

Vic ICT for Women is committed to fostering a respectful, inclusive, and ethical environment for all members. This Code of Conduct outlines the expected behaviour and responsibilities of individuals associated with our organization. By participating in our programs including but not limited to Go Girl – Go for IT, Grad Girls, What’s Hot in Tech, mentor(SHE:), Importance of Women, you agree to abide by this code.

1. Mentoring program and mentorship matching:

- Vic ICT for Women’s mentoring program encourages open exchanges of information and ideas between mentors and mentees. However, Vic ICT for Women cannot and does not monitor or review communications between mentors and mentees.
- Vic ICT for Women does not guarantee or endorse the accuracy of information participants may receive from their mentor/mentee.
- I understand and accept the objectives and purpose and accept the limitations of this program.
- I have provided accurate information, including work experience and qualifications.
- While the information provided, including the information gathered online, will help us to match you with the most suitable mentor/mentee, Vic ICT for Women cannot guarantee that you will be matched according to your preferences.

2. Confidentiality:

- Maintain the confidentiality of information shared within the mentoring partnership.
- Respect the confidentiality of sensitive information and personal data entrusted to you by the organization or its members.
- Do not disclose or misuse confidential information without proper authorization.

3. Liability:

- I hereby agree to completely release and indemnify Vic ICT for Women, the Board, and each of its respective affiliates, directors, officers, employees and agents and my Mentoring partner from all claims, judgements, demands, liabilities and actions that may arise out of, or in any way relates to my participation in the Vic ICT for Women Mentoring program.
- In no event will the Vic ICT for Women Board, Vic ICT for Women employees or my Mentoring partner be liable for any damages arising out of my participation in the Vic ICT for Women mentoring program.

4. Respect for Others:

- Treat all individuals including sponsors, volunteers and members with dignity, respect, and kindness.
- Avoid any form of discrimination, harassment, or bullying based on race, gender, religion, sexual orientation, disability, or any other characteristic.
- Listen actively to others and consider their perspectives.
- Treat our sponsors venues with respect.
- Attend events that are specifically for the program you are involved with or have paid entry to.

5. Integrity and Honesty:

- Act with honesty and integrity in all dealings within and on behalf of the organization.
- Avoid conflicts of interest that could compromise the organization's mission or values.
- Report any unethical behaviour or concerns promptly to the appropriate authorities within the organization.



6. Accountability:
 - Fulfill your commitments and responsibilities within the organization to the best of your ability.
 - Take ownership of your actions and their consequences.
 - Admit mistakes and work towards resolving them constructively.
7. Inclusivity:
 - Embrace diversity and promote an inclusive environment where everyone feels valued and welcome.
 - Seek to include all voices, opinions, and perspectives in decision-making processes.
8. Professionalism:
 - Participation in the mentoring program will be conducted in a professional and ethical manner, consistent with acceptable professional standards.
 - Behave professionally and ethically when representing the organization in any capacity.
 - Behave professionally and ethically when attending events under the banner of VIC ICT for Women or its sponsors.
 - Follow all applicable laws and regulations.
9. Use of Resources:
 - Use the organization's resources, including funds and assets, responsibly and for their intended purpose.
 - Avoid any misuse or misappropriation of resources.
10. Social Responsibility:
 - Act in a manner that promotes the well-being of the community and the broader society.
 - Engage in volunteer and charitable activities that align with the organization's mission.
11. Compliance with Policies:
 - Familiarize yourself with and adhere to all organizational policies and guidelines where applicable.
 - Seek clarification or guidance when uncertain about any policy or procedure where applicable.
12. Reporting Violations:
 - If you witness or experience any violation of this Code of Conduct, report it promptly to the appropriate authorities within the organization.

Consequences of Violation: Violations of this Code of Conduct may result in disciplinary action, including but not limited to warnings, suspension, or expulsion from the organization, as deemed appropriate by the organization's leadership.

Conclusion: By participating in Vic ICT for Women as a member, you commit to upholding the principles and values outlined in this Code of Conduct. Your adherence to this code contributes to the success and integrity of our organization. Vic ICT for Women reserves the right to update or modify this Code of Conduct as needed. Participants will be notified of any changes, and it is their responsibility to stay informed and in compliance.

