

Commitment to Leading a Mentor Relationship



SIA Mentor Program



Purpose

The purpose of this document is to provide guidance to approved Mentors and define the quality of mentoring to be implemented.

Mentoring

As a mentor you acknowledge that this is a professional voluntary relationship and any concerns must be brought to your Mentor Program contact or the Executive of the SIA.

As a mentor you acknowledge that your first duty is to the care and wellbeing of the person you are mentoring. If you observe any indication that the person you are mentoring may require other intervention or support, raise it with them if appropriate and you feel comfortable. Alternatively, you can bring it to the attention of your Mentor Program contact or the Executive of the SIA for them to follow up.

As a mentor you will:

- Build mutual cohesive relationships to facilitate the outcomes of the person seeking your mentorship
- ensure you keep agreed appointment times
- honour commitments to assist (as appropriate)
- follow mentoring fundamentals
- give advice and direction for professional development
- refer the person for specific personal development coaching.

Code of Conduct

As a Mentor you are representing the SIA in a voluntary capacity; you are a leader of standards of the SIA. While it is expected that all members will conduct themselves in regard to the SIA Code of Conduct and Ethics, in accepting to be a mentor you are asked to ensure you demonstrate conduct that is clearly leading the standards of the SIA.

- Members will give priority to the health, safety and welfare of the community ~ in accordance with accepted standards of moral and legal behaviour ~ during the performance of their professional duties;
- Members will perform their professional duties with integrity, honesty and equity while adhering to legal principles and operating within their area of competency;
- Members will not engage in any illegal or improper practices;
- Members words or deeds must not adversely affect the reputation of the Institute or the professional reputation of another person;
- Members will fulfil the terms and conditions of their employment or contract and avoid real or apparent conflicts of interest; and
- Members will continue their professional development and, therefore, the development of their profession.

Confidentiality

All sessions are confidential. You are to lead the relationship ensuring you create an environment where the person has the opportunity to achieve the biggest profession and personal gains.

Please note there are three exceptions to the commitment to confidentiality:

1. When you have concerns for the general wellbeing of the person
2. When disclosure is required to prevent imminent danger
3. When legal requirements demand that confidential material be revealed.

Your Mentor Program contact or the Executive of the SIA will be the point of contact for any of these concerns.

General discussions about your mentor conversations are acceptable for the progress of this program and identification of trends in WHS. You will be required to de-identify all information unless given permission by the person you are mentoring and that identification would serve a useful purpose for all parties involved.

Session Management

The session timings will be agreed between you and the person you are mentoring. There are no specific requirements. The person looking for a mentor will be asked in the preliminary questions for their requirements in regard to frequency of conversations.

Mentor Relationship Statement of Commitment

You are provided with this statement of commitment and the person seeking a mentor relationship will receive a similar statement of commitment.

Commitment

If you have any questions, please address them to the Mentor Program contact via the following email address - mentorship@siamentorship.org.au.

If you are satisfied by the terms of the commitment and have watched/listened to the Mentor Fundamentals presentations, then please send a return email to the address that sent you this commitment stating:

- you acknowledge and understand the contents of the commitment, and
 - you are able to provide the information as required in the Mentor Fundamentals Video.
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