Mentoring agreement

The mentor and mentee agree to abide by this Statement of Understanding and act in accordance with the University policies specified below and in the case of the mentor, also the University’s volunteer agreement for this program.

The mentor agrees to support the mentee by:

- Maintaining a professional and ethical working relationship.
- Ensuring a safe and supportive environment for each meeting.
- Challenging the mentee appropriately in respect to the attainment of nominated goals.
- Asking questions to encourage clarity and empower the mentee towards a self-directed approach in their growth and development.
- Keep all commitments regarding the scheduling of mentoring contact and meetings.
- Being open, honest and respectful in all communications with the mentee.
- Provide advice where necessary and assist with devising a career development strategy where appropriate.
- Recognising your own professional boundaries and limits to their expertise and knowledge and refer the mentee to other specialists for advice as appropriate.
- Act as a role model, embodying your profession’s values and ethical standards.

The mentee agrees to:

- Participate in honest, respectful and relevant conversations.
- Act with integrity and commitment, taking action to achieve their nominated goals.
- Keep all commitments regarding the scheduling of mentoring contact and meetings.
- Be willing to consider and experiment with new concepts and/or different behaviours that are discussed during mentoring meetings.
- Maintain a sense of open-mindedness and possibility in respect to the value of advice, suggestions and ideas proposed by the mentor.
- Seek clarification if something is unclear to you but to do so carefully and politely.
- Be responsible for driving their career journey by being prepared for meetings in advance with topics for discussion.

University policies

- Without limiting the mentor’s or mentee’s obligations as specified in the preceding sections, the mentor and the mentee agree to comply with the University’s policies to the extent that such policies apply to them as amended from time to time including the following:
  
  - [Bullying, Harassment and Discrimination Prevention Policy 2015](https://mentoring.sydney.edu.au/);
  - [Bullying, Harassment and Discrimination Resolution Procedures 2015](https://mentoring.sydney.edu.au/);
  - [External Interests Policy 2010](https://mentoring.sydney.edu.au/);
  - [Policy on the Use of University Information and Communication Technology Resources](https://mentoring.sydney.edu.au/);
  - [Privacy Policy 2013](https://mentoring.sydney.edu.au/);
  - [Work Health and Safety Policy 2016](https://mentoring.sydney.edu.au/) and
  - [Work Health and Safety Procedures 2016](https://mentoring.sydney.edu.au/).

Copies of policies can be found at [Policy Register](https://mentoring.sydney.edu.au/).
Confidentiality

- Trust in the mentoring relationship is paramount. Both the mentor and mentee agree to keep all conversations and session content confidential between themselves. An exception is where there is permission to disclose any information or where there is significant risk involved by not disclosing information to a third party.

Privacy

The information you provide to the Alumni Mentoring platform will be stored and handled in accordance with the Evisors Privacy Statement and Terms of Service.

Some personal information you provide to the Alumni Mentoring Platform will be provided to the University's Division of Alumni and Development ("DAD"). This information is contact details, and graduation and employment information. It will be used by DAD, for the purpose of contacting you regarding your experiences using the Alumni Mentoring Platform, updating your Alumni profile with DAD and communicating with you regarding events and activities which we believe may be of interest to you.

The University’s DAD will hold and retain the information provided to it by Evisors in accordance with the University’s policies. Individuals have the right to access any information the University holds about them and requests for access should be directed to the University’s Privacy Officer (sydney.edu.au/arms/privacy/contact.shtml).

Evaluation and reporting

- The mentor and mentee understand that they will be required to participate in a mid-program and end-program evaluation, as well as provide any feedback to the Program when requested. To inform this process, it would be helpful if you can keep some notes from your consultations for feedback.

Ending the conversation

- The expectation is that a career conversation may take place during one consultation. At the agreement of the mentor and mentee this may be extended to multiple meetings. In this instance the mentor and mentee agree to plan in advance the closure phase of further conversations to ensure a positive experience. If any issues arise that result in the decision to discontinue further conversations, the mentor and mentee will discuss this together and/ or seek appropriate support if necessary.

Duration and application of this Mentoring Agreement

- This Mentoring Agreement will commence on the date on which the mentor and mentee agree to (or schedule) a consultation via the online platform and will continue until 30 June 2017 unless the mentor and mentee request to be removed. Termination of the arrangement will be when the mentor or mentee’s profile is removed from the platform.

- This Mentoring Agreement applies only to consultations and other engagements between the mentor and mentee which are mentoring activities and does not apply to any activities which are social or which are not otherwise mentoring activities.