

Emerging Leaders Programme

CODE OF CONDUCT

PURPOSE

The purpose of the Property Council Emerging Leaders Programme is to develop, support and nurture emerging property industry leaders. To ensure that the highest standards possible are maintained in the mentoring relationship; this Code of Conduct is aimed at making sure mentors and mentees are clear about expectations, their boundaries and responsibilities.

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RESPECT

Both parties will acknowledge and respect the culture, diversity and individuality of the other participant and will treat them with respect and consideration. The onus is on both mentor and the mentee to be aware that their behaviour has the potential to negatively affect the mentoring relationship.

PRIVACY & CONFIDENTIALITY

Both parties will respect the other's privacy, both physically and emotionally, and always protect the confidentiality of the information provided throughout the mentoring relationship. All personal information shared between mentor and mentee must be kept confidential and neither party shall, without express approval in writing, disclose, publish or make known to any person any confidential information. However, if such information is dangerous or illegal, please contact Property Council New Zealand's Membership Manager.

PROTECTION OF MENTEE RIGHTS

Mentors must always act in the best interests of their mentee. All mentors acknowledge that the welfare, safety and interests of the mentee are the main priorities of the programme.

BOUNDARY MANAGEMENT & ROLES

Those working in a mentoring relationship may develop friendships over time. It is important to have a clear mentoring relationship and not allow personal bias to influence professional actions. Stay mindful of maintaining confidentiality, objectivity and equal partnership.

CONDUCT & AIMS OF THE PROGRAMME

- Mentoring is a confidential partnership between two people built on understanding and trust. Its main aim is to build capability and self-reliance in the mentee.
- The mentor will be a positive role model for the mentee by maintaining an attitude of respect, loyalty, patience, integrity, courtesy, tact and maturity.
- Both parties will always conduct themselves in a professional manner.
- The mentor is not there to fix issues, but to highlight the problems and help find ways through them.
- The mentor will help the mentee develop skills and confidence to manage their future career.
- The mentor will help the mentee build the foundations of their personal and professional networks.
- The mentor will help the mentee gain a better understanding of the property industry, including obstacles they may face and how to overcome them.

EXCHANGE OF MONEY OR GIFTS

Please use discretion if giving gifts; neither the mentor or mentee will loan or give money or other inappropriate items to the other.

CONTRACTING

Examples of clear contracting should include clarity over length and frequency of sessions; agreement on whether it is permissible or not to make email/telephone/text contact concerning mentoring issues between mentoring sessions; responsibility for finding a suitable location for the mentoring session etc. Please see the Mentorship Agreement for further information.

SUPPORT

Both parties agree to attend all mentoring sessions, participate in Property Council networking events and mentor/mentee activities (as convenient and appropriate), and respond to touchpoint surveys and communications issued by Property Council's Membership Manager, who is there to support all mentors and manage the Mentorship Programme.

If a mentor or mentee has any concerns or needs to speak about ethical or conduct issues, they should speak promptly to Property Council's Membership Manager.

CONTACT

For all queries or concerns, please contact:

Harry Wright, Membership Manager | **D** +64 9 373 3546 | **M** +64 27 502 0698 | **E** harry@propertynz.co.nz

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