

Please review and sign this form at your first meeting.

Mentoring Agreement

Setting boundaries

You may find that a variety of personal and professional issues arise from your conversations. In order to be prepared to manage these types of conversations, it may be valuable to outline some topics or issues that are 'out of bounds' in your relationship.

Mentor Name:
Mentee Name: Jane Smith
Purpose and desired outcomes of the mentoring relationship: Purpose: Desired outcomes:
Activities to be conducted:
Expectations:
Communication methods and frequency:
Topics or issues that are 'out of bounds':
Actions to take if problems arise:

Confidentiality Agreement

1. Mentors and mentees are bound by a duty of confidentiality. This is a duty not to reveal any information disclosed during the relationship to any third party.
2. This duty is applicable irrespective of the position in the organization of the mentor or mentee.
3. Respect for the mentor's or mentee's right to confidentiality is expected, except when this right conflicts with your responsibility to the law or when the maintenance of confidentiality would result in a significant risk of substantial harm to themselves or others; in such cases, you must take all reasonable steps to inform the mentor or mentee that confidentiality will be breached.
4. The commitment to confidentiality continues after your relationship ends.

I have spoken to my mentor/mentee and agreed upon the terms of our relationship as outlined above.

Mentor Signature

Mentee Signature

Date

Date

NB: A copy of this document should be held by both parties.