

MEN'S BEHAVIOUR CHANGE PROGRAM (MBCP)

Mandatory Participation Agreement & Zoom Conditions

1. Purpose and Mandatory Conditions

- This Agreement sets out the mandatory conditions of participation in the Men's Behaviour Change Program (MBCP) provided by SANCTUM: Centre for Personal and Corporate Excellence (SANCTUM).
- Following these conditions is my responsibility. Complying with any Court order, undertaking, intervention order or other formal requirement is also my responsibility.
- Failure to comply with this Agreement may result in me being asked to leave or being disconnected from a session. A session from which I am disconnected for non-compliance will be recorded as an absence, regardless of how much of the session I have attended. A make-up session may then be required, subject to the applicable limits and fee.

2. Safety, Responsibility and Partner Contact

Responsibility for Behaviour

- I am committed to ending all forms of violence and abuse towards others and myself.
- I will take responsibility for my own violence and abusive behaviours and will not blame others for my behaviour.
- I will disclose relevant violence and abusive behaviour I have perpetrated to the facilitators.
- I understand that the safety and wellbeing of people who have experienced or witnessed violence or abuse is a concern of SANCTUM.

Partner Contact

- Current or former partner contact is a requirement of MBCPs in Australia in accordance with relevant No to Violence standards.
- I must complete the Partner Contact Form and provide the requested contact information concerning my current or former partner and, where applicable, other family members affected by my behaviour.
- The purpose is to enable SANCTUM to undertake its family-safety responsibilities and, where appropriate, contact my current or former partner to offer support or recommend services.
- Providing this information does not require me to contact my current or former partner and does not require me to breach an intervention order, undertaking or other order.
- If I possess the contact details of my current or former partner but am unwilling to provide them, I may be refused entry to or continued participation in the MBCP.
- If contact details are genuinely unknown, I must indicate this on the Partner Contact Form. If my solicitor is in contact with my current or former partner's solicitor, I must also provide my solicitor's details.

Court Orders and Other Documents

I will provide SANCTUM with copies of relevant Court orders and other documents reasonably required for my participation, including intervention orders, undertakings and the preliminary brief where required.

Weapons

I agree that any weapons in my possession will be placed into safe custody for the duration of the group.

3. Participation, Conduct and Completion

Participation and Engagement

- I understand that the MBCP is not simply an attendance program.
- I must participate appropriately in discussions, activities and exercises, engage with program material, respond appropriately to questions, undertake relevant self-disclosure and reflect on my own behaviour.
- Performance indicators include group participation, self-disclosure, understanding of program content and insight into my own behaviour.
- Simply being logged into Zoom, remaining visible on camera, or responding only when specifically prompted does not, by itself, establish adequate participation or engagement.

Responsibility for My Own Behaviour

MBCP discussions must focus on my behaviour. I must not use the program to focus on, analyse, criticise or assign responsibility for my behaviour to my current or former partner.

Successful Completion

- I understand that I must meet the minimum program requirements to successfully complete the MBCP and receive a Certificate of Completion.
- Attendance alone does not guarantee a Certificate of Completion.
- A participant who attends sessions but does not meet the program requirements may receive a Letter of Attendance rather than a Certificate of Completion.

Respectful Behaviour

I must:

- treat facilitators and other participants respectfully;
- allow others to speak without talking over or repeatedly interrupting them;
- respect differing opinions;
- not engage in abusive, threatening, intimidating or disruptive behaviour;
- not use abusive, degrading or derogatory language when describing women; and
- not engage in private conversations during the group.

Disrespectful or abusive behaviour may result in my removal or disconnection from the session and a review of my continued participation.

Alcohol, Drugs, Smoking and Vaping

- Participating while under the influence of alcohol or other drugs is unacceptable.
- Smoking and vaping are prohibited during the program.

Eating and Sleeping

- Eating during the program is not permitted. Drinking water, coffee or tea is permitted provided it does not interfere with participation.
- Sleeping during the program is unacceptable and may result in disconnection and an absence.

Driving

Attending or logging into the program while driving is prohibited.

4. Confidentiality and Disclosure

Confidentiality

- I understand that the stories, circumstances and personal information of other participants are confidential and must not be disclosed to others.
- I must participate from a private location where family members, friends or other people cannot hear the group discussion.
- I must use earbuds, earphones or a headset with a microphone to protect confidentiality.

Limits to Confidentiality

I understand that confidentiality is limited and may not apply where:

- SANCTUM considers that my partner, children, family members or another person may be at risk and information needs to be provided to an appropriate authority, including police or DFFH;
- I disclose criminal behaviour and SANCTUM considers that police involvement or referral is appropriate;
- I disclose a breach of an Intervention Order, Aggrieved Violence Order or similar order, whether directly or through a third party;
- SANCTUM is required to provide information to DFFH, Department of Justice (DOJ), Department of Social Services (DSS), police, a Court or another authorised body; or
- SANCTUM is required to respond to a subpoena for documents or personal appearance.

5. Attendance and Make-Up Sessions

Program Times

- The program commences promptly at **6:00 pm** and finishes at **8:00 pm Melbourne time**.
- I am responsible for allowing for time differences if travelling.

Lateness

- If I am more than 15 minutes late, SANCTUM may refuse me entry.
- I must notify SANCTUM if I am running late. Notification does not guarantee entry.

Required Attendance

I must attend all **20 sessions**.

I cannot miss the first two sessions of the program. If I do not attend either of the first two sessions, I may be removed from the program without a refund.

Medical Absences

- A maximum of **two sessions** may be missed for medical reasons.
- A separate medical certificate is required for each medical absence.

Non-Medical Absences

- Up to four sessions may be missed for non-medical reasons.
- These sessions must be made up individually and the applicable make-up session fee, currently \$95 per session, will apply.
- The maximum number of individual make-up sessions permitted is four.

Public Holidays and Double Sessions

- No group sessions will be conducted on public holidays.
- The following week may be treated as a double session to cover the missed program content rather than extending the program.
- If I cannot attend the double session for medical reasons, a medical certificate will cover one session only. The remaining session must be made up.

Work Commitments

- I am responsible for considering my work arrangements before enrolling.
- Attending late or leaving early because of work will result in an absence.
- Discussions about whether I should attend because of work or other referral-related matters should be addressed with the person or organisation that referred me, not argued with the group facilitators.

6. Zoom and Session Requirements

Device

I must use a computer, laptop or suitable tablet.

Mobile phones are not accepted as the primary device for participation.

Camera, Audio and Video

- My camera must remain on throughout the session.
- I must remain positioned in front of the camera and reasonably visible to the facilitators.
- Video and audio must remain on unless a facilitator gives permission for them to be temporarily turned off.

Private Environment

I must participate from a private and suitable location and ensure that I am not disturbed by other people, television, radio, mobile phones or other distractions.

Equipment and Internet

- I am responsible for ensuring that my equipment is charged and that I have a stable internet connection.
- Equipment failure, inability to log in, loss of internet or NBN problems that prevent meaningful participation constitute an absence.

Mobile Phones

Mobile phones must not be used during the program for calls, texts, messaging, social media, games or entertainment.

Toilet Breaks

Toilet breaks should occur during scheduled break times, except where an urgent or unavoidable circumstance arises.

Leaving the Camera

- If I am away from the camera for more than 5 minutes during a session, I may be disconnected.
- Re-entry may not be permitted and the session will be recorded as an absence.

Recording

Under no circumstances may I record the MBCP by audio, video, screen recording, photograph, screenshot or any other means.

7. Letters And Program Information

Attendance and Participation Letters

- If requested, SANCTUM may provide a formal letter concerning my attendance and/or participation.
- An attendance letter will ordinarily record dates of attendance and absence and may include other brief factual information relevant to my participation.
- Where appropriate, a participation letter may also include brief factual comments concerning matters observed during the program, including participation, engagement with program material, self-disclosure, reflection, acceptance of responsibility, or demonstrated minimisation, justification, denial or blaming of others.
- Any such comments will be based on observations made during the participant's involvement in the program.
- A letter may therefore contain more than a simple list of attendance dates where SANCTUM considers this appropriate.

Letter of Enrolment

- A Letter of Enrolment for Court may be provided upon request after SANCTUM has received my completed registration form and payment.
- The applicable Letter of Enrolment fee and refund arrangements are set out in SANCTUM's separate **Letter of Acknowledgement and Agreement: Fees & Refunds**.

8. Consequences and Participant Acknowledgement

Consequences of Non-Compliance

I understand that failure to comply with this Agreement may result in:

- being asked to leave or being disconnected from a session;
- the session being recorded as an absence;
- a make-up session being required, subject to the applicable limits and fee; and/or
- a review or discontinuation of my participation.

Repeated or serious non-compliance may result in my removal from the MBCP.

Participant Acknowledgement

By signing below, I confirm that:

1. I have read and understood this Mandatory Participation Agreement and Zoom Conditions.
2. I agree to comply with all mandatory conditions.
3. I understand that attendance alone does not guarantee successful completion or a Certificate of Completion.
4. I understand that participation, engagement, self-disclosure, understanding and insight may be considered in determining successful completion.
5. I understand that SANCTUM may provide an attendance or participation letter containing factual comments concerning my participation and engagement where appropriate.
6. I understand the attendance, medical absence, non-medical absence and make-up requirements.
7. I understand that I cannot miss the first two sessions without risking removal from the program.
8. I understand that the separate **Letter of Acknowledgement and Agreement: Fees & Refunds** governs applicable fees, refunds and payment-dispute conditions.
9. I understand that I am responsible for complying with any Court order or other formal requirement applying to me.
10. I understand that failure to comply with this Agreement may result in my removal from the program.

I have had the opportunity to ask questions about this Agreement before signing it.

Participant Declaration

Participant Name (print):

Participant Signature:

Date: