



AIRAH Mentorship Program – Code of Conduct and Confidentiality

April 2023 • version 1.0

All mentors and mentees are asked to read and agree to this document when submitting their mentor/mentee application. Once matched, mentors and mentees are also asked to sign and submit a separate 12-month Mentorship Agreement Contract.

The mentor's role is to respond to the mentee's needs and agenda; not to impose their own agenda on the process.

Mentors and mentees should respect the confidential nature, including business and personal information, of what is discussed as part of the mentoring relationship.

Mentors and mentees should respect each other's time and other responsibilities and commitments, ensuring they do not impose beyond what is reasonable.

The mentee must accept increasing responsibility for managing the relationship. The mentor should empower them to do so and must generally promote the learner's autonomy.

The mentor or mentee may dissolve the relationship within the 12-month period by providing notice in writing to mentorship@airah.org.au

Please note: The mentor and mentee have the responsibility to discuss this matter together as part of their mutual learning. As they have made a commitment to complete the 12-month program in good faith, both parties need to realise that this action should be a last step.

The mentor will not intrude on areas the mentee wishes to keep private until invited to do so. However, they should help the mentee to recognise how other issues may relate to these areas.

Mentors and mentees should aim to be open and truthful with each other and themselves about the relationship itself.

If the mentor and mentee agree to continue the program past the 12-month agreement, they share the responsibility for the smooth winding down of the relationship when it has achieved its purpose – they must avoid creating dependency.

The mentoring relationship must not be exploitive in any way, neither may it be open to misinterpretation.

Mentors and mentees must abide by the commitment that the mentoring program is not to be used as an employment/recruitment possibility.

AIRAH recommends monthly meetings, but – at a minimum – mentors and mentees agree to meet via their preferred method a minimum of four times for one hour in the 12-month period.