



Belong@FHS Mentors Code of Conduct

Belong@FHS aims to support students during their transition to University life and create an inclusive community based on values of tolerance, honesty, respect, and ethical behavior. This document addresses the program's expectations of participating mentors.

In general, mentors are expected to:

- Always treat others as you would expect to be treated. Always be aware, acknowledging and tolerating of potentially individual and cultural differences. Be sensitive towards others. Attentiveness and an understanding of confidentiality are essential.
- Please carefully consider your personal behaviours and interactions. For instance, the use of phones during meetings and other distractive behaviours should not occur.
- As a mentor you are responsible for checking and responding to emails and communications from both Belong@FHS and your mentees.
- Communicate with collaborating mentors, mentees and Belong@FHS coordinators frequently, particularly when change may impact on Belong@FHS program delivery and/or when mentee meetings occur.
- Complete online training prior to commencement of the Belong@FHS program
- Attend face-to-face training [**which will be held on Tuesday 27 November 2018**].

During the Belong@FHS program, mentors are expected to:

- Attend all weekly meetings/events for the duration of the Belong@FHS program. Meetings and planned activities between mentors and mentees can be held anytime during the week based on mutual agreement (Semester 1 - Week 1-6).
- Be prompted and prepared for content to be covered in mentee meetings.
- Provide early notice and liaise with collaborating mentors, mentees and Belong@FHS coordinators if you personally are unable to attend a meeting. A minimum of 24 hours' notice is recommended.
- Complete all evaluation and feedback surveys requested by the Belong@FHS team.

*Please remember, Belong@FHS thrives through mentor generosity, goodwill and support. The program will support you in your mentoring journey via training, debriefing sessions, discussion boards, and contact with super mentors. If you **do not feel**, you can commit to the program's expectations then application for the role is not advised.*