WACH Peer Mentorship Program

Mentoring Agreement

**Please review and sign the mentoring and confidentiality agreement at your first meeting, then return to the WACH program (****wach.program@ubc.ca****). You may or may not complete the sections below on the mentoring plan (pg. 1; optional), but all should review and sign the agreement terms on pg. 2.**

**MENTORING FORMAT & PLAN:**

It may be helpful to discuss and agree upon expectations and the format of mentoring sessions at the outset. Modifications can be made as needed during the program. Please take some time to discuss your expectations with your mentor/mentee.

We encourage the **mentee** to assume the responsibility of scheduling meetings with the mentor.

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| Mentoring Format & Plan |
| How frequently do we intend to meet over the next 8 months? Are there specific workshops/events we are interested in attending together? |
| Approximately how long do we intend these meetings to be? |
| Where/how will you meet (in person, by phone, by Zoom, or a combination)? |
| What is your preferred mode of communication between mentoring sessions? |
| What topics or issues are “out of bounds”? (e.g. lending money or discussing financial matters) |
| Any other requirements, expectations, or preferences? |

**AGREEMENT TERMS:**

We agree to openly discuss, at any time during the mentorship relationship, areas of success or weakness, and actions that we will take moving forward. We understand that the WACH program can be approached at any time for assistance in all matters relating to the mentorship relationship, including any difficulties that may arise.

We acknowledge that this is a no-fault agreement and that there may come a time when either party wishes to end the relationship early. Should this occur we agree to give the other party as much notice as possible, and we will make an effort to reflect on the relationship and take positive actions to benefit from the relationship as much as possible.

We also agree to be bound by a **duty of confidentiality** and will:

1. Keep conversations confidential and not to reveal information disclosed during the mentoring relationship to a third party;
2. Respect the mentor’s or mentee’s right to confidentiality except when this right conflicts with your responsibility to the law, or when the maintenance of confidentiality would result in significant risk of substantial harm to themselves or others; in such cases, you are responsible for taking all reasonable steps to inform the mentor or mentee that confidentiality will be breached; and
3. Maintain confidentiality beyond the 8-month term of this formal mentoring relationship.

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

|  |  |  |
| --- | --- | --- |
|  | Name | Signature |
| Mentor |  |  |

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

|  |  |  |
| --- | --- | --- |
|  | Name | Signature |
| Mentee |  |  |

**Please return the signed agreement to the WACH program at** **wach.program@ubc.ca**