

# CODE OF CONDUCT

CPA AUSTRALIA MENTORING PROGRAM

## Code of Conduct & Mentoring Program Conditions

In applying for and entering into the CPA Australia 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 and further action being taken as CPA Australia deems necessary in its absolute discretion:

### Mentee

- Mentee will submit honest and true information to participate in the Mentoring Program as part of their application and throughout the 8-month period. Mentee must be a current CPA Australia member and remain so throughout the course of the Mentoring Program.
- Mentee must be a person of good standing (including but not limited to, mentee must not have any professional complaints lodged against them).
- If mentee is an Associate Member, the mentee must have successfully completed 1 CPA Program Subject in the 12 months preceding the application.
- Mentoring Program is not to be used to sign off practical experience for the CPA Program. Mentoring Program is not to be used to seek employment at your mentors place of work or to solicit, induce or poach employees.
- 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.
- Upon receiving confirmation of a match, the mentee will make initial contact with their mentor. Failure to do so within 4 weeks will result in assumption of withdrawal from the relationship, and the mentee may be substituted by another mentee.
- 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 deemed 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 [careermentoring@cpaaustralia.com.au](mailto:careermentoring@cpaaustralia.com.au) should you believe that you are unable to uphold this requirement.
- 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 and/or their clients.
- 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. CPA Australia 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 understands that the online training module must be completed in order to participate in the Mentoring Program by 16 April 2021. Failure to complete the training will result in assumption of withdrawal from the relationship, and you will be substitute by another mentee.
- Mentee acknowledges that a total of 12 hours is the minimum commitment required to engage in the Mentoring Program.
- Mentee is not eligible to record CPD hours by virtue of their participation in the Mentoring Program.
- Mentee must notify [careermentoring@cpaaustralia.com.au](mailto:careermentoring@cpaaustralia.com.au) and their mentor as soon as possible should they be unable to continue to participate in the Mentoring Program.
- CPA Australia 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.
- CPA Australia accepts no responsibility for any tax implications from the mentee's participation in the Mentoring Program.
- Further questions regarding the Mentoring Program or any matters related to mentoring, please contact [careermentoring@cpaaustralia.com.au](mailto:careermentoring@cpaaustralia.com.au)

### **Mentor**

- Mentor will submit honest and true information to participate in the Mentoring Program as part of their application and throughout the 8-month period.
- Mentor must be a CPA Australia member and remain so throughout the course of the Mentoring Program.
- Mentor must be a person of good standing (including but not limited to, mentor must not have any professional complaints lodged against them).

- 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.
- Mentoring Program is not to be used to seek employment at your mentees place of work or to solicit, induce or poach employees.
- 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.
- Mentor is to respond to their mentee as soon as practicable after initial contact is made by their mentee, ideally within a week
- 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 [careermentoring@cpaaustralia.com.au](mailto:careermentoring@cpaaustralia.com.au) should you believe that you are unable to uphold this requirement.
- 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 and/or their clients.
- 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. CPA Australia 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 understands that the online training module must be completed by 16 April 2021 in order to participate in the Mentoring Program.
- Mentor acknowledges that a total of 12 hours is the minimum commitment required to engage in the Mentoring Program to receive the 12 CPD Points. You

will be required to manually add your CPD Points into your CPD diary at the successful completion of the Mentoring Program.

- Mentor must notify [careermentoring@cpaaustralia.com.au](mailto:careermentoring@cpaaustralia.com.au) and their mentee as soon as possible should they be unable to continue to participate in the Mentoring Program.
- CPA Australia 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.
- CPA Australia accepts no responsibility for any tax implications from the mentor's participation in the Mentoring Program.

For information relating to how your personal information is handled please refer to the [CPA Australia Privacy Policy and Statement](#).