the influence of alcohol during your hours of duty on or off the school premises.	
18. Acts of violence and bodily harm against any other employee or person in the centre, including threatening behaviour and possession of offensive weapons	
19. Failure to maintain the integrity and security of proprietary information.	



Flight Policy

- 1.1 If the employee signs a 12 month contract, the employee shall be entitled to get half of his/her one way flight ticket reimbursed in the first week and the second half of his/her one way flight ticket reimbursed on successful completion of 6 months. The flight ticket price is based on the agreed price by the school when the employee buys the ticket. And the employee will get 4500 RMB as flight ticket allowance on successful completion of the full-year, 12 month contract.
- 1.2 No air ticket/flight allowance will be provided for the employee in the case where he/she enters a contract period of less than 6 months. This clause applies to both first year and subsequent contracts.
- 1.3 If the employee signs a contract of more than 6 months but less than 12 months, the employee shall be entitled to a flight allowance calculated pro-rata provided the employee successfully completes the contract term.
- 1.4 If the employee signs a 12 month contract but completes it prematurely and leaves after 6 months. Then the employee shall be entitled to a single air ticket only upon completion of 6 months.
- 1.5 This flight allowance policy applies to all full time foreign academic staff.
- 1.6 The employee is responsible for purchasing their own ticket/flight to school.
- 1.7 The employee may discuss with the employer for increasing of flight allowance in case the employee is from a country far away or the city of employment is remote which directly causes the increase of cost in ticket/flight. But the employer has the final decision and the employee needs to seek a written confirmation from the employer before purchasing a ticket.



EF English First China Company Documents Accommodation Policy & guidelines (*Foreign Staff*)

Article 6. Housing

Please indicate the Employee's choice: A

A The Employee requests to be provided with single (DOS)/ shared (Teacher) accommodation by the Employer with conditions as set forth below. The Employee agrees to stay in the accommodation provided for the duration of this contract. In the case of failure to complete the Contract term or failure to perform this stipulation, the Employee agrees to repay the loss of the deposit of no more than RMB 2000. If the Employee leaves the housing in the middle of a month, the Employee agrees to repay the portion of the monthly rental fee remaining. In such cases, he/she understands that he/she forfeits any rights to housing allowance benefits paid by the Employer. The Employee may move out of the shared accommodation if another teacher agrees to take his/her place or with the agreement of the Employer. The Employee shall be responsible for all housing utility fees such as electricity, gas, water, telephone, Internet and cable TV. The Employee shall keep the premises clean and in proper order. The Employee shall be responsible for any and all damage to the premises or furniture beyond normal wear and tear. Regardless of termination conditions, the employer will hold RMB2000 from the employee's final pay check until the employer is satisfied with the apartment left conditions and no property damage beyond regular usage is found.

OR B The Employee wishes to be responsible for finding and contracting his/her own accommodation in the city where the Employer is located. The Employee understands that he/she will be responsible for paying deposits and signing contracts. The Employee will be paid a cash housing allowance in arrears upon production of receipts. The accommodation must meet the Chinese regulations regarding foreign citizens residence. The cash allowance is RMB_____per month (in arrears) provided the Employee can produce an official tax invoice showing that the landlord has paid tax on the rent. If no official receipt, only a receipt of cash received, is provided the allowance is RMB_____. Such a cash allowance shall facilitate an Employee to rent the apartment with the same conditions as stated in 6.1A. During the first two weeks the Employee will be provided with temporary shared accommodation.



EF English First China Company Documents
Termination Policy (Academic Staff)

1. The Employer may terminate this Contract and dismiss the Employee **without any prior written notice** and the Employee shall repay the expenses incurred by the Employer on the Employee's behalf if any of the following events occurs.

- 1) The Employee has materially violated this Contract (including all attachments)
- 2) The Employee has caused material damage to the Employer due to the Employee's negligence or malpractice for personal interests;
- 3) The Employee has committed a crime or illegal activities according to the law.
- 4) The Employee has taken thirty days of accumulated sick leave.

2. The Employer may terminate this Contract with the standard notice period and the Employee shall repay the expenses incurred by the Employer on the Employee's behalf, if any of the following events occurs:

- 1) The Employee is proved unable to effectively perform the duties required for this position, refer to the disciplinary procedure.
- 2) Due to the Employee's illness or non-occupational injury, the Employee is unable to take up his / her original work after completion of the period of his medical treatment.

3. The Employer may terminate this Contract with the standard notice period without repaying any expenses and the Employee shall receive a single flight allowance in cash (4500RMB net) in addition if any of the following events occurs:

- 1) Due to the Employer's merger, restructure, change of business scope or liquidation, as a result, the Employee's position is redundant or not needed.
- 2) The circumstances and conditions on which this Contract is based change, and as a result, this Contract cannot be wholly fulfilled and both parties cannot reach an agreement.

4. The Employee may terminate this Contract with the standard notice period. The Employee shall repay the expenses incurred by the Employer on the Employee's behalf.

5. The Employee may, under any of the following circumstances, terminate this Contract without prior notice. In these circumstances, the Employer shall pay full remuneration and benefits in accordance with this Contract, and a single flight allowance (4500RMB net) in cash (as below) in addition:

- 1) The Employer fails to pay remuneration or benefits as agreed upon in this Contract;
- 2) The Employer forces the Employee to work by means of violence, intimidation or illegal restriction of personal freedom.

6. This Contract will be terminated automatically in the case where the Employer has been dissolved and the Employee shall be entitled to a single flight allowance (4500RMB net) in cash.

7. The Employer shall not terminate this Contract or dismiss the Employee in the case where the Employee is a female staff member or worker and is in the period of her pregnancy, lactation, or breast-feeding.

For the purpose of this contract, the contract termination notice period during the probation shall be 30 days prior notice in writing and the notice period after the probation shall be 60 days prior notice in writing (Or, if both parties agree, the payment of one-month's salary can be taken as a substitution of the relevant prior notice).

The expenses incurred by the Employer on the Employee's behalf will be deemed as related visa charges, working permit (including health check), residential permit, housing deposit (if any and no more than RMB2000), and flight tickets (if any).

In any cases, where the employee is stipulated to repay the employer for the expenses incurred by the Employer on the Employee's behalf, the expenses will need to be repaid in full if the contract is terminated within probation or to be paid pro rata if the contract is terminated after probation.

The proportion of the expenses will be calculated by dividing the days not worked in the Contract by the number of days in the contract term (not worked days/ contract term days). The Employer shall provide a list of expenses including the receipts to the Employee in the case of the Employee being asked for repayment.



EF English First China Company Documents Confidentiality Policy (Academic Staff)

The Employee shall treat all information with respect to the Employer, EF English First and all customers confidential, and shall make all reasonable efforts to keep such information secret and confidential, both during the term of this Contract and after termination or expiration of this Contract. The Employee shall not disclose aforesaid information to any unauthorized third party. The Employee shall not copy, duplicate or record in part or in whole the aforesaid information for purposes other than the job requirements set forth in this Contract.

The Employee shall not directly or indirectly solicit any of the employees employed by the Employer or any of its affiliates. The Employee shall not solicit any and/or all customers of the Employer to enter into a business in any form that is similar to or competing against the Employer. These two obligations will remain in full force and effect until one year after the date of termination of this Contract.

During the term of this Contract, without the Employer's consent, the Employee shall not be employed by other entity than the Employer, or run his/her own business, or be involved in any matters which are harmful to the Employer's reputation or interest or the Employee's working performance.

The Employee shall not receive or accept any cash or benefit from the Employer's supplier or client during the term of this Contract.

The Employee shall guarantee that any representation made by the Employee to the Employer before the execution of this Contract be true and not misleading in any respect (including personal data, academic records, working experience, reward and punishment record).

When the Employee is assigned to develop teaching materials and the teaching materials are created under the Employer's material conditions, copyright of such teaching materials shall be owned by the Employer. The Employee has the right to be named as the author of these teaching materials.

In case the Employee violates this article, the Employee is deemed to violate this Contract materially.