

NSW CYBER BUSINESS EXCHANGE

MENTORING PROGRAM AGREEMENT

This is an agreement between the undersigned Mentor or Mentee, and the Australian Information Security Association (ABN 181 719 35 959) ("AISA").

1. OBJECTIVES

The NSW Cyber Business Exchange ("NSWCBE") is an initiative between AISA and the Cyber Hub (Investment NSW). The NSWCBE has established a Mentor Program to facilitate mentors to provide knowledge, guidance, and advice to ambitious individuals within the cyber security industry ("mentees"), allowing them to advance and grow their careers and achieve their goals.

2. MATCHING PROCESS

- (a) Mentors and Mentees will be matched using the criteria contained in the Application Form for the Mentor Program. The Program Committee will suggest matches between Mentors and Mentees and process the approval.
- (b) Whilst every effort will endeavor to match a Mentee with a Mentor in the same town or city it is not always possible due to the requirements of Mentee and the expertise of the Mentor.
- (c) Each participant will be contacted to ensure that they will be comfortable with their initial match. The Program Manager will be available to assist both Mentors and Mentees.
- (d) Mentoring is not intended to replace the role of the manager. Whilst a Mentee's manager is responsible for setting work goals and ensuring they are achieved, the Mentor focuses on their overall career development support.

3. THE ROLE OF THE MENTOR AND MENTEE

- (a) **The role of the Mentor include:**
 - (i) Providing advice and perspective to the Mentee.
 - (ii) Providing feedback on ideas and plans, often before they are considered for further development.
 - (iii) Sharing wisdom and advice, while allowing the Mentee to have their own experience.
 - (iv) Encouraging and supporting Mentees to complete the program and its activities.
 - (v) Holding the Mentee accountable for achieving the goals that they set for the Program.
 - (vi) Creating opportunities that may not otherwise be available to the Mentee (e.g. increased visibility or access to networks).
 - (vii) Attending required meetings and commitments made to Mentee.
 - (viii) Understanding the skills that the Mentee is required to learn during the Program and offer support in learning these skills.
 - (ix) Offering suggestions to improve Mentee's skills, talents, abilities, initiative, and commitment in preparation for future endeavours.
 - (x) Offering challenging ideas that will inspire the Mentees.
 - (xi) Support the needs and aspirations of the Mentee.

- (b) **The role of the Mentee include:**
- (i) To take responsibility for identifying and achieving their own goals.
 - (ii) To ask questions from Mentors as they will know where to find them.
 - (iii) To be open-minded and to take advantage of the opportunity to be exposed to new things.
 - (iv) To share their interests with the Mentor.
 - (v) To establish specific goals and objectives for the mentoring relationship.
 - (vi) To receive graciously both positive and constructive feedback and implement as appropriate.
 - (vii) To seek clarification on any points not understood.
 - (viii) To use their Mentor as both a resource for knowledge and sounding board for ideas and issues.

4. TERMS OF ENGAGEMENT

- (a) In this Agreement, “participant” means the approved Mentor and Mentees in the Mentor Program.
- (b) Mentors are voluntarily engaged from the NSW cyber security industry into the NSWCBCE Mentor Program.
- (c) Unless otherwise previously agreed, Mentors shall participate in the Mentor Program for the entire duration of the Mentor Program, which is 6 months.
- (d) Upon completion of the Mentor Program, a Mentor may continue to offer their services for mentoring of the Mentee as mutually agreed by the parties. Participants should note that the continued mentoring is a private arrangement by the parties and is not bound by the provisions of this Agreement, nor will it be managed by the NSWCBCE or the Australian Information Security Association.
- (e) All participants in the program must be at least 18 years of age, and not be under any legal incapacity.
- (f) If a participant is an employee of the business, the participant warrants that they have received approval from their employer to participate in the Mentor Program.
- (g) All participants must comply with the laws and regulations of their State or Territory, and the Commonwealth of Australia. If any breach is reported to the Program Committee or the Program Manager, the participant may be removed from the program and any breach reported to the relevant law enforcement authorities.
- (h) All participants must have read and understood this Agreement and promise to be bound by this Agreement’s provisions.

5. THE PROGRAM

Mentoring is a relationship, which gives people the opportunity to share their professional and personal skills and experiences. Typically, it is a one-to-one relationship and is based on encouragement, openness, mutual trust, respect, and a willingness to learn and share. Therefore, all Mentors and Mentee must conduct themselves in an ethical and professional manner.

6. OUTLINE OF MENTOR PROGRAM STRUCTURE

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- (a) The Program is designed to run over 5 months. It is intended that 10 sessions/meetings of 1-2 hours in duration take place between Mentors and Mentees.
- (b) Mentors must take all reasonable steps to ensure that they are available to meet or confer with their Mentee for at least 10 sessions during the Mentor Program.
- (c) If a Mentor or Mentee is unable to attend a meeting or conference as previously scheduled between them, they should promptly communicate this with each other and make a reasonable effort to reschedule the meeting or conference to another mutually convenient date and time.

7. PROGRAM MANAGER AND COMMITTEE

The Mentor Program Manager is the NSWCBCE Program Manager, and the Mentor Program Committee comprises of AISA NSW Board Members and AISA NSW Branch Committee members.

8. COMPLAINT HANDLING PROCESS

In the event of any dispute arising between the parties (Mentor and Mentee) in respect of the provision of services by the Mentor, the parties undertake to settle the dispute by mutual negotiation. If no such settlement is reached after mutual discussions, the parties shall bring the dispute matter to the attention of the Mentor Program Manager for mediation and/or arbitration.

9. INDEMNITY

- (a) NSWCBCE and the Australian Information Security Association (“AISA”) are merely facilitators of the Mentor Program and provides no warranty in relation to any advice given by a Mentor to a Mentee.
- (b) All participants agree to waive NSWCBCE and the AISA of all liability in relation to any damage or loss they suffer (including but not limited to indirect loss, loss arising from negligence, and legal costs and expenses) under any basis in law, related to their participation in the Mentor Program.
- (c) The participants indemnify NSWCBCE and the AISA against any damage or loss (including but not limited to indirect loss or legal costs) arising from any allegation of deceptive conduct, misrepresentation, fraud, discrimination, harassment, or act of violence by another participant in the Mentor Program. This indemnity also applies in relation to claims for damage or loss under any basis at law, arising from a participant’s breach of any provision of this Agreement which causes damage or loss to another participant.

10. CANCELLATION FROM PROGRAM

- (a) If a Mentee resigns from their employment in the cyber security industry, the Mentee will no longer be eligible to stay in the Mentor Program, unless they move to another role within the industry. At this time the Program Committee will need to assess if they are still paired with the correct Mentor for their new circumstances.
- (b) Repetitive absenteeism from the Program (such as absences from scheduled meetings with the Mentor) may result in termination from the Program.

11. EXPENSES RELATED TO THIS PROGRAM



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Some out-of-pocket expenses might be incurred during the length of the Program. These are to be borne by the relevant party (Mentor or Mentee).

12. CONFIDENTIALITY

Confidentiality is essential to the success of the Mentor Program. Confidentiality ground rules are that aside from disclosures required by law, no personal, employment-related, or business information disclosed by a Mentee to the Mentor, or vice versa, can be disclosed to a third party without the disclosing person's express written agreement.

13. PRIVACY

All parties involved in the NSWCBE Mentoring Program are covered under the [AISA Privacy Policy](#).

14. CODE OF ETHICS

Both Mentors and Mentees are bound by the [AISA Code of Ethics](#), which includes a code of conduct. Breach of the AISA Code of Ethics will result in disciplinary action, including possible expulsion from the Mentoring Program.

AGREEMENT EXECUTION

I _____ agree to participate as a (Mentor/Mentee) and agree to the terms and conditions as set out in the Mentoring Program Agreement.

I acknowledge that this agreement does not form a partnership with Investment NSW, AISA, or the Mentor/Mentee's employer or business and that the sole purpose of the Program is to facilitate an industry Mentorship Program.

Signed: _____

Date:

Name: _____

