

Space4Women Mentor Program Code of Conduct

The success of the Space4Women Mentor Program is due to the dedication, planning, and initiative of both the Mentors and the Mentees. In addition to the Mentorship Program Guidelines document which establishes participation requirements, this document lays out the responsibilities and behavior expected of participants in the Mentorship Program.

The Space4Women Mentorship Program Code of Conduct is in place to protect the rights of both the mentors and mentees, and to prevent impropriety or the appearance of impropriety on the part of the United Nations Office for Outer Space Affairs, Space4Women, and the participating mentors and mentees. This document addresses conduct expectations related to the following topics:

- Mentor and Mentee interactions
- Representation and social media (including restrictions on the use of the UN logo)

Please read the document carefully. The Mentorship Program Code of Conduct must be signed and returned to participate in the Space4Women Mentorship Program.

For clarification or answers to any question not addressed here, please contact the Space4Women team at space4women@un.org.

Mentor and Mentee interactions

- Both Mentors and Mentees will respect and act according to the principles set out in the Charter of the United Nations, including respect for fundamental human rights, in the dignity of the human person, and in the equal rights of people, regardless of gender.
- Mentors and Mentees participate in this program on a volunteer basis, for the pursuit of professional and educational goals, and to advance equality and representation in the space sector. Neither Mentors nor Mentees should use their participation in this program as a means of financial gain, or as a means to advance their external personal interests (including companies they own, products they have developed, or social media presence) unrelated to the program.
- Mentors and Mentees should have the best interest at heart to participate fully in the program, abiding by the guidelines set out in the "Mentorship Program Guidelines" document.
- Mentors and Mentees should agree on a format and frequency of communication that suits them best (such as email, monthly meetings, etc.) and respect the time that each of them commits to the program by making every effort to engage and respond to these communications. If you have difficulty getting in contact with your Mentor/ Mentee, please contact the Space4Women staff.
- The Mentee is responsible for identifying and pursuing their own goals and working with the mentor as support in achieving these. The Mentor commits to using their

personal and professional experience and suggesting resources to meet the needs of the Mentee.

- Mentors and Mentees will respect the confidentiality of their discussions and each other's privacy and personal boundaries. This includes not sharing information about the other person on social media or in other publications without their permission.
- Participants in the program must report to staff any breach of the United Nations' Rules and Regulations against abusive or exploitative behavior, including but not limited to: discrimination, any form harassment including sexual or gender harassment, discrimination, or abuse of authority. Any form of discrimination, harassment, exploitation, or abuse of authority will not be tolerated and will result in appropriate action.

Representation and social media (including restrictions on the use of the UN logo)

- Neither Mentors nor Mentees may represent themselves as an employee or official representative of the United Nations of UNOOSA.
- You may not issue any statement on behalf of the UN or UNOOSA, nor speak on behalf of the entire Space4Women program.
- However, this is not to discourage you from speaking about your work with Space4Women. You do not need written or verbal permission from UNOOSA to discuss or share information about Space4Women on your personal social media accounts, blogs, or in your own presentations.
- Simply put, we encourage you to talk about your work and your involvement with Space4Women, but please only post content on behalf of yourself as an individual participant in the Space4Women Mentor Program.

Can I use the UN or UNOOSA logos in my materials?

No. The UN and UNOOSA have strict guidelines regarding the use of their logos. You may not use the UN or UNOOSA logos in any materials you produce as part of the Space4Women Mentorship Program. Per these restrictions, you may not use any trademark, official mark, official emblem, flag, or logo of the United Nations in print or online content.

However, you may use UNOOSA's name as part of a text description in content you produce and on social media. Examples of text descriptions include "Space4Women is an initiative of UNOOSA", or "the Space4Women Mentorship Program is organized by the United Nations Office of Outer Space Affairs".

Can I use the Space4Women logo in my materials?

Yes, with some restrictions. You may use the Space4Women logo only for informational purposes. You may not use the logo to endorse or promote any products, services, or activities. The Space4Women logo also may not be used for fundraising or for-profit purposes.

Can I indicate that I participate in the Space4Women Mentorship on my LinkedIn/ other social media page?

Yes, but keeping in mind that you may not represent yourself as an employee of UNOOSA. You must indicate it under the "**Volunteer Experience**" section of your page, and you must select "Space4Women, an initiative of the United Nations Office for Outer Space Affairs" as the organization, not UNOOSA or the United Nations.

Summary

The Space4Women Mentorship Program Code of Conduct is in place to protect the rights of both the mentors and mentees, and to prevent impropriety or the appearance of impropriety on the part of the United Nations Office for Outer Space Affairs, Space4Women, and the participating mentors and mentees.

I have read, understand, and agree to abide by the Code of Conduct of the Space4Women Mentorship Program. I understand that failure to abide by these rules may result in my removal from participation in the program.

Signature*

Print name

Date

* Signing this Mentor Program Code of Conduct does not establish any formal status vis-à-vis the United Nations and does not imply any association and/or affiliation with it.