



Mentoring Program 2021 – Mentoring Program Guidelines

These guidelines are designed to assist mentors and mentees in developing their mentoring program relationship.

Code of Conduct & Mentoring Program Conditions

By entering into the FinPro Mentoring Program (“Mentoring Program”), you agree to adhere to the following code of conduct and conditions at all times. Failure to do so may result in your participation in the Mentoring Program being terminated.

Mentee

- Mentee will be a participant of the 2021 FinPro Financial Management and Leadership Development Program.
- Mentee must be a current FinPro member and remain so throughout the course of the Mentoring Program.
- Mentee must be a person of good standing
- There is to be no discrimination of mentor based on age, gender, ethnicity, or any other such discriminable matters.
- Mentee is to enter into the mentoring relationship with a commitment to assist each other to develop and learn in an honest, fair and respectful environment.
- Mentee is to respond to their mentor as soon as practicable after initial contact is made by their mentor, ideally within 3 days.
- No bullying, abuse or misconduct on the part of the participants will be tolerated and failure to abide by this will result in termination from the Mentoring Program
- Both parties are bound by strict confidentiality when discussing matters, sharing documents or other such information throughout the Mentoring Program.
- Mentee must avoid any exploitation of the mentoring relationship, including but not limited to the use of confidential information that has been disclosed during the Mentoring Program.
- Throughout the Mentoring Program, participants should not disclose any confidential information regarding their employer.

- Mentee is aware that once the Mentoring Program has ceased, they are no longer a recognised mentor/mentee combination in the Mentoring Program but may continue the relationship with the agreement of both parties. FinPro accepts no responsibility for any continued relationship between mentor/mentee.
- Mentee understands that the value of the mentor/mentee relationship is a joint responsibility between them and their mentor and acknowledge that time is required to be set aside to foster the relationship.
- Mentee must notify FinPro ([email FinPro](#)) and their mentor as soon as possible should they be unable to continue to participate in the Mentoring Program.
- FinPro will not be liable for any loss or damage including, direct or indirect, loss, expense, damage, personal injury or death (whether or not arising from any person's negligence) in connection with the Mentoring Program.
- Further questions regarding the Mentoring Program or any matters related to mentoring, please contact FinPro ([email FinPro](#))

Mentor

Mentor will submit honest and true information to participate in the Mentoring Program as part of their EOI application and throughout the 12-month period of the program.

Mentor must be a FinPro member and remain so throughout the course of the Mentoring Program.

☑ Mentor must be a person of good standing.

Upon receiving confirmation of a pair via communication from FinPro prior to 8 September 2021, the mentor will make initial contact with their mentee. Failure to do so within 4 weeks will result in assumption of withdrawal from the relationship, and the mentor may be substituted by another mentor.

Mentor acknowledges that they will allocate time to meet with the mentee that they have been paired with to share ideas, knowledge and experiences with their mentee including providing guidance to the mentee's challenges.

There is to be no discrimination of mentee based on age, gender, ethnicity, or any other such discriminable matters.

Mentor is to enter into the mentoring relationship with a commitment to assist each other to develop and learn in an honest, fair and respectful environment.

No bullying, abuse or misconduct on the part of the participants will be tolerated and failure to abide by this will result in termination from the Mentoring Program and further action may be taken if necessary. Both parties are bound by strict confidentiality when discussing matters, sharing documents or other such information throughout the Mentoring Program. Failure to do so may result in termination from the Mentoring Program and further action may be taken if necessary. Please contact FinPro ([email FinPro](#)) should you believe that you are unable to uphold this requirement.

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Mentor must avoid any exploitation of the mentoring relationship, including but not limited to the use of confidential information that has been disclosed during the Mentoring Program.

Throughout the Mentoring Program, participants should not disclose any confidential information regarding their employer.

Mentors are aware that once the Mentoring Program has ceased, they are no longer a recognised mentor/mentee combination in Mentoring Program but may continue the relationship with agreement of both parties. FinPro accepts no responsibility for any continued relationship between mentor/mentee.

Mentor understands that the value of the mentor/mentee relationship is a joint responsibility between them and their mentee and acknowledge that time is required to be set aside to foster the relationship.

Mentor must notify FinPro ([email FinPro](#)) and their mentee as soon as possible should they be unable to continue to participate in the Mentoring Program.

FinPro will not be liable for any loss or damage including, direct or indirect, loss, expense, damage, personal injury or death (whether or not arising from any person's negligence) in connection with the Mentoring Program.

FinPro Executive 2021

Dated: 6 August 2021