

Aerospace Christchurch Mentoring Programme Code of Conduct

Our Code of Conduct is for all participants to follow when interacting with anyone on our mentoring programmes. These programmes are run by Aerospace Christchurch. For any enquiries, email enquiries@christchurch.space.

Overview

Our mentoring programme aims to create a positive and constructive environment, where all participants are respectful. By promoting an open and inclusive programme, we strive to provide a harassment-free experience for everyone. Aerospace Christchurch aims to support a beneficial and helpful programme, with clear and effective statements of commitment, intent and expectation.

Standards

All participants are expected to:

- Treat others with courtesy, respect, and non-judgement
- Using welcoming and inclusive language
- Accept constructive feedback
- Assist with evaluation and feedback
- Regular and appropriate communication and feedback

Examples of unacceptable behaviour by participants include:

- Any bullying or harassment of others (verbal, physical or psychological)
- Inappropriate sexualised language or imagery and unwelcome sexual attention or advances
- Sharing any information considered confidential
- Other conduct which could reasonably be considered inappropriate in a professional setting

Confidentiality

All contact information will be maintained confidentiality in accordance with our privacy policy, which can be found at christchurch.space/privacy/. Confidential information may be shared with or by participants in our mentoring programme. It is expected that all participants do not share any confidential information unnecessarily.

Enforcement

If any breach of this Code occurs, full and impartial consideration will be given and appropriate disciplinary action may be taken. Any instances of inappropriate or improper behaviour can be reported to the Mentoring Coordinator at enquiries@christchurch.space. All complaints and concerns will remain confidential and be investigated and responded to with appropriate and necessary action.

Scope

This Code of Conduct applies to any space in which participants are engaged in the programme and Aerospace Christchurch. This includes public spaces, mentoring sessions, private communication, and online programme spaces.

Support during the programme

Support for all participants will be provided throughout the programme. Guidance and further support for any challenges encountered can be given by the Mentor Coordinator to the best of their ability. Any uncertainty or discomfort experienced during the programme can be reported at any time and discussed with the coordinator.

Ending the relationship

If either the mentee, mentor, or both face difficulties or incompatibility during their mentoring relationship, contact the programme coordinator at enquiries@christchurch.space. Ideally, any issues can be resolved at an early stage and the relationship can continue for the rest of the programme. However, if this is not possible, either the mentor or mentee are able to end the relationship without blame. Participants must notify their mentoring match and the Mentor Coordinator of this decision.