**Institute of Internal Auditors New Zealand**

**Mentoring Program Agreement**

1. By submitting this application to the Institute of Internal Auditors New Zealand (IIA NZ) Mentoring Program, you confirm that you understand and agree to the following (as applicable):
	1. The information provided in the application to the IIA NZ is true and accurate at the time of submission.
	2. You understand that you will be notified by the IIA NZ as to whether your application was successful or unsuccessful by email, and that no further discussion or review of your application will be made.
	3. Should you be shortlisted, you consent to the IIA NZ contacting your nominated referees for the purpose of final selection.
	4. You consent to the IIA NZ providing a copy of your application form (or extract from it) and/or CV to a number of Mentors participating in the IIA NZ Mentoring program for the purpose of matching.
	5. The IIA NZ will use data collected in the application process for the sole purpose of the Mentoring Program to match Mentors and Mentees and provide details to the other program participants, for other administrative purposes, and to contact applicants. The IIA NZ will hold the data securely and reporting will be on an aggregate basis.
	6. By registering for the Mentoring Program, you agree we can make your personal information, including name and email address available to the Mentoring Program administrators to facilitate appropriate matching of Mentors and Mentees.
2. If selected as a participant in the Mentoring Program:
	1. You agree to participate in this program on a volunteer basis and are responsible for all expenses incurred in association (e.g. travelling and attending events) with the Mentoring Program.
	2. Any photos taken at the launch function or otherwise may be used for marketing of the Mentoring program.
	3. You will provide feedback during or after the Program in a timely manner, as requested from time to time by IIA NZ.
	4. You will at all times, conduct yourself in a professional and ethical manner and refrain from any conduct that may harm your Mentor or Mentee, Mentor's or Mentee's reputation or IIA NZ's reputation.
	5. You will respect the confidentiality of the relationship by not disclosing the Mentor’s or Mentee's name unless specifically agreed with your Mentor or Mentee.
	6. You will keep confidential any information shared with you by your Mentor/Mentee and will not disclose any such information to anyone unless expressly authorised by your Mentor/Mentee.
	7. You will seek to avoid any conflicts between your interests and the interests of your Mentor/Mentee. If any actual conflict of interest or the potential for a conflict of interest arises, you will openly disclose that fact to your Mentor/Mentee and discuss how to deal with it in a manner which best serves the interests of all parties (including IIA NZ).
	8. You will only use personal information supplied to you about your Mentor/Mentee (either by the IIA NZ or your Mentor/Mentee) in a manner expressly authorised by that party.
	9. You understand IIA NZ does not accept responsibility for actions you take as a result of any activity, information or views expressed during the Mentoring Program. Individuals should take specific advice when dealing with specific situations. Opinions expressed are those of the individual and are not those of IIA NZ.

Name:

Signature:

Date:

Please email this form, along with your completed application form, to admin@iianz.org.nz