



Australia Awards

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:
