



# PROFESSIONAL STANDARDS

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Here at MeySen Academy, our dedication to education—as well as to the care and support we show each other, our students and parents—are intrinsically tied to and influenced by our Christian roots. It is our hope to conduct all employment matters in a kind and professional manner consistent with our faith, as well as the established professional norms within the Japanese workplace. We believe that keeping these professional and moral standards contributes to the kind of atmosphere in which quality education can best occur, and strengthens the testimony of MeySen Academy within the local community.

This document was created to help our English employees understand the influence of Christian faith at work within MeySen Academy, as well clarify expectations of the Japanese workplace in general. It is our hope that our teachers, by having the chance to review this document in the course of applying for (or renewing) their employment with MeySen Academy, will approach their work with more knowledge and understanding of MeySen work culture.

## **GENERAL**

Everyone who chooses to become an employee at MeySen Academy assumes the responsibility to conduct themselves in accordance with MeySen Academy's professional standards. Our professional standards are formed by Japanese workplace and societal norms, and influenced by the faith of the missionaries who founded MeySen Academy fifty years ago. The following guidelines are to provide you with some clear examples of specific ethical and professional standards.

## **COMMUNITY & INSTITUTIONAL RELATIONSHIPS**

The culturally rooted expectation for teachers in Japan is that teachers are to be role models for society. Understand that the local Japanese community will always see you as a teacher and as a representative of MeySen, even in your off hours and private life. Therefore, you are expected to:

1. Conduct your personal business and social affairs in Sendai with integrity, consideration for others, and ways which will not compromise your professional reputation as a MeySen teacher.
2. Seek every opportunity to create wholesome relationships with your coworkers, students, and their parents.
3. Use MeySen resources and properties with moral integrity, and for legitimate purposes.

## **STAFF RELATIONSHIPS**

MeySen Academy supports a large and diverse staff. We are all placed in roles to compliment and support one another as we work to educate and engage our students. In view of your responsibility as a MeySen teacher, you are expected to:

1. Fulfill, with integrity and vigor, in letter and in spirit, all assignments that are essential to your position as a MeySen teacher, and give as much time and energy to these responsibilities to make sure they are accomplished in an orderly, complete, and prompt fashion.
2. Be straightforward, kind and honest in your communication, both up and down the lines of authority.
3. Speak only constructively to or about other employees. When disagreements occur, we are expected to avoid all attitudes, behaviors, and statements which disparage or demean fellow employees.

**EMPLOYEE CONDUCT**

As stated in the Employment Contract, employees of MeySen Academy are not to engage in activities which would demonstrate gross misconduct or moral turpitude. Such activities include, but are not limited to: dishonesty, thievery, fornication, adultery, homosexual practice, drunkenness and possession or use of illegal narcotics (including certain prescription drugs and marijuana, which are highly illegal in Japan). Instead, we as a school strive to produce “fruit of the spirit”: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control.

If an employee’s behavior is deemed to be consistently contrary to MeySen Academy’s Code of Professional Standards, MeySen Academy reserves the right to constructively discipline or dismiss the employee.

**EMPLOYEE AGREEMENT & SIGNATURES**

- I understand that this document is neither an offer of, nor contract of employment, nor a legal document, but simply a source of information regarding MeySen Academy employee expectations and policies. By signing this authorization I acknowledge I have received the document, and I understand that it is my responsibility to read and comply with the policies contained in this document (and any revisions made to it in the future) to the best of my ability, for as long as I remain an employee of MeySen Academy.

EMPLOYEE SIGNATURE

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DATE

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