



Mentoring Agreement

Confidentiality and mutual trust are critically important for both parties in a mentoring relationship. The Statement of Understanding below sets a framework for your expectations of one another.

The mentor and mentee acknowledge and understand the objectives of the program and agree to participate in the program in a conscientious, diligent, expeditious and professional fashion, with the utmost good faith in the best interest of both parties and on the terms of this Statement of Understanding outlined below:

- assist in the developmental process of the mentee
- act as a sounding board for ideas from the mentee
- assist the mentee to network with appropriate groups and individuals
- provide guidance and direction to the mentee
- provide advice where necessary and assist with devising a career development strategy where appropriate
- help identify appropriate needs or skills upgrading for the mentee.

The mentor will not enter into:

- involvement with the day-to-day development of the mentee's actual job
- conversations with the mentee's immediate supervisor without the express agreement of the mentee.

The mentor and mentee agree that during the course of the program they may become acquainted with or have access to confidential information of the other party and agree, both during and after the program, to keep the information confidential. Exceptions to this are in the case of a mental health issue, or disclosure of information that would require the other party to notify law enforcement authorities. Mentors and mentees may, for training purposes, discuss general issues or problems with their program manager, but will take care to protect sensitive and confidential information.

The mentor and mentee agree that they will not, both during and after the program for whatever reason, make improper use of this confidential information acquired by virtue of the program to gain an advantage, directly or indirectly, for oneself or for any other person, or to cause detriment to the other party.



Both parties agree to abide by this Statement of Understanding for the term of the mentoring relationship.

Mentor's Signature:		Date:	
Mentee's Signature:		Date:	