Thank you for your support as a volunteer through this program. Your registration formally acknowledges your affiliation with the Division of Alumni and Development.

The Division of Alumni and Development is committed to maintaining best practice standards in the involvement and recognition of volunteers and, as such, we are advising you of the University of Sydney’s policies and procedures that are relevant to your work as a volunteer for this program. Please take the time to read and understand these. If you volunteer for other programs with the University, you may be required to enter into a separate affiliation agreement for that program or an amendment to this affiliation agreement.

By registering for the University of Sydney Mentoring platform I agree to this offer of affiliation under the terms outlined above and in the Schedule following, and confirm that I have read, understood and will comply with the Code of Conduct and other University policies to the extent that they apply to me.
I also acknowledge that I will be required to accept the terms and conditions of the mentoring agreement applicable to this program (Mentoring Agreement).

Thank you for your contribution to the University.

Kind regards,

Division of Alumni and Development
SCHEDULE

1. General conditions

1.1 The affiliation does not:

(a) establish an employment relationship with the University of Sydney;
(b) alter any employment relationship that currently exists with the University; or
(c) entitle you to any salary payments or other financial benefits.

1.2 You must:

(a) carry out your functions:
   i. in good faith in the best interests of the University; and
   ii. for a proper purpose; and
(b) act honestly and exercise a reasonable degree of care and diligence in carrying out your functions.

1.3 You must not:

(a) make representations binding the University without prior written approval from the relevant University delegate;
(b) sign memoranda of understanding, agreements, contracts or other written documents binding the University under any circumstances; or
(c) make improper use of your affiliation, or of information acquired because of your affiliation to:
   i. gain directly or indirectly an advantage for yourself or another person; or
   ii. cause detriment to the University.

1.4 You agree to comply with:

(a) all lawful directions of the University; and
(b) all laws and professional standards applicable to the affiliation.

2. University laws and rules

2.1 The affiliation is subject to the University of Sydney Act 1989 (as amended) and the University of Sydney By-law 1999.

3. University policies and procedures

3.1 The University’s Code of Conduct promotes the highest ethical and moral standards, and fosters an understanding of conduct expected by all staff and affiliates. You agree to abide by the Code of Conduct’s provisions.

3.2 You agree to comply with other relevant University policies and procedures, to the extent that they apply to you and as amended from time to time. Some of the key policies which will apply to the affiliation are specified in the Mentoring Agreement.

4. External interests
4.1 The University acknowledges that its affiliates engage in a wide variety of activities external to the University, and considers that such activities are in the public interest and of benefit both to the University and the individuals involved. These activities may from time to time give rise to conflicts of interests, whether actual, potential or merely perceived, such as a conflict of interests in relation to any employer you may have.

4.2 In keeping with its commitment to high ethical standards, and in order to protect the reputations of all involved, the University has adopted the External Interests Policy. You agree to comply with its requirements.

4.3 If, having read the policy and this document, you consider that you have interests which should be declared, please contact alumni.office@sydney.edu.au. It may be necessary for a conflict declaration to be submitted and a conflict management plan to be put in place to manage any conflict.

5. Confidential information

5.1 As you will appreciate, the University is concerned to protect its confidential information and intellectual property. To ensure the protection of these interests, you agree to:

- keep confidential all Confidential Information other than Confidential Information that you are required to disclose in the course of the affiliation or by law;
- only use Confidential Information for the purpose of performing your duties associated with the affiliation.

“Confidential Information” means:

a. any information, however communicated or recorded, relating to the activities of the University or its related bodies corporate to which you gain access in the course of, or in connection with the affiliation including all trade secrets and institutional know-how, information relating to the finances, business affairs, strategies, plans or initiatives of the University or its related bodies corporate and any other sensitive or commercially valuable information including information relating to the University’s students, staff or contractors (including confidential information belonging to a third party); and

b. all copies, notes and records based on or incorporating the information referred to in paragraph (a), but does not include any information that is lawfully public knowledge.

6. Privacy

6.1 The University is subject to the NSW Privacy and Personal Information Protection Act 1998 (the Act). Personal information you provide is collected by the University to facilitate the administration of your affiliation. You may during the course of your affiliation have access to the personal information of others. You are required to abide by the requirements of the University’s Privacy Policy.

7. Termination

7.1 Your affiliation may be terminated if:

a. you are no longer contributing sufficiently or appropriately to the direction and performance of the Alumni Council and Division of Alumni and Development; or
b. you have breached the Code of Conduct, or relevant University policies outlined in paragraph 3 of this document and in the Mentoring Agreement.

At the end of the affiliation, you will be required to return any items of property belonging to the University.
Mentoring agreement

The mentor and mentee agree to abide by this Statement of Understanding and act in accordance with the University policies specified below and in the case of the mentor, also the University’s volunteer agreement for this program.

The mentor agrees to support the mentee by:

- Maintaining a professional and ethical working relationship.
- Ensuring a safe and supportive environment for each meeting.
- Challenging the mentee appropriately in respect to the attainment of nominated goals.
- Asking questions to encourage clarity and empower the mentee towards a self-directed approach in their growth and development.
- Keep all commitments regarding the scheduling of mentoring contact and meetings.
- Being open, honest and respectful in all communications with the mentee.
- Provide advice where necessary and assist with devising a career development strategy where appropriate.
- Recognising your own professional boundaries and limits to their expertise and knowledge and refer the mentee to other specialists for advice as appropriate.
- Act as a role model, embodying your profession’s values and ethical standards.

The mentee agrees to:

- Participate in honest, respectful and relevant conversations.
- Act with integrity and commitment, taking action to achieve their nominated goals.
- Keep all commitments regarding the scheduling of mentoring contact and meetings.
- Be willing to consider and experiment with new concepts and/or different behaviours that are discussed during mentoring meetings.
- Maintain a sense of open-mindedness and possibility in respect to the value of advice, suggestions and ideas proposed by the mentor.
- Seek clarification if something is unclear to you but to do so carefully and politely.
- Be responsible for driving their career journey by being prepared for meetings in advance with topics for discussion.

University policies

- Without limiting the mentor’s or mentee’s obligations as specified in the preceding sections, the mentor and the mentee agree to comply with the University’s policies to the extent that such policies apply to them as amended from time to time including the following:
  - Bullying, Harassment and Discrimination Prevention Policy 2015;
  - Bullying, Harassment and Discrimination Resolution Procedures 2015;
  - External Interests Policy 2010;
  - Policy on the Use of University Information and Communication Technology Resources;
  - Privacy Policy 2013;
  - Work Health and Safety Policy 2016; and

Copies of policies can be found at Policy Register.
Confidentiality

- Trust in the mentoring relationship is paramount. Both the mentor and mentee agree to keep all conversations and session content confidential between themselves. An exception is where there is permission to disclose any information or where there is significant risk involved by not disclosing information to a third party.

Privacy

The information you provide to the Alumni Mentoring platform will be stored and handled in accordance with the Evisors Privacy Statement and Terms of Service.

Some personal information you provide to the Alumni Mentoring Platform will be provided to the University's Division of Alumni and Development ("DAD"). This information is contact details, and graduation and employment information. It will be used by DAD, for the purpose of contacting you regarding your experiences using the Alumni Mentoring Platform, updating your Alumni profile with DAD and communicating with you regarding events and activities which we believe may be of interest to you.

The University's DAD will hold and retain the information provided to it by Evisors in accordance with the University's policies. Individuals have the right to access any information the University holds about them and requests for access should be directed to the University's Privacy Officer (sydney.edu.au/arms/privacy/contact.shtml).

Evaluation and reporting

- The mentor and mentee understand that they will be required to participate in a mid-program and end-program evaluation, as well as provide any feedback to the Program when requested. To inform this process, it would be helpful if you can keep some notes from your consultations for feedback.

Ending the conversation

- The expectation is that a career conversation may take place during one consultation. At the agreement of the mentor and mentee this may be extended to multiple meetings. In this instance the mentor and mentee agree to plan in advance the closure phase of further conversations to ensure a positive experience. If any issues arise that result in the decision to discontinue further conversations, the mentor and mentee will discuss this together and/ or seek appropriate support if necessary.

Duration and application of this Mentoring Agreement

- This Mentoring Agreement will commence on the date on which the mentor and mentee agree to (or schedule) a consultation via the online platform and will continue until 30 June 2017 unless the mentor and mentee request to be removed. Termination of the arrangement will be when the mentor or mentee’s profile is removed from the platform.

- This Mentoring Agreement applies only to consultations and other engagements between the mentor and mentee which are mentoring activities and does not apply to any activities which are social or which are not otherwise mentoring activities.