



GUIDELINES FOR AILA YP QLD MENTORING PROGRAM 2021

Participants who wish to take part in the Australian Insurance Law Association Young Professionals (AILA YP) QLD Mentoring Program (**Program**) must agree to comply with these guidelines to be accepted into the Program. Any references in these guidelines to "AILA" are references to the AILA QLD branch.

1. Participation in the Program is voluntary and is only available to current AILA members.
 2. Once AILA has matched mentors with mentees, AILA will email the paired mentors and mentees to initiate lines of communication. By completing an application form, you consent to AILA disclosing your nominated contact details to the Mentor you are matched with.
 3. AILA will use all reasonable endeavours to match mentees with suitable mentors. However, AILA has no control over the number of applications it will receive from potential mentors and potential mentees.
 4. Once a Mentoring pair has been formed, it is expected that they meet at least once every two months for twelve months to discuss various topics. AILA will assist in guiding conversation by providing suggested topics, however, the experiences that will provide added value to each topic will be provided by the Mentor.
 5. Confidentiality is a fundamental aspect of the mentoring relationship. Mentors and mentees must respect the confidential nature of information disclosed and discussed during mentoring sessions. You agree not to disclose any information discussed during mentoring sessions to any third party, except with the consent of the person providing the information.
 6. Mentors and mentees must respect each other's time and other commitments. The pair should agree amongst themselves the timing and format of mentoring sessions. AILA recommends a mentor should be able to commit to participating in a one-hour mentoring session every eight weeks. In the event of unforeseen circumstances, one to two business days' notice should be provided by the Mentor to Mentees and attempts to reschedule the meeting should then be made.
 7. There will be no financial compensation to or payment from any member of the Program. Any costs and expenses incurred by Mentors or Mentees are at their own discretion.
 8. Mentors and mentees are expected to commit to a mentoring relationship during 2021. However, if circumstances arise which prevent either party from completing 2021 mentoring period, please provide written notice to AILA (via email to office@aila.com.au) immediately so that, if possible, other arrangements can be made.
 9. The mentors and mentees must ensure that they do not contravene any laws or regulations relating to social distancing and isolation on account of COVID-19. Initial sessions between mentors and mentees can be conducted via a suitable video conferencing platform, such as Zoom or Webex if required.
 10. Mentors and mentees agree that the Program must not be used for any purpose other than mentoring. For example, mentors and mentees must not use the Program or the mentoring relationship as a means of exploring recruitment possibilities.
 11. AILA's role in the Program is limited to matching potential mentors and mentees, providing topics of discussion and (at AILA's ultimate discretion) providing one "check in" event throughout the year and/or one wrap up event (TBD). AILA is not responsible for any loss or damage suffered by any party as a result of, arising out of or in connection with the Program.
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