

AWA MENTORSHIP PROGRAM STANDARDS OF CONDUCT

2021

ARTICLES

In joining the AWA Mentorship program, you agree to the following:

I. Confidentiality

- i. Confidential information can be described as and includes: Intellectual property i.e. research and/or project ideas that may or may not be intended for presentation or publication, disclosed personal information or experiences that may include but are not limited to, complaints regarding past or present employers or other professional relationships, sexual orientation, gender identity, ethnic identity, religious affiliation, etc., regardless of whether such information is designated as “confidential information” at the time of its disclosure.
- ii. Mentors/Mentees will not disclose confidential information obtained from their Mentor/Mentee unless compelled to do so by a sense of responsibility. Such an instance may include but is not limited to, immediate concern for the Mentor/Mentee’s wellbeing, etc.
- iii. Mentors/Mentees are **not** in violation of the Confidentiality Agreement (outlined above) if they report behavior that violates the Standards of Conduct (outlined below)
- iv. Mentors and Mentees are encouraged to discuss any concerns that they may have regarding their Mentor/Mentee

II. All Communication between Mentors and Mentees should be professional.

- i. Conversations between Mentors and Mentees should be relevant to established goals or projects, or to the topics outlined by the Mentorship Program Committee.
- ii. Mentors and Mentees should refrain from the use of profane, inappropriate, or explicit language, as agreed upon in the Anti-Harassment Policy.
- iii. This requirement is not to discourage or prohibit casual conversation, but to remind the Mentors and Mentees to remain respectful and to treat the relationship as a career opportunity.
- iv. The AWA Mentorship Program Committee encourages Mentor and Mentees to discuss any perceived inappropriate behavior openly if the participants feel safe to do so; however, harassment will not be tolerated.
- v. Any perceived harassment or otherwise harmful behavior must be reported to the AWA Mentorship Program Committee.

III. Persons should respect boundaries established by their Mentor/Mentee

- i. Such boundaries may include but are not limited to, preferred forms of communication, set hours for communication, etc.
- ii. If either party wishes for meetings to be recorded, explicit consent is needed from both parties.