Next Step Mentoring Terms & Conditions for Mentors

Privacy and Intellectual Property
Participants will maintain the confidentiality of all matters discussed in a mentoring situation. Mentors, mentees and representatives of Curtin University shall not disclose to any person the whole, or any part of, the confidential information, nor use any part of the confidential information for their own purposes, or for the benefit of any third party, without the prior written consent of all parties involved.

Each party shall be entitled to disclose any confidential information received to the extent it is required to comply with statutory or legal obligations, provided that the party first gives notice to the other party and complies with any reasonable direction of the other party. This clause shall survive the termination of a mentoring relationship. The mentor and mentee agree to have no rights to the intellectual property of the other. The mentor shall not have any pecuniary or non-pecuniary interest in the mentees’ business and vice versa. Any conflict of interest should be declared to the Next Step Mentoring Coordinator.

Professional Standards of Behaviour
Mentors shall at all times maintain professional standards of behaviour consistent with the Curtin University Code of Conduct, available at complaints.curtin.edu.au/conduct/, and relevant University policies outlined at policies.curtin.edu.au.

Contact Requirements
As participation in Next Step Mentoring is based on a professional relationship, Curtin University asks that meetings do not take place in private homes.

Occupational Health and Safety
Should a workplace visit take place, mentors should ensure a mentee’s visit is compliant with occupational health and safety policies and procedures.

If a mentee obtains unpaid work experience through his or her mentor (whether at the mentors workplace or at the workplace of their contacts), the mentee should read the Work Experience For Students information sheet to learn about eligibility for free work experience insurance. Curtin accepts no responsibility if a student fails to obtain such insurance.
**Mentoring Relationship**

Whilst best efforts are undertaken to facilitate mentors and mentees matches based on the criteria of degree studied and/or profession, Curtin University cannot guarantee that the resulting match will align with this criteria.

Curtin University is committed to providing services and programs of the highest quality. If you have any concerns relating to Curtin University’s mentoring programs, please visit complaints.curtin.edu.au.

The mentor is not entitled to payment by the mentee or by Curtin University. Any participant who experiences any uncertainty or discomfort with the mentoring relationship can contact the Next Step Mentoring Coordinator via nextstep@curtin.edu.au.

**Ending the Mentoring Relationship Early**

Either party can terminate the relationship early. However, out of respect to their program partner, the participant must notify the Next Step Mentoring Coordinator, via nextstep@curtin.edu.au, as soon as possible to inform them that they wish to withdraw. The Next Step Mentoring Coordinator will then notify their program partner.

It is important that we receive feedback if a participant decides to withdraw so we can continue to improve the program. The reasons for withdrawing will remain confidential and will not be passed on to the other party without the participant’s consent.

If the mentoring relationship ends early by mutual consent, both parties must notify the Next Step Mentoring Coordinator to inform them that the mentoring relationship has ended.

If a mentee ends their enrolment at Curtin University either by completion of degree or withdrawal from all units, the mentoring relationship also ends. Mentees are responsible for contacting the NEXT STEP: Industry Mentoring Coordinator and their mentor if they are no longer enrolled as a Curtin student.

**Release**

The mentor waives all rights and entitlements to any claims, actions, suits, legal proceedings, demands, costs, losses, damages and expenses against the mentee and Curtin University, now and at any future time, that are in any way related to any act or omission of the mentee and/or Curtin University to the mentor done in good faith under the program.

**Termination of a Participant’s Role**

A participant shall be suspended from the program if he or she is found to have contravened the Terms and Conditions outlined above.
Menteer

Neither Curtin, nor its employees, agents or contractors will be liable to the Mentor or any other person for any loss or damage arising directly or indirectly from the Mentor’s use of, or reliance on, the information provided on the Menteer platform.

To the extent permitted by law, the Mentor undertakes and represents that the Mentor will not make any claims against Curtin, and hereby release Curtin (and its directors, officers, employees, representatives, contractors, subcontractors and agents) (individually and collectively, the “Released Parties”) from any liability in connection with the Mentor’s participation in the Menteer platform, however that liability is caused or arises, including liability in connection with any personal injury.

Collection of personal information and personal consents and acknowledgements by Mentor: In this paragraph, the term “personal information” has the meaning given in the Privacy Act 1988 (Cth). The Mentor personally acknowledges that Curtin will collect the Mentor’s personal information for the purposes of facilitating the Menteer platform.

The Mentor personally acknowledges that Curtin (where appropriate) may disclose Mentor personal information to third parties including (but not limited to) sponsors, joint venture partners, subcontractors or other organisations who provide the Menteer platform to Curtin, for the purposes of facilitating the Mentor platform, and the Mentor consent to such disclosure. The Mentor agrees that their name, preferred phone number, email address and employment details can be made available to my mentee.

Curtin may, in its discretion, make changes to the Terms and Conditions at any given time. The Mentor’s use of the Menteer platform will be governed by the most recent Terms and Conditions posted on the web site. By continuing to use the Menteer platform, the Mentor agrees to be bound by the most recent Terms and Conditions. It is the Mentor’s responsibility to check the web site regularly for updated versions of the Terms and Conditions.

I acknowledge that, if I breach these Terms, then Curtin may: refuse to supply the Menteer platform to me suspend or terminate my access to the Menteer platform, in whole or in part; and/or take whatever action Curtin considers appropriate to recover any loss, damage or expenses that Curtin has incurred or suffered as a result of my breach of these Terms.

For participants over the age of 18 years:

By continuing to use this site, you confirm that you have read these Terms carefully, and understand and agree with their contents.