



My Trinity Connect Code of Conduct

When entering into an informal mentoring relationship, participants are required to observe the following Code of Conduct:

- maintain confidentiality of information shared within a mentoring relationship at all times, including contact details,
- maintain ethical standards of behaviour and safety,
- treat others with respect, tolerance and courtesy,
- be reliable and ensure agreed commitments are kept, and
- contact the Careers & Alumni Office immediately with any concerns or problems

The Careers & Alumni Office reserves the right to withdraw, suspend or refuse your participation in the program and/or use of the My Trinity Connect platform without notice. This right may be exercised where, in our view, any of the following has occurred:

- There is reasonable evidence to suggest non-compliance with this Code of Conduct, our Terms & Conditions, or any other applicable law or regulation.
- Misleading or false information has been provided by the individual.
- A complaint has been received about the individual.
- An individual's participation in the program is likely to, or does, damage or lower the reputation or standing of Trinity College.

PRIVACY

Trinity College must comply with the principles and obligations set out in the [Privacy Act 1988](#) and the [Privacy and Data Protection Act 2014](#) (VIC) when collecting, using or handling personal information. Your details will not be passed on to a third party in breach of privacy laws.

Primary Purpose for Collection

The information being collected will be used to update participant details on the Trinity College database so that we can contact you about events, news, appeals and activities that may be of interest to you.

ETHICAL REQUIREMENTS

Mentors and mentees must agree to behave in a respectful and ethical manner at all times. Anyone who, at any point, feels discomfort within the mentoring relationship should contact the Careers & Alumni Office as soon as practicable. It is



recommended that any face-to-face meetings take place in public spaces including, but not limited to, a café, restaurant, library, University or office/workplace.

GRIEVANCE POLICY

In the first instance, participants should discuss the issue with the Careers and Alumni Office. If the participant does not feel the matter is resolved they should then discuss the complaint with the Director of Advancement. Complaints and grievances will be dealt with according to Trinity College procedures.

CONCLUDING A MENTORING RELATIONSHIP

We encourage you to first speak to your mentor/mentee about any concerns you have. However, if your concerns remain unresolved, please contact the Careers & Alumni Office as soon as practicable for advice on how to proceed. We recognise that incompatibility is a part of life and that circumstances change. Detailed explanations need not be provided for discontinuing a mentoring relationship.

For queries, please contact the Careers & Alumni Office at:
careers@trinity.unimelb.edu.au.