**GorDon Mentoring Terms & Conditions**

GorDon Mentoring applicants and/or Training Agents are required to agree to the following terms and conditions when lodging their registrations.

Both mentors and mentees are required to:

* Provide accurate information, including work experience and qualifications
* Understand and accept the aims and limitations of this program
* Provide feedback, mid-partnership and at partnership conclusion to enable GorDon Mentoring to evaluate and develop the program
* At all times conduct yourself in a professional and ethical manner
* Maintain the confidentiality of information shared within the mentoring partnership
* Report any potential conflicts of interest to the GorDon Mentoring team
* Advise the GorDon Mentoring team immediately if a problem arises in your relationship.
* Advise the GorDon Mentoring team in writing if you do not wish to appear in videos or photos taken at events, workshops and other activities
* Show respect, reliability and dedication
* Ensure that their behaviours at all times reflect acceptable business practices
* Maintain professional correspondence within the mentoring system, ensuring that behaviours comply with GorDon Mentoring IT Information Security Policy and the Acceptable Use of ICT Resources Policy.

In addition, **mentors** are required to:

* Provide GorDon Mentoring with a valid referee. GorDon Mentoring will contact that referee to confirm eligibility to mentor in GorDon Mentoring programs. If an unsatisfactory reference check is received, GorDon Mentoring reserves the right to suspend that mentor’s participation without notification
* Consent to your mentor profile being visible to students when shortlisted in the matching process. Your contact emails and phone numbers will not be visible in your mentor profile
* Your profile being visible to other mentors in the program

In addition, student mentees are required to:

* Consent to your student mentee profile being visible to mentors (excluding the Pride program in which all student registrations are invisible to other students). Your contact emails and phone numbers will not be visible in your student mentee profile
* Adhere to the GorDon Mentoring student code of conduct

GorDon Mentoring Careers and Employability reserves the right to withdraw, suspend or refuse your participation in our program for any reason without notice. In particular, this right may be exercised where, in our opinion, any of the following has occurred:

* GorDon Mentoring Careers and Employability has a reasonable concern regarding non-compliance with any of these Terms and Conditions and guidelines, or any applicable law or regulation.
* Misleading, deceptive or incorrect information has been provided by an individual.
* A complaint has been received about the individual.
* An individual’s participation in the program is likely to, or does, damage or lower the reputation or standing of GorDon Mentoring University.

A mentoring relationship is based upon trust, with mentor’s often guiding people who may also be younger and vulnerable.

Criminal Offences:

Mentors who have been charged with a criminal offence, which has resulted in imprisonment or, have been found guilty, could reasonably be seen to affect one’s ability to meet the inherent requirements of being in a position of trust as a mentor.

Certain criminal offences would preclude one’s participation as a mentor. Such offences are those committed against a person and include any of the following.

Offences against a person:

* Homicide and related offences
* Acts intended to cause injury
* Sexual assault and related offences
* Dangerous or negligent acts endangering persons
* Abduction, harassment and other offences against the person
* Robbery, extortion and related offences

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**GorDon Terms of Service**

**Acceptable Use Policy**

This Acceptable Use Policy (“AUP”) applies to your use of the GorDon Services (“Services”) and any content you contribute (“Content”). You agree you will not use the Services for any purpose that is unlawful or prohibited by this AUP. You may not use the Services in any manner that could damage, disable, overburden, or impair the Services, networks connected to the Services or interfere with any other party's use and enjoyment of any Services. You may not attempt to gain unauthorized access to any Services, other accounts, computer systems or networks through any other means. You may not obtain or attempt to obtain any materials or information through any means not intentionally made available through the Services.

**User Conduct**. The Services allow you to submit Content. You agree to only submit Content that is proper. By way of example, and not as a limitation, you agree that when submitting Content, you will not:

* Defame, abuse, harass, stalk, threaten or otherwise violate the legal rights (such as rights of privacy and publicity) of others.
* Publish, post, upload, distribute or disseminate any inappropriate, profane, defamatory, obscene, indecent or unlawful topic, name, material or information.
* Submit Content in connection with surveys, contests, pyramid schemes, chain letters, junk email, spamming or any duplicative or unsolicited messages (commercial or otherwise).
* Upload, or otherwise make available, files that contain images, photographs, software or other material protected by intellectual property laws, including, by way of example, and not as limitation, copyright or trademark laws (or by rights of privacy or publicity) unless you own or control the rights thereto or have received all necessary consent to do the same.
* Upload files that contain viruses, Trojan horses, worms, time bombs, cancelbots, corrupted files, or any other similar software or programs that may damage the operation of another's computer or property of another.
* Download any file posted by another user of the Services that you know, or reasonably should know, cannot be legally reproduced, displayed, performed, and/or distributed in such manner.
* Advertise or offer to sell or buy any goods or services for any business purpose, unless such Submission Tool specifically allows such messages.
* Violate any applicable laws or regulations.
* Create a false identity for the purpose of misleading others.

GorDon Mentoring has no obligation to monitor your Content. However, we reserve the right to review materials posted and to remove any materials in our sole discretion.

GorDon Mentoring reserves the right to terminate your access to any or all of the Services at any time, without notice, for any reason whatsoever.

GorDon Mentoring reserves the right at all times to disclose any information as we deem necessary to satisfy any applicable law, regulation, legal process or governmental request, or to edit, refuse to post or to remove any information or materials, in whole or in part, in our sole discretion.

Use caution when giving out any personally identifiable information. GorDon Mentoring does not control or endorse the content, messages or information submitted in the Services and, therefore, GorDon Mentoring specifically disclaims any liability with regard to any submissions in the Services and any actions resulting from your submission of Content and participation in any areas where content may be submitted in the Services.

Use of Content. Your Content will be able to be viewed by other users of the Services. You should only provide your Content if you are comfortable sharing it with others.

You understand that GorDon Mentoring does not guarantee the confidentiality of your Content and you shall be solely responsible for your Content and the consequences of submitting and publishing your Content on the Services. You represent, and warrant that you own or have the necessary licenses, rights, consents, and permissions to publish your Content.

You retain all right in your Content. By submitting your Content through the services, you hereby grant GorDon Mentoring a worldwide, non-exclusive, royalty-free, sub-licensable and transferable license to use, reproduce, distribute, prepare derivative works of, display, and perform your Content in connection with the Services.

Feedback. Any suggestions, comments, or other input you give to GorDon Mentoring (“Feedback”), even if designated as confidential, will not create any confidentiality obligation for GorDon Mentoring. GorDon Mentoring will be free to use, reproduce, license or otherwise distribute, and exploit Feedback to improve and enhance GorDon Mentoring products, technology, services, documentation or otherwise. GorDon Mentoring use of Feedback does not create any obligation to you. You agree not to provide GorDon Mentoring with any Feedback that is subject to license terms that seek to require any GorDon Mentoring products, technologies, services or documentation incorporating or derived from such Feedback, or any of GorDon Mentoring intellectual property, to be licensed or otherwise shared with any third party.