

# TFTC

# MENTORING PROGRAM

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## CODE OF CONDUCT FOR MENTEES AND MENTORS

To support the achievement of positive program outcomes, it is important that both mentors and mentees understand what does and what does not constitute a mentoring relationship. Whilst specific training will be provided, it is also important that both mentors and mentees respect and adhere to the Code of Conduct throughout the mentoring relationship and after it concludes.

Prior to the commencement of the mentoring relationship, both the mentor and the mentee must accept the following:

- Mentoring is a confidential activity in which both parties have a duty of care to each other
- The mentor should:
  - Encourage and motivate the mentee in their development
  - Listen
  - Provide guidance and help where required
  - Share experiences but not dominate the conversation nor press their own agenda(s)
  - Foster the mentee's growth towards self-reliance
  - Be patient, tolerant, objective and non-judgemental
  - Provide constructive feedback
  - Operate at all times within the limits of their own professional competence, or professional personal experience
- The mentee should:
  - Maintain responsibility for their own development
  - Show initiative
  - Listen and accept feedback
  - Be prepared to turn feedback into plans and action
  - Manage the relationship
- Mentors and mentees should discuss and agree the aims and objectives of the mentoring relationship at the beginning of the program and where required, adjust throughout the course of the relationship
- Mentors and mentees should honour commitments made for mentoring meetings and must devote sufficient time to the relationship
- Mentors and mentees should honour commitments to the broader program including attending the initial training program and the scheduled quarterly group meetings (referred to as "meets")

- Mentoring requires a commitment to support each other to develop and learn in an environment that supports honesty, trust, fairness and respect but clearly respects confidentiality
- Mentors and mentees are to respect the contribution the other makes and recognise that the nature of each mentoring relationship is unique and will vary to suit the needs of the mentee and the mentor
- Mentors and mentees are to be courteous in their communication with each other and to respond in a timely and professional manner
- Mentors and mentees must respect each other's privacy and maintain strict confidentiality of matters discussed during the mentoring relationship and after it concludes\*
- Whilst mentors and mentees must be committed to open and honest communication, both must observe boundaries that are consistent with the professional nature of the relationship. This will include the strict avoidance of matters that may be:
  - Commercially sensitive
  - A breach of privacy of any kind\*
  - Impacted by security classification(s)
  - Impacted by the International Traffic in Arms Regulations (ITAR)
  - Defamatory of others in their organisations
- In consideration of above, Mentors and Mentees must also at all times adhere to their home organisation's policy and related procedures on confidentiality of information including secrecy provisions and conflict of interest provisions
- Mentors and mentees enter into this agreement understanding that any breach of confidentiality will result in termination from the program and potentially disciplinary action at the discretion of their home organisation
- Mentors and mentees must complete the application form honestly in order for the matching of mentors/mentees to be as successful as possible
- This program is not designed to assist mentees find employment opportunities within a mentor's organisation
- Mentors and mentees are strictly forbidden to engage in solicitation and/or poaching, either directly or indirectly, during the relationship and for 12 months following the cessation of the program
- If at any stage in the program the mentor or mentee is unable to continue with the program, they must notify the TFC Program Coordinator
- Should the mentoring relationship be deemed unsuitable at any stage by either party, it is the responsibility of both parties to discuss. Where a successful resolution cannot be reached, the TFC Program Coordinator must be contacted
- Mentors and mentees share the responsibility for the conclusion of the relationship when it has achieved the purpose and/or at the end of the program
- Mentors and mentees must at all times adhere to their home organisations own Code of Conduct Policy and related procedures. Breaches may result in disciplinary action at the discretion of their home organisation

*\*In the event that a mentor or mentee raises matters that relate to conduct that may be illegal, immoral, a breach of their company policy or personal matters that require counselling, the other party must encourage the individual to seek the appropriate counselling and support from their own organisations. The mentoring relationship is not an employee assistance program.*

*I accept the aforementioned Code of Conduct:*

*Name:*

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*Signature:*

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*Date:*

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On signing this Code of Conduct, please scan and return a copy to:

**Lauren Bachir**

TFTC Program Coordinator

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