

STEMinist Mentorship Program Policy

1. Introduction

The STEMinist Mentorship Program by Nova Impact is designed to connect young women in Ghana with experienced STEM professionals to guide them in their career and personal development. This policy outlines the code of conduct, safeguarding measures, inclusion practices, and operational guidelines that govern the program to ensure a safe, respectful, and impactful mentorship experience.

2. Code of Conduct Policy

- All mentors and mentees must engage respectfully and maintain professional behavior throughout the program.
- Discrimination, harassment, bullying, or any form of offensive behavior based on gender, disability, ethnicity, religion, or any personal identity is strictly prohibited.
- Confidentiality must be upheld regarding all personal, sensitive, or professional information shared during mentorship interactions.

3. Safeguarding and Protection Policy

- Nova Impact is committed to safeguarding all participants, particularly minors and vulnerable groups.
- All in-person meetings must be conducted in safe, neutral, and public spaces. Private one-on-one meetings in secluded locations are not permitted.
- Any safeguarding concerns must be reported immediately to the Program Coordinator using the established reporting channels.

4. Inclusion and Accessibility Policy

- The program is open to women from diverse backgrounds, including those with disabilities and from underserved communities.
- Learning materials and sessions will be made accessible (e.g., captioned content, visual aids, assistive technology where applicable).
- Mentors will be briefed on inclusive mentoring practices to ensure every participant feels welcomed and supported.

5. Digital Safety and Privacy Policy

- All personal data collected from participants will be used solely for program-related purposes, in compliance with Ghana's Data Protection Act.
- Secure communication platforms will be used for virtual mentorship sessions.
- Participants are encouraged to exercise caution when sharing personal information online.

6. Commitment and Participation Policy

- Mentors and mentees are expected to actively participate in scheduled mentorship sessions, workshops, and feedback activities.
- A minimum commitment of one interaction per month is required.
- If a participant cannot continue, they must notify the Program Coordinator in writing.

7. Conflict of Interest Policy

- Mentors must declare any existing or potential conflicts of interest that may affect their mentorship relationship.
- Mentorship should not be used for personal business recruitment, solicitation, or any form of personal gain.

8. Feedback and Continuous Improvement Policy

- Regular feedback surveys will be conducted to assess participant experiences and improve program delivery.
- End-of-cycle reflection sessions will be organized to gather insights and suggestions from both mentors and mentees.

9. Monitoring, Evaluation, and Reporting Policy

- Progress will be tracked through mentorship logs, session attendance, and goal progress reports.
- Any incidents, challenges, or success stories will be documented in quarterly program

STEMinist Mentorship Program Handbook

Mentor Guidelines

1. Role of a Mentor:

- Guide mentees in setting realistic career and personal development goals.
- Share industry insights, experiences, and resources that can benefit the mentee.
- Encourage, motivate, and support mentees in overcoming challenges.

2. Expectations:

- Commit to at least one mentorship session per month (virtually or in-person).
- Maintain professionalism, respect boundaries, and ensure confidentiality.
- Foster an inclusive and encouraging learning environment.

3. Do's and Don'ts:

- Do listen actively and provide constructive feedback.
- Do not impose personal beliefs or engage in sensitive topics that may cause discomfort.
- Do share opportunities but avoid pressuring mentees into commitments.

Mentee Guidelines

1. Role of a Mentee:

- Be proactive in communicating with your mentor and take ownership of your learning.
- Set clear goals and be open to feedback and guidance.

2. Expectations:

- Attend scheduled mentorship sessions on time and prepared.
- Respect the mentor's time and maintain professionalism.
- Keep shared information confidential.

3. Do's and Don'ts:

- Do ask questions and seek clarifications.
- Do not expect job offers or personal favors from mentors.
- Do follow up on agreed action points and provide updates.

Communication Protocols

- All communication should be conducted through agreed platforms (e.g., WhatsApp, Zoom, Email).
- Mentees and mentors must maintain respectful language and tone.

Support and Escalation

- Any challenges, conflicts, or issues should be reported to the Program Coordinator. (steminist.p@novaimpactgh.org)
- Nova Impact will provide mediation support if needed.