

MENTOR CODE OF CONDUCT

I undertake that I will:

- 1.** Comply at all times with the requirements of the LDMP and with all applicable laws relevant to fulfilling my obligations to the program.
- 2.** Comply with all NSW road rules and stick to the speed limit at all times.
- 3.** Have zero blood alcohol content and no drugs.
- 4.** Switch mobile phone off while ignition is on.
- 2.** Not smoke in the vehicle.
- 5.** Take breaks when learner is feeling tired, having trouble following instructions or after one hour maximum. Longer drives can be negotiated by LDMP Coordinator.
- 6.** Log session in car log book / eLearner log book.
- 7.** Undertake training as appropriate.
- 8.** Comply with and exercise due care in carrying out my Roles and Responsibilities as outlined in the volunteer position description and any induction and training sessions attended.
- 9.** Meet all applicable child protection legislation requirements in NSW.
- 10.** Respect the privacy of learners and other volunteer mentors and hold, in confidence, sensitive, private and personal information collected in relation to the LDMP in accordance with the LDMP Privacy Policy and the law.
- 11.** Be punctual and reliable and inform the Learnerville LDMP coordinator if I am going to be late or need to change my hours.
- 12.** Advise the LDMP Coordinator of any person involved in the management and/or delivery of the LDMP, who I believe has acted in a way which may be detrimental to the LDMP.

MENTOR CODE OF CONDUCT

I undertake that I will:

13. Advise the LDMP Coordinator of any person involved in the management and/or delivery of the Learnerville LDMP, who I believe has acted in a way which may be detrimental to the LDMP.

14. Provide a safe environment by not harming participants or others related to the LDMP program in any way, whether through discrimination, sexual harassment, physical force, verbal or mental abuse, neglect, or other harmful actions.

15. Report any disclosure from any Learner I work with regarding abuse or harm to the LDMP Coordinator as soon as practical.

16. Undertake my role in a safe work environment. This includes: taking reasonable care for my own health and safety; ensuring that my conduct does not adversely affect the health and safety of others; complying with any reasonable instructions relating to health and safety; and cooperating with any reasonable policy or procedure relating to health and safety that applies to me, my colleagues, people I am supervising or who are considered to be in my care.

17. Return all Learnerville LDMP materials including any keys, manuals and ID or access cards once my involvement with the program ceases.

Name:

Signature:

Date: