

## The Pinnacle Foundation Mentoring Program Requirements & Undertaking

The future of the Pinnacle Foundation relies on all involved parties meeting our objects and operating conditions so that our reputation grows. Without transparency in the way in which Pinnacle operates and clarity and accountability on what we expect from Mentors and Mentees, the Foundation cannot expect to obtain financial support from the community.

The following Code of Conduct, Undertaking and Mentoring Application and Administrative Requirements compliment the other policies and processes associated with the Scholarship Program.

### Code of Conduct - Mentors

As a Mentor for this Foundation you are one of Pinnacle's front line representatives. Your sole role as Mentor is to be a 'sounding board' and provide guidance on academic and related issues to a Mentee. You are expected to conduct yourself in a professional manner while representing the Mentor's program. Professional manner is understood to be respecting the dignity and rights of others, observing all relevant laws in conducting mentor relations and avoiding any improprieties.

'Professional manner' includes but is not limited to:

1. Publicly and privately supporting the Foundation
2. Acting honestly and in good faith at all times in the interests of the Foundation and its objectives.
3. Performing your duties in a safe, responsible and effective manner

4. Respecting the Mentee's right to confidentiality. Disclosure of any personal information about any Mentee participating in this program is forbidden, without the consent of the Mentee; and
5. Improprieties include:
  - a. Utilizing the Mentorship Program to induce Mentees to enter into a sexual relationship with Mentees.
  - b. Acting in a sexually provocative manner or engaging in a dating or sexual relationship with a student while the mentor relationship exists, or within a year following the termination of the mentor/protégé relationship
  - c. Using abusive or inappropriate language to Mentees
  - d. Using private residences or GLB meeting places for periodic meetings with Mentee
  - e. Attempting to fulfill Mentor's responsibilities while under the influence of alcohol or any illegal drug

### **Code of Conduct - Mentees**

As a Mentee of this Foundation you are expected to conduct yourself in a professional manner while representing the Scholarship's program. Professional manner is understood to be respecting the dignity and rights of others, while avoiding any improprieties. This includes but is not limited to:

1. Publicly and privately supporting the Foundation
2. Improprieties include:
  - a. Acting in a sexually provocative manner or engaging in a dating or sexual relationship with your Mentor while the mentor relationship exists, or within a year following the termination of the mentor/mentee relationship
  - b. Using abusive or inappropriate language to your Mentor

- c. Using private residences or GLB meeting places for periodic meetings with your Mentor
  - d. Attempting to fulfill Mentee's responsibilities while under the influence of alcohol or any illegal drug; and
3. Respecting the Mentor's right to confidentiality. You may not disclose any personal information about the individual participating as your Mentor, without the consent of the Mentor.



## Undertaking between Mentor and Mentee

I understand that a Mentor is a person who acts as a guide to a young person during their academic years. The Mentor listens when the Mentee needs to talk, gives them advice when they ask for it, and helps them to make connections in the professional world.

Other responsibilities are:

- I agree to comply with the Foundation's Code of Conduct for Mentees and Mentors
- I agree to meet regularly, preferably monthly, with my Mentee/Mentor
- I agree to be open and let my Mentee/Mentor know when I feel uncomfortable on any matter in our relationship. I know I have the right to approach the Chairperson of the Foundation in the event that there is an unresolved issue which interferes with the relationship
- Although I will keep all that I am told confidential, as a Mentor I acknowledge that she/he will make a periodic report to the Board of Management of the Foundation on the Mentor's progress, but it will be limited to compliance with the purpose and conditions attached to the scholarship.

Signed

**Mentor**

**Mentee**

Witness

Witness

Dated

Dated



## **Mentoring Application & Administrative Requirements**

Pinnacle maintains highly rigorous standards in the selection of its mentors. Each prospective mentor is required to complete an online application. Once submitted and compliance with the Code of Conduct is acknowledged, the application is reviewed by Pinnacle's Selection Committee and makes the necessary personal reference checks (two professional references and one personal reference) before recommending acceptance to the Management Committee.

Once a Mentor has been matched with a Pinnacle Scholar (prospective Mentee), the Selection Committee will complete its probity check, including police and ASIC records. The Mentor and Mentee will then be asked to complete the Undertaking.

Given the diverse academic backgrounds and professional aspirations of Pinnacle's scholars, Pinnacle accepts new mentor applicants from all fields and all professions all year round. It is our aim to constantly build and maintain a pool of caring adult mentor candidates who are interested in assisting gifted students with academic careers, leadership development, professional advice, community service endeavors, networking, and internship opportunities.

## **Mentor-Mentee Matching Process and Timeline**

Mentor-Mentee matches are made by Pinnacle's Selection Committee, annually early in the Calendar year, after new scholars are selected by the Foundation.

When matching Mentors with Mentees, Pinnacle places a high priority in finding a common field of interest and geographic proximity. Also taken into consideration is a mentor candidate's merit in their respective field, their references, and evidence of a deep commitment to attending to the personal and professional welfare of Pinnacle Mentees. There is no guarantee that each person who applies to serve as a Mentor will be matched with a scholar. Mentor applicants who are not matched with Mentees remain on Pinnacle's list of potential mentor candidates for up to three

years. Mentor applicants may be removed from the Pinnacle’s list of candidates at the discretion of the Foundation or by request of the respective applicant at any time.

The Mentoring Program at Pinnacle Foundation is voluntary in nature and the time commitment for each mentor usually consists of meeting once a month, but no longer than quarterly. Email communication during this time is acceptable so long as it doesn’t place a significant burden on the Mentor. Ideally, each mentorship will last throughout the time that a Pinnacle Scholarship exists and may continue after the Scholarship period and during the scholar’s academic studies, if both parties agree.

