

Annex A

This agreement is between:

_____ Mentee Start Date _____

_____ Mentor End Date _____

We both agree to regular contact as agreed and commit to the responsibilities outlines below:

The Mentee will:	The Mentor will:
• Be responsible for making arrangements, booking an appropriate venue and setting the agenda. • Engage in the process and notify the Mentor of the meeting agenda in good time. • Not ask the Mentor to act on their behalf in any capacity outside of the mentoring relationship. • Give suitable and helpful developmental feedback to the Mentor on how the process might be improved.	• Protect the required time and be available as agreed, giving the Mentee their undivided attention for the duration of the meeting. • Not discuss the contents of the meeting without consent with any other party unless they have serious urgent concerns about the safety or legality of the mentee. • Give honest feedback in a constructive and respectful way. • act in accordance with best practice throughout the mentoring relationship.

Dates and venue/mode of communication to be mutually agreed and both parties agree to give at least 48 hours' notice of cancellation or rescheduling, unless due to illness.

No-Fault Termination

We are committed to open and honest communication in our relationship. We will discuss and attempt to resolve any conflicts or issues as they arise. However, if one of us needs to terminate the relationship for any reason, we agree to abide by one another's decision.

Confidentiality

While this is an informal and voluntary relationship, the bounds of confidentiality should be clearly agreed and articulated at the start of any relationship. Usually, mentoring conversations are confidential unless there is an issue relating to personal safety or legality.

Signed _____ Mentor Date _____

Signed _____ Mentee Date _____