



WISTA AUSTRALIA

MENTORING POLICY & CODE OF CONDUCT

Date: 27 July 2026

Section 1: Purpose and Objectives

- (1) WISTA Australia operates to support its members by promoting the advancement of women in the Maritime industry and supporting equal participation and opportunity in the workplace.
- (2) The WISTA Australia Mentoring have been developed to further WISTA Australia's needs and objectives. Throughout the Program, emerging industry professionals wanting to grow their careers ('**Mentees**') are paired with experienced professionals ('**Mentors**').
- (3) The Program aims to provide support, guidance, and professional development opportunities for Mentees within the maritime industry or other related sectors such as shipping, trading and logistics.
- (4) This Policy and Code of Conduct helps guide both Mentor and Mentee behaviour, promote fairness and integrity, and protect all Members of the Association.
- (5) Adherence to this Policy will uphold WISTA Australia's reputation which in turn will lead to the overall success and sustainability of WISTA Australia's needs and objectives.

Section 2: Definitions, Terms and Acronyms

Member for the purposes of this policy, includes those defined in the WISTA Australia Constitution as being 'members' of the Association

Mentee is the person who receives advice, assistance, and feedback from a more experienced person over a defined period of time, in the areas of business in which they require mentoring, and with the shared aim to enhance the mentee's career

Mentor is an experienced and thoughtful leader who is committed to investing their time to assist with the growth and development of others.

Informal mentoring means mentoring that occurs outside an organised mentoring program, initiated by the **Mentor** or **Mentee**

Organised mentoring means mentoring that occurs within a structured program coordinated by the Association or, as part of a professional development program and partnership with another organisation in the industry

WISTA Australia Mentorship Program (the 'Program') means the mentoring program available to Members of the WISTA Australia Association

Section 3: Policy Scope/Coverage

- (6) This Policy covers both organised mentoring programs and informal mentoring relationships, in which WISTA Members may choose to participate.

Section 4: Policy Statement

- (7) WISTA Australia supports and encourages mentoring. Mentoring is a voluntary, confidential relationship. A mentoring relationship is an effective and efficient career development method that makes use of WISTA Australia's diverse and experienced network and can benefit both parties involved (i.e. the Mentor and Mentee).

- (8) The specific objectives of this Policy are to:
- explicitly recognise mentoring as a valuable and valued element of WISTA Australia's needs and objectives as per the Association's Constitution;
 - emphasise that mentoring is a relationship that is entered into and developed voluntarily and is not a process to be imposed;
 - assist WISTA Members to connect with other prominent leaders in the maritime and logistics industries for the purpose of career development in the areas of business in which the Mentee requires mentoring; and
 - establish that mentoring relationships are intended to foster equal opportunity, inclusiveness and will follow a code of conduct and privacy standards;

Section 5: Defining Mentoring

- (9) WISTA Australia supports a view of mentoring as a private and non-reporting, non-binding relationship that:
- disturbs none of the Association's structures in place;
 - enables developments in career progression, industry knowledge and individual growth;
 - involves a non-directive dialogue rather than instructing; and
 - is additional to other forms of personal development and support.
- (10) Organised mentoring occurs as part of a structured program (i.e. WISTA Australia Mentoring Program), and informal mentoring is independently initiated by a Mentor and Mentee whenever needed.
- (11) The WISTA Australia Board and its volunteers have responsibility for designing, implementing and evaluating mentoring programs.

Section 6: The Role of the Mentor

- (12) Mentoring usually involves a more experienced person guiding and sponsoring a less experienced person to achieve goals in an area in which the mentor has experience, which can involve:
- sharing expertise and experiences;
 - suggesting solutions to problems;
 - acting as a sounding board and providing alternative perspectives;
 - exchanging feedback; and
 - introducing the mentee to people and networks to assist them in their career.
- (13) The Mentor and Mentee share the duty to observe the confidential nature of the relationship and the dialogue arising within it.

Guidelines for Mentors

Constructive Feedback and Advice

As a result of your experience, it can be easy to jump ahead of issues without breaking them down to bite-size chunks. It is therefore important to allow mentees to work through issues at their own pace to allow them to make their own judgements on issues and provide feedback on the steps rather than the final result. This helps the mentees learning process.

Approachability

Mentors need to manage their time and energy levels so that the mentees have access to you under relaxed conditions. For this reason, scheduling the appointment is recommended as it then becomes planned and a priority and does not fall off your radar. (E.g. 10–15-minute telephone call, short coffee/lunch meeting, Teams, etc.)

Awareness of 'lifework' issues

It is easy to forget how much you have learned and how automatic and easy some tasks become. Mentors therefore need to 'tune in' to how mentees are perceiving and feeling in a given situation and show appropriate levels of empathy.

Recognition of own limitations

Mentors will not have all the answers all the time and that is OK. Occasionally, a mentee's situation may be very difficult and complicated so if a referral to additional support is required, please contact Mentor Support. The priority is to be an objective, supportive listener, and a shoulder to cry on (if required).

Section 7: The Role of the Mentee & Eligibility

- (14) The role of the mentee can vary depending on the context and purpose of the mentoring relationship but will, in principle, include:
- taking responsibility for identifying and achieving their own development goals;
 - initiating meetings with the mentor, managing meeting dates and times and negotiating the agenda for discussions within the relationship;
 - listening, clarifying, reflecting back and discussing;
 - sharing expertise and experience; and
 - sharing feedback with the mentor about how the relationship is progressing in order to improve the outcomes they are achieving from mentoring meetings.
- (15) To be eligible for access to the WISTA Australia Mentorship Program a Mentee must be a Member of the Association.

Guidelines for Mentees

Remember your mentor is a volunteer

Although it may feel fabulous to have someone potentially available to assist you in career matters, please be respectful of the mentor's time and agreed boundaries.

Take responsibility for your own learning

Although you are being led to water, you cannot be forced to drink. It is up to you to consider the advice provided and choose whether to absorb it into your individual circumstance.

Develop Trust

To gain full benefit of your experienced and trusted advisor, put faith in them as their only goal is to assist your professional growth. Trust will enhance this relationship and all communication.

Set realistic expectations

The mentor is a guide, not a miracle worker. They are not a life coach, they are a professional who is investing in you to cultivate your skills and proficiency.

Come to each meeting with a prepared agenda

If you come to meetings prepared, you will more likely stay on task and optimise the time spent together in an efficient way.

Be open about your needs and provide feedback to your mentor

The mentor is there for your benefit so please be honest with them about your needs, thoughts, emotional responses and feedback.

Recognise your mentor's limitations and appreciate their support

There are levels of limitation in any skill area and it is therefore expected that your mentor may not be an expert in all topics discussed. Capitalise on areas they are accomplished in and appreciate the support given.

Take appropriate risks

The mentor will help you to think about ways to remove barriers and actions you can take. Be bold in trying these new actions, even if they are uncomfortable, and assess what you learn as this will guide the mentoring conversations.

Be flexible, keep an open mind, and have fun

While work is often serious, don't forget to laugh with your mentor, be adventurous and don't take things so seriously that they get in your own way!

Section 8: Application for the Program

- (16) Members and trainees interested in applying to be a mentee and/or mentor in Mentor Connect will be required to complete and submit the appropriate application form. All requirements and any accompanying information specified on that form must be completed and submitted by any deadline specified by the College.

Section 9: Participation & Fees

- (17) Participation in Mentor Connect is voluntary. Participants are encouraged to complete the relevant module(s)

- (18) within the online ACEM Mentoring Course and utilise the tools and templates available through the ACEM Mentoring Network.

Section 10: Withdrawal

- (19) Participants may withdraw from the program at any time by notifying the College in writing.

Section 11: Acknowledgement

- (20) Mentors and Mentees agree and acknowledge that:
- a. the WISTA Australia Mentoring Program has been developed to assist its Member to connect with other prominent leaders in the maritime and logistics industry for the purposes of mentoring;
 - b. I have read and understood the WISTA Australia Mentoring Policy, and understand WISTA's expectations of a Mentee;
 - c. I will be fully responsible for my conduct as a Mentee;
 - d. some information provided on this application form (*) will be disclosed to mentors during the matching process; and
 - e. WISTA Australia accepts no responsibility for matters arising from the success or failure of my participation in or implementation and conduct of the WISTA Australia Mentoring Program.