



Introduction

Ethical behaviour and conduct is critical to the way Upstart Entrepreneurial Challenge Ltd [UEC] conducts its programs and events and is critical for maintaining its esteemed reputation as providing meaningful entrepreneurial experiences for secondary school aged participants.

Definitions

UEC	Upstart Entrepreneurial Challenge Ltd
The Program	Programs delivered by Upstart Entrepreneurial Challenge
Upstart Representative	UEC contractors and Directors
Mentor	Volunteer mentors working directly with participants
Participants	Secondary school age students entering the program, attending events and, or mentor sessions

The Upstart Entrepreneurial Challenge Program relies upon the input of volunteer mentors to share their expertise and experience, working directly with participating teams.

All UEC representatives and mentors are required to read, understand and sign this code of conduct indicating that they agree to act in accordance with the entirety of its contents. Any person who does not meet the standards in this policy may be subject to termination of contract or services as a volunteer.

- Commitment to the UEC mission, vision and culture
- Compliance with Australian legislation – All representatives and mentors are expected to abide by Australian laws and not take any action in violation of local, state or national legislation.
- Compliance with UEC policies – All representatives and mentors agree to comply with UEC policies as appropriate to their role. These policies include:
 - i. Privacy Policy
 - ii. Child Safety and Protection Policy
 - iii. Conditions of Use Policy.

Policy

UEC is committed to the safety of all persons involved in its programs and activities. All representatives and mentors shall be vetted at time of registration; a requirement of this process is to hold a current Australian Working with Children which is required to be sighted by an UEC representative.

1. As a representative or mentor you agree that you will comply with the Policy.
2. You agree that you will take all reasonable steps to ensure the safety of participants, fellow mentors and representatives which includes but is not limited to you agreeing you will:
 - a. Care for participants in a safe and responsible manner at all times, and in accordance with the instructions and training provided by UEC.
 - b. Role model positive language and behaviours.



- c. Establish and maintain appropriate boundaries with young people, especially being mindful of boundaries surrounding physical contact.
 - d. UEC will provide a safe environment in which to mentor participants, ensuring that you are in public view. When working with a participant you will ensure that you maintain an open door in the public view and are never in a closed room on your own with a participant.
 - e. Notify an UEC representative if you are encountering inappropriate behaviours and/or attitudes from participants or fellow mentors /volunteers.
 - f. Immediately notify an UEC representative if a young person discloses information indicating they think they may be at risk of harm, abuse or neglect.
 - g. Not take photos or video footage of participants without written student and parental permission obtained via UEC representatives and will only take photos in common areas. A copy of any photos/footage must be provided to UEC officials.
 - h. Not use inappropriate language in the presence of participants.
 - i. Not give out any of your personal contact details including address or phone number to participants.
 - j. Not smoke cigarettes, drink alcohol or take illegal drugs in the presence of, nor provide these to participants.
 - k. Not provide participants or other adults with medication including over-the-counter medications such as Panadol.
 - l. Not physically, sexually, emotionally abuse or neglect a participant.
 - m. Not attend an UEC program event if you are unwell with a communicable illness such as the flu, or have been in contact with chicken pox, measles or shingles within a three-week period prior to the date of the Program. If the relevant UEC representative ascertains that a volunteer's health poses a risk to any member(s) of the UEC Program, they may be asked to leave.
3. You agree to treat all persons involved with UEC with respect, fairly and not to engage in any type of discriminatory behaviour against another person whilst representing UEC.
 4. You agree to act honestly and with integrity at all times when representing UEC.

I have read, understood and agree to comply with this Code of Conduct. I understand that failure to comply with this policy may result in removal from the UEC Program and/or possible termination of my services/contract.

NAME: _____

SIGNATURE: _____

DATE: _____