

In applying for and participating in the Asset Management Council Mentor Match Service, it is understood that the following code of conduct is adhered to at all times:

1. The Asset Management Council is dedicated to facilitating connections between asset management professionals by matching mentors with mentees, thereby providing an opportunity for these individuals to enhance their careers in the profession with the support of limited resources.
2. The mentoring relationship is a powerful development experience that is aimed to support the mentee but it is a relationship likely to have personal and professional benefits for both mentor and mentee.
3. The interaction with mentees is likely to be an affirming experience for mentors who are likely to experience the positive effects of volunteering, assisting a receptive colleague and having their interest and effort appreciated.
4. Both the mentor and mentee have a responsibility to invest their time skills and experience into the partnership. Mentors and mentees must respect each other's time and other responsibilities, ensuring they do not impose beyond what is reasonable.
5. The mentor may take many roles: being a role model, sounding board, helping build networks and career support, sometimes simply being there to listen and challenge. The mentor responds to the mentee's developmental needs and challenges.
6. Feedback from the mentee on how the relationship is working for them and what could be done to improve it, is an important part of the mentee's development.

7. Listening is an important skill for a mentor. A mentor should be prepared to listen to the mentee's views and avoid the natural urge of many people to look for quick solutions.

8. Both mentor and mentee volunteer their time, energy and expertise. Either party may request to dissolve the relationship if they feel it is not working for them. However, they have a responsibility to discuss options to improve their relationship before deciding on this step.

9. The mentor is encouraged to suggest options and to empower the mentee rather than give directed advice or single solutions. This helps develop self-reliance and resilience in the mentee.

10. Mentor and mentee must be open and truthful to each other about the relationship itself, reviewing from time to time how it might be made more effective.

11. Mentors and mentees must be careful in their discussions with their partners not to denigrate other employers or workplaces.

12. All participants understand the confidentiality and privacy of the mentor/mentee will be strictly adhered to, at all times.

13. Mentor and mentee share responsibility for ensuring a smooth winding down of their mentoring relationship, at the time they mutually decide to conclude their partnership, regardless of its duration.

MENTOR:



Signature

Printed Name

Date

MENTEE:



Signature

Printed Name

Date