

Mentor/Mentee Agreement

To be completed jointly by the Mentors and Mentees and submitted to: (mentorship@vamanufacturers.com) with subject line stating "Mentoring Program: Mentor/Mentee Agreement". Immediately following your first meeting, whichever occurs first.

All application information will be treated confidentially and used only for program purposes.

To ensure that the mentoring relationship is beneficial to both parties, the following forms the basis upon which we agree to meet and work.

Agreement between: _____ <<Name of Mentee>>

and: _____ <<Name of Mentor>>

Dimensions of the Relationship

- For the upcoming year, the Mentoring engagement begins January 1st and ends November 31. There is no expectation of an ongoing Mentor/Mentee interaction following the conclusion of the program.
- The relationship is to be managed by the participants, seeking to fulfill the goals set forth in the Mentee's Application
- Participants have read the WiM Mentoring Program Outline, and agree to follow at all times the Principles, Roles and Responsibilities, Governance and Guidelines documented therein.
- The Mentee role is to present and discuss real, short-term and intermediate-term challenges and opportunities relevant to their goals. In addition, Mentees are expected to ponder and incorporate Mentor's advice and counsel as they work to overcome those challenges and leverage those opportunities.
- The Mentor's role is to offer guidance and practical advice towards achieving the goals set forth in the Mentee's Application Form.
- If the Mentee or Mentor finds the working relationship difficult, unproductive or unhelpful then either party can choose to terminate this at any time. It is required, however, that the Mentoring Program Committee be notified and remediation sought prior to any decision to withdraw from the program.
- There is no obligation of either party with respect to employment before, during, or after the engagement.
- There is no expectation of compensation of any kind to be exchanged by the parties.

Confidentiality

- The relationship itself is not confidential --it is all right for others to know about the relationship.
- The Mentoring Program Committee is not privy to confidential information beyond what is contained in Mentor's Survey, Mentee's Application, Mentee's Agreed Upon Goals, and Progress Reports.
- All information shared between the Mentee and Mentor is confidential with the exception of information regarding: 1) injury or potential injury to one's self or others; 2) child abuse; 3) breach of laws or 4) other situations that pose a danger to the general public, which may obligate a mentor or mentee to act on or relay to appropriate authorities.

Responsibilities

Parties agree to:

- Engage in an eleven-month Mentorship program focused on achieving the goals set forth in the Mentee's Agreed Upon Goals form.
- Conference at least once per month to plan and assess progress, challenges, strategy, and tactics. Participants should endeavor to meet in-person at least once per quarter.
- Participate in quarterly calls with the Mentoring Program Committee to discuss progress.
- Submit the Final Progress Report at the conclusion of the program.

Signed : _____ (Mentor) _____ Date

_____ (Mentee) _____ Date