

Terms and Conditions of Participation in Catholic Women's Mentoring

Catholic Women's Mentoring (CWM) is a national program delivered by volunteers through the National Office for Participation of Women, an office of the Australian Catholic Bishops' Conference. It is open to Australian women who are committed to the Catholic faith.

1.0 Participation

Australian Catholic women are invited to participate in the program. CWM relies on the honesty of the program applicants in relation to fitting this criteria. The program is also open to Australian women who are living outside of Australia temporarily who plan to return in future (in 5 years or less).

2.0 Use of Information

When a participant applies to be part of the program, they accept that:

- Information submitted on the *Online Application Form* or to the Program Coordinators, in any format, will be used to make the match. Any part/s of this may be shared with potential mentors/mentees in order to facilitate the match. Coordinators will endeavour to demonstrate discretion about information shared at the match recommendation stage, leaving it up to the mentor and mentee to share further information once the match is finalised.
- Email addresses (or if this is not provided, phone numbers) as well as city/locality will be shared with proposed/matched mentor/mentee in order to facilitate the match.
- Contact details provided will be used by CWM and its Program Coordinators to contact the participant in a number of ways including but not limited to emails, phone calls and newsletters.
- Email addresses provided will be added to the CWM database and participants will receive updates and the newsletter, notifications of events and other communications.
- Information provided on application forms and any images captured by or provided to CWM might be used to promote the program or the National Office of Participation of Women.

3.0 Matching Mentors and Mentees

Catholic Women's Mentoring endeavours to match mentors with mentees to create lasting and meaningful mentoring relationships.

Program Coordinators exercise full discretion when making matches but the key considerations used in matching mentors and mentees are:

- Compatibility based on needs outlined on the *Online Application Form*
- Career path synergy
- Location

While CWM takes every opportunity to match mentor/mentee, there are circumstances where this may take a significant amount of time and, in some cases, may not be possible at all.

While all care and consideration is taken when making matches, Program Coordinators are volunteers who are not experts and do not hold qualifications in the fields of psychology, human resources or related fields.

Matching Process

The following process is the general procedure undertaken to match mentors and mentees:

Step 1. Participants complete *Online Application Form* – submission of the form requires agreement to the program’s Terms and Conditions (this document).

Step 2. The submitted forms will be reviewed by the Program Coordinators.

Step 3. If a match is found, contact will be made with the mentee and mentor to inform them of the proposed match. Relevant information about the proposed mentor/mentee will be shared including but not limited to name, location and profession.

Step 4. The mentee and mentor will respond to Program Coordinators to accept the proposed match.

Step 5. A match email will be sent to the mentee and mentor with phone numbers, email addresses, and short summary of each (focusing on why they have been matched). The *Mentoring Guidelines* will be attached to this email.

Step 6. The Mentee and Mentor are encouraged to make contact soon after to discuss how they would like to form their mentoring relationship.

It is the responsibility of the mentee to follow up with the mentor in the first instance (though the mentor is welcome to make contact). If the pair have not been in contact within 4 months of the match being made, the mentoring relationship may be reviewed by the Program Coordinator. If this is the case, please inform the Program Coordinator.

Nature of the Mentoring Relationship

By signing up to the program, participants agree to abide by the following **Catholic Women’s Mentoring Code of Conduct**:

1. Participants will enter into the mentoring relationship with a commitment to assist each other to develop and learn in an environment of honesty, fairness and respect.
2. Participants will, at all times, conduct themselves in an ethical manner.
3. Participants will be supportive and respectful of each other’s opinions.
4. Interactions will be constructive.
5. There is implied confidentiality in all interactions and clarification should be sought by participants about the confidential nature of information shared, if it is unclear. Confidentiality is vital for a trusting relationship. Without trust, a mentoring relationship cannot flourish.
6. The Catholic Church and its teachings will be treated with respect.

In taking part in this program, participants must be aware of the following:

- Catholic Women’s Mentoring provides guidelines for establishing and continuing the mentoring relationship. Mentors and Mentees are expected to use the Mentoring Guidelines provided.
- Catholics can have significantly varying views on many issues and varying approaches to their faith. While all care is taken to try to match mentors and mentees appropriately, it is up to the pair to discuss and decide if their views are aligned, such that they can have a meaningful relationship. While the program fully and completely supports the teaching of the Catholic Church in *all areas*, we cannot guarantee that all program participants will have the same faith approaches and emphasises. It is responsibility of the mentor and mentee to determine their compatibility.
- Catholic Women’s Mentoring, the National Office of Participation of Women or any volunteers associated with the program or the office are not responsible in any way for the nature and any outcomes of the mentoring relationship.

Terminating a Mentoring Relationship

Some mentoring relationships will not work because of the different needs and expectations of those involved. The dynamics of some partnerships may work better than others. By signing up to the program, you recognise that there is a possibility that the program may not work for you at this point in time, or with your matched mentor/mentee.

The *Catholic Women's Mentoring Guidelines* give some suggestions about how to terminate a relationship. If you decide to end your mentoring relationship, please inform the Program Coordinators.

Catholic Women's Mentoring advises that you terminate the relationship immediately if you feel your physical safety or mental health is at risk. If this is the case, please also ensure you inform the Program Coordinators at info@catholicwomensmentoring.org.au

Please note, if it becomes apparent that you do not fit the criteria for the program (for example, you are not Catholic), your matched mentor/mentee will be informed and it will be up to you both to determine the ensuing nature of the relationship. Program Coordinators will endeavour to handle such situations with sensitivity.

Liability

Participation in Catholic Women's Mentoring will involve inherent risks, including but not limited to those associated with travelling to and from meeting your mentor/mentee. Catholic Women's Mentoring and the National Office of Participation of Women will not be liable for any loss or damage whatsoever (including, without limitation, indirect, special or consequential loss), expense, damage, personal injury or death which is suffered or sustained (whether or not arising from any person's negligence) in connection with the program, except for any liability that cannot be excluded by Australian law.

Catholic Women's Mentoring and the National Office of Participation of Women will not be liable for any loss or damage whatsoever resulting from incorrect details submitted by participants.

Catholic Women's Mentoring reserves the right to change these Terms and Conditions.

If Catholic Women's Mentoring is no longer able to run the program due to reasons beyond its control, Catholic Women's Mentoring and the National Office of Participation of Women will not be liable for any loss or damage to any party arising from any variation or cancellation.

Taxation and Payments

Participation is entirely voluntary and the program incurs no cost. Mentors give freely of their time. The relationship is to remain as a free arrangement. There is to be no expectation of exchanging of any payments for mentoring.

Catholic Women's Mentoring and National Office of Participation of Women accepts no responsibility for any tax implications that may arise from the participation in the Program.

Attendance at Catholic Women's Mentoring events and involvement in other initiatives may incur a cost.

Review & Feedback

By signing up to the program, participants agree to undertake reviews of their relationship (as per the Guidelines) and also to provide feedback to Program Coordinators as required.