

CAREER MENTORING PROGRAM

Code of Conduct

Introduction

The Career Mentoring Program's Code of Conduct is for the benefit and protection of mentors (volunteer industry partners, friends of VU and Alumni), mentees and graduate mentees. This Code of Conduct applies to all Career Mentoring Program mentors and mentees regardless of their location.

This Code outlines VU's expectations of participating in this Program in an ethical manner where mentors and mentees shall always maintain professional standards of behaviours consistent with VU policy and as outlined in the Career Mentoring Program's Handbooks and induction training.

Victoria University staff, mentors and mentees have the right to be free from harassment, discrimination and violence in any activities relating to the Career Mentoring Programs.

As a Victoria University, Career Mentoring Program mentor and/or mentee, I understand and agree to:

Equity and diversity

Victoria University actively promotes equal opportunity in all aspects of the University's activities through strategic initiatives and by eliminating unlawful direct and indirect discrimination and harassment on the grounds of:

- a. Race, colour, national or ethnic origin, descent, nationality
- b. Sex, gender identity, lawful sexual activity, sexual orientation
- c. Marital status, pregnancy or potential pregnancy, breastfeeding, family responsibilities, status as a parent or carer
- d. Religious or political belief or activity, industrial activity, irrelevant criminal record

- e. Age, physical features, disability (past, present or imputed), medical record; and
- f. Personal association with a person who is identified by reference to any of the above-listed attributes.

Victoria University's policy is interpreted to include all attributes protected by federal and state [anti-discrimination legislation](#).

Also, Victoria University students and their mentoring relationships are covered by the University's [sexual harassment response policy](#) and [procedure](#).

Discrimination or any form of unequal treatment is against Australian laws, whether imposing extra burdens or denying benefits. It may be intentional or unintentional. It may involve direct actions that are discriminatory, or it may involve rules, practices or procedures that appear neutral, but disadvantage certain groups of people.

Discrimination may take obvious forms, or it may happen in very subtle ways. Even if many factors are affecting a decision or action if discrimination is one factor that is a violation of this agreement.

Harassment means a course of comments or actions that are known or ought reasonably to be known to be unwelcome. It can involve words or actions that are known or should be known to be offensive, embarrassing, humiliating, demeaning or unwelcome, based on a ground of discrimination identified by this policy. Harassment can occur based on any of the grounds of discrimination.

If a person does not explicitly object to harassing behaviour or appears to be going along with it, this does not mean that the behaviour is acceptable. The behaviour could still be considered harassment under the law.

The Career Mentoring Program will not tolerate any form of harassment, discrimination, or violence by or against any staff member, mentor or mentee. If a mentor or a mentee engages in behaviour that is deemed to be harassment, discrimination or violence, The Career Mentoring Program may, in its sole discretion, reject an application or immediately remove any persons from the Career Mentoring Program.

If you feel that anyone involved in the Career Mentoring Program is behaving inappropriately towards you, or in a way not consistent with this policy, please bring your concern to the attention of the Career Mentoring Program staff immediately, even if you are unsure, do not wish to make a formal complaint or are no longer a student. All disclosures made to Career Mentoring Program staff will be heard in confidence, responded to swiftly and treated seriously.

Confidentiality and personal information

Mentors and mentees always agree to maintain strict confidentiality over information gained in their respective roles with the Career Mentoring Program.

Mentors and mentees agree that all matters discussed, or issues addressed in the mentoring relationship will be kept confidential unless otherwise agreed by both the mentor and mentee.

Conflict of interest

Mentors and mentees agree to disclose to each other and the Career Mentoring Program any conflict of interest or potential conflict of interest relating to the mentoring relationship. Please contact the Career Mentoring Programs staff immediately, if you are unsure.

Mentees must not ask to enter an employment relationship with their mentor, either directly or indirectly.

The Career Mentoring Program has the right, in its discretion, to terminate any mentoring relationship in which there is a conflict of interest.

Collection, use and disclosure of personal information

The personal information collected by the Career Mentoring Programs is collected only for the effective delivery of the Program.

Information is collected to determine program eligibility; matching mentors and mentees; statistical reporting; outcomes follow up and evaluation.

For more information see VU Policies

[VU Student Charter](#): The Student Charter outlines your rights and responsibilities as a student at Victoria University.

[VU Code of Conduct Policy](#): The Code of Conduct defines how Victoria University's (VU) values are demonstrated in the day-to-day activities of the University.

VU [Sexual Harassment Response Policy](#) and [Procedure](#) and [Sexual Assault Response Policy](#) and [Procedure](#): These documents were recently developed and embed a trauma-informed, survivor-focused approach. You do not have to make a formal complaint for your experience to be taken seriously and responded to swiftly and sensitively.