



**VMA MENTOR
PROGRAM**



PROGRAM PARTICIPATION AGREEMENT

By submitting my Application, I am consenting to adhere to the policies and procedures described here, and are certifying that all statements below are true and accurate. The “Program” refers to The VMA Mentor Program, administered by the Venue Management Association (Asia and Pacific) Limited.

I agree to keep all conversations and session content confidential. This includes, but is not limited to, information about my Mentor/Mentee’s organisation, projects, initiatives, contact details or personal information. I will ask their permission to share their information or to inform someone else about a concern/conversation.

I understand that serious and life-threatening issues like suicide, substance abuse, mental or physical abuse, domestic violence, and/or criminal activity are best handled by professionals. I will report the suspected abuse, abandonment, neglect, or financial exploitation of a vulnerable adult to the VMA Program Co-ordinator.

I agree to reserve judgement about my Mentor/Mentee’s personal practices and beliefs, be accepting of differences and not discriminate based on race, religion, colour, national origin, gender, age, marital status, disability or any other legally protected classification.

I agree to limit contact with my Mentor/Mentee to within the scope of activities conducted by the Program and I understand that any relationships or contacts between the mentor/mentee outside of Program activities are neither condoned nor encouraged, except in a professional setting.

I agree to be punctual for all agreed meetings and be fully prepared and attentive for the duration.

I hereby fully release, discharge and hold harmless the Venue management Association (Asia and Pacific) Ltd, participating organisations (including without limitation) and all of its foregoing employees, officers, directors, and coordinators from any and all liability, claims, causes of action, costs and expenses, arising from, relating to or which may be, or may at any time hereafter become attributable to my participation in the Program.

I agree that my participation in the program is on a voluntary basis, does not create an employment relationship between the parties and that no payment for services is to be received by either party.

I agree to input into the Program software, in a timely manner, sentiment feedback after each session with my Mentor/Mentee.

I acknowledge that all conversations between Mentor/Mentee are private and the VMA Program Co-ordinator cannot access these records.

I acknowledge that should my Mentor/Mentee privately flag an interaction as inappropriate this will trigger a notification to the VMA Program Co-ordinator. Should this happen an internal process will commence to investigate the matter.

I agree to abide by the Code of Conduct set out in this agreement.

Code of Conduct

I acknowledge that the following behaviours are prohibited and engaging in any of these behaviours may lead to disciplinary action, up to and including removal or expulsion from the Program and / or the Venue Management Association:

- a) Participating in program discussions under the influence of alcoholic beverages and/or illegal drugs.
- b) Engaging in any form of sexual harassment, including but not limited to unwelcome sexual flirtations, advances or propositions; verbal abuse of a sexual nature; verbal comments about an individual's body; sexually degrading words used to describe an individual; the display/use of sexually suggestive objects, pictures, and/or jokes.
- c) The use of profanity, abusive or threatening language or intimidating any others involved in the Program.
- d) Discriminatory behaviour with regard to race, religion, colour, national origin, gender, age, marital status, disability or any other legally protected classification.
- e) Solicit employment opportunities.

Mentor Obligations

I agree to:

- serve as a mentor for up to a 12 month period;
- maintain a professional and ethical working relationship with the Mentee;
- ensure a safe and supportive environment;
- work with the Mentee towards attaining and/or setting achievable goals for the duration of this agreement;
- assist the Mentee to empower themselves for growth and development;
- Participate in post-program evaluations and feedback / improvement exercises.

Mentee Obligations

I agree to:

- complete a goal setting activity prior to meeting the Mentor;
- be fully prepared and promptly attend all scheduled meetings with their Mentor;
- be responsible for initiating and scheduling meetings;
- have open and honest discussions, take feedback on-board and fulfil any suggested recommendations for development activities between meetings;
- be respectful of the working environment and commitments of the Mentor and the opportunities that are made available through the mentor partnership;
- Participate in post-program evaluations and feedback / improvement exercises.

I agree to abide by all VMA policies and constitutions as agreed to as part of the VMA Membership.

Name:	
Signature:	
Date:	