



UNITY MENTORSHIP FOUNDATION

## UMF Policy - Code of Conduct

### Unity Mentorship Foundation

Unity Mentorship Foundation (UMF) is a Melbourne-based organisation delivering structured mentorship and life skills programs for young people aged 15–25. UMF provides safe, consistent environments where young people can develop emotional intelligence, confidence, leadership skills, and a strong sense of belonging through weekly mentoring and practical life skills education.

Through a repeatable five-month cohort-based model, UMF is building a pipeline of future leaders while remaining values-driven, inclusive, and community-focused.

### Values

 <b>Lead with Care</b>	 <b>Act with Integrity</b>	 <b>Listen &amp; Respect</b>	 <b>Serve with Purpose</b>	 <b>Commit to Growth</b>	 <b>Community &amp; Belonging</b>
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### Overview

Unity Mentorship Foundation (UMF) is committed to creating safe, respectful, and inclusive environments where young people, volunteers, mentors, and leaders can engage with trust and confidence. This Code of Conduct outlines the standards of behaviour expected of all individuals representing UMF and supports UMF's commitment to child safety, wellbeing, and community integrity.

The purpose of this Code of Conduct is to:

- Set clear behavioural expectations for all UMF representatives
- Promote safe, respectful, and professional interactions
- Protect young people from harm, boundary violations, or misconduct
- Support mentors and volunteers by providing clear guidance
- Reinforce UMF's values in everyday conduct

## Scope

This policy applies to:

- All UMF staff, mentors, volunteers, contractors, and leaders
- Any individual acting on behalf of UMF
- All UMF activities, events, digital platforms, and communications
- All interactions with young people, families, and community members

Compliance with this Code is a condition of involvement with UMF.

## Expected Standards of Behaviour

All UMF representatives must:

- Treat all individuals with respect, dignity, and fairness
- Act honestly, ethically, and in UMF's best interests
- Uphold UMF values in words and actions
- Maintain professionalism at all times
- Follow UMF policies, procedures, and directions from leadership

## Behaviour When Working With Young People

UMF representatives must:

- Place the safety and wellbeing of young people above all else
- Maintain appropriate physical, emotional, and professional boundaries
- Avoid behaviour that could be interpreted as favouritism, coercion, or manipulation
- Use age-appropriate language and conduct
- Avoid one-on-one situations without visibility or accountability
- Never engage in behaviour that is intimidating, discriminatory, or degrading

## Prohibited Conduct

The following behaviours are strictly prohibited:

- Any form of abuse, grooming, harassment, or exploitation
- Physical punishment or inappropriate physical contact
- Sexualised language, jokes, or behaviour
- Private or secretive communication with young people
- Use of authority or influence to pressure or control others
- Discrimination, bullying, or exclusion
- Use of alcohol or illicit substances during UMF activities

## Digital and Online Conduct

UMF representatives must:

- Use approved platforms for digital communication with young people
- Keep communication transparent and appropriate
- Avoid private messaging without oversight
- Never share personal contact details unnecessarily
- Conduct themselves respectfully on social media when representing UMF

Digital misconduct is treated as seriously as in-person misconduct.

## Photography, Media, and Confidentiality

UMF representatives must:

- Respect privacy and confidentiality at all times
- Obtain appropriate consent before taking or sharing photos or videos
- Never share identifying information about young people without permission
- Avoid discussing personal matters outside appropriate channels

## Reporting Concerns and Breaches

All UMF representatives have a responsibility to:

- Speak up if they observe behaviour that breaches this Code
- Report concerns promptly to the CEO or designated leadership
- Act in good faith when raising concerns

Failure to report serious concerns may itself be considered a breach of this Code.

## Breaches of the Code

Breaches of this Code may result in:

- Immediate removal from UMF activities
- Suspension or termination of role
- Further action in line with UMF policies
- Referral to external authorities where required

UMF prioritises safety, dignity, and community trust over individual roles or status.

## Responsibilities

UMF leadership is responsible for:

- Promoting and enforcing this Code of Conduct
- Responding appropriately to reported breaches

UMF representatives are responsible for:

- Understanding and complying with this Code
- Seeking clarification if unsure about expectations
- Acting in a manner that reflects UMF's values

## Policy Review

This Code of Conduct will be reviewed periodically to ensure it remains effective, relevant, and aligned with UMF's Child Safety & Safeguarding framework.