Mentoring - Code of conduct

Australia Awards - Africa has developed this Code of Conduct to guide mentoring relationships and to foster the high ethical conduct and behaviours for both mentors and mentees in the On-Award Mentoring and other mentoring programs. Mentoring could take on different forms and can happen between Alumni and Awardees, senior Alumni and newly qualified Alumni, senior and junior Awardees, Peer-to-Peer mentoring etc.

Both parties should understand that the nature of each mentoring relationship will vary with the needs of the mentee and the mentor’s work and other commitments;

- Australia Awards encourages participation in professional external activities, provided that they are appropriate, mutually agreed and they do not impose unreasonable expectations on either party.
- Both parties will maintain confidentiality regarding information obtained during the mentoring relationship. Parties should not make improper use of the relationship, power or status to gain, or seek to gain, a benefit or advantage for ourselves or any other person.

Observe boundaries that are consistent with the professional nature of the relationship:

- Mentors and mentees should treat each other, with honesty, respect and courtesy;
- Avoid and not accept behaviours which are unwelcome, discriminatory, intimidatory or abusive;
- Respect and celebrate diversity;
- Refrain from, and not accept vilification, bullying, harassment or sexual harassment;
- Avoid any conduct, including alcohol or substance abuse or misuse, which would adversely affect the mentoring relationship.
- Female mentees who are linked specifically through the Africa Women in Leadership Network (WILN) will only be linked to female members of the WILN.

Ensure there is a commitment to open, honest and courteous communication and use all forms of social media platforms belonging to or connected with Australia Awards, for example Facebook pages, in a responsible and appropriate manner.

Parties are non-judgmental in their dealings with each other and their respective organisations and should;

- Take reasonable steps to avoid, or disclose and manage, any conflict of interest (actual, potential or perceived) during the mentoring relationship
- Avoid placing ourselves in direct positions of responsibility relating to the mentoring of a person, where we have, or have had, a close personal relationship with others;
- Behave in a way that upholds the integrity and good reputation of the Australia Awards program
☐ Respond in a timely and professional manner to their mentoring commitments, communications. Participants must

- Adhere to Australia Awards proper records management practices, (the Alumni Portal) so that records are complete, up-to-date and capable of providing organisational accountability;
- Understand that the formal relationship will terminate at the conclusion of the mentoring program – normally over a period of 12 months. We encourage the mentoring relationships to develop organically so parties can continue informally so they wish to. There is, however, no obligation to either party to continue the mentoring relationship after the agreed term.

COMMITMENT TO THE CODE OF CONDUCT

I have read, understood and agree to abide by the Australia Awards – Africa Mentoring Code of Conduct and I understand that such adherence is a requirement for both mentors and mentees.

Name:_________________________________________________________________________

Signature:______________________________________________________________________

Date:_________________________________________________________________________