

## The Agreement between the Mentor and AWE

By undertaking this mentoring relationship, which is built on mutual trust, I am committing myself as the mentor to meet at the times agreed upon by both parties. The mentoring relationship should provide a safe setting within which to explore issues and difficulties, and assist the mentee in moving forwards.

As the mentor, I understand that the relationship is completely confidential, unless permission is otherwise and specifically given by the Mentee, and that it is being entered in a honest and trustworthy manner.

As the mentor I offer my support at no financial cost to the mentee for the duration of the mentoring relationship.

As part of AWE reporting on the mentoring programme, I understand that the project team will need to monitor this relationship, and capture any positive outcomes so that they can measure the success of the programme as a whole. By signing this agreement, I agree to feedback such information as requested by the Mentor Manager relating to the outcomes of the relationship.

Within the mentoring relationship I agree to:

- Keep to my commitments and inform the Mentee or the Mentoring Manager immediately when things are not working out.
- Establish how the mentoring will be conducted and set out agreed times and frequency to meet.
- Establish the goals desired from the mentoring relationship
- To support the Mentee's development and achievement of these goals
- To guide the Mentee in setting out realistic targets
- Focus on the best interests of the Mentee and their business.

If I wish to change the time of a session I will let the Mentee know at least 24 hours in advance of the agreed meeting.

Once the mentoring relationship has commenced I will abide by the commitment and will continue the relationship for as long as we agree. I understand that both of us has the right to dissolve the mentoring relationship at any time, and in such circumstances, must inform the other party and contact the Mentor Manager.

### **SAFEGUARDING**

The AWE Project takes safeguarding seriously and has put processes in place to ensure that Mentors and Mentees are safe from harm. These processes are set out in the Safeguarding Policy for each project partner, and I accept the recommendations that:

Mentoring meetings should be held in public places in which both parties feel safe. Mentoring should not take place in the home of either party.

Communication should be professional at all times, and should adhere to all agreed boundaries. It is recommended that personal friendships, including being 'friends' on Facebook, are not begun whilst the mentoring relationship is still active. Connecting through LinkedIn, Twitter or other 'professional' accounts is acceptable.

If either party has any concerns about the nature of the mentoring relationship, they should contact their local contact as soon as possible, who will report it to the Mentoring Coordinator.

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**CONFIDENTIALITY**

I undertake that I will keep secure and not disclose any confidential information (financial, technical or other) acquired by me during the course of the mentoring relationship.

Confidential information shall include (but shall not be limited to) the following:

Information concerning the services/ products offered or provided by the mentees (or their business) including the names of any persons, companies or other organisations to whom such services are provided, and the terms upon which services are provided to them;

Mentees (or their business) marketing strategies and business plans;

Any information relating to a proposed reorganisation, expansion or contraction of the mentees (or their business) activities including any such proposal which also involves the activities of any other organisation (i.e. development of new products);

Financial information relating to the mentees (or their business) (save to the extent that such information is included in published accounts);

Details of employees of the mentees (or their business) of any subsidiary, the remuneration and other benefits paid to them and their experience, skills and aptitudes;

Any information which I have been told is confidential or which I might reasonably expect to be confidential;

Information relating to an individual's current place of employment

Written notes of each mentoring session

These obligations shall not apply to any information:

- (a) Which was already available to the public before the disclosure of the information to me;
- (b) Which subsequently becomes available to the public through no fault or default of me; or
- (c) Which is legally disclosed to me by a third party without obligation of confidence

These obligations shall expire seven years from the date of receipt of the information.

I will not directly contact any of the potential Mentees or their business without prior permission, referral or discussion with the project team.

Any prior knowledge of a potential mentee and their business and any potential conflicts of interest will be declared at the beginning of the matching process.

I understand these confidentiality requirements are required to protect the confidentiality of the mentees/ businesses or social enterprise participating in the AWE project..

Name.....

Signature of Mentor:.....

Date Agreement Signed:.....