



# **AMCHAM T&T HSSE MENTORSHIP PROGRAMME**

## **Mentor Guidelines**

## **AMCHAM T&T HSSE Mentorship Programme – Programme Description**

The AMCHAM T&T HSSE Mentorship Programme is a strategic initiative established as an extension of the Annual National Excellence in Health, Safety and Environment (HSE) Awards. The programme is designed to support organisations in Trinidad and Tobago that are committed to improving their health, safety, security, and environmental systems by providing structured guidance from experienced HSSE professionals.

The National Excellence in HSSE Awards are presented annually in alignment with AMCHAM T&T's Health, Safety, Security and Environment Conference and Exhibition and recognise organisations that demonstrate excellence, leadership, and continuous improvement in HSSE performance. The Mentorship Programme builds on this foundation by ensuring that organisations participating in the Awards process derive lasting value, even if they are not selected as award recipients.

The programme is specifically targeted at companies that, while unsuccessful in securing an award, demonstrated a strong commitment to improvement during the judging and assessment process. Through mentorship, these organisations are supported in strengthening their HSSE policies, processes, systems, and culture, thereby leaving the awards process stronger than when they entered.

Mentorship under this programme focuses on the transfer of knowledge, experience, and practical insight from seasoned HSSE professionals to participating companies. Mentors provide guidance, perspective, and constructive feedback to assist mentee organisations in identifying opportunities for improvement and reinforcing sound HSSE practices. The programme contributes to broader national objectives of improving workplace safety culture, reducing incidents, and strengthening Trinidad and Tobago's reputation as an attractive destination for business and investment.

Mentors are selected from organisations that have demonstrated sustained excellence, having won the National Excellence in HSSE Awards in any category on at least three (3) occasions. All mentors are required to sign an AMCHAM T&T Code of Ethics and Mentor's Agreement, ensuring that mentorship engagements are conducted with integrity, professionalism, impartiality, and confidentiality.

The Mentorship Programme is offered over a two (2) year period, during which mentors and mentee companies are expected to engage on a regular basis. The mentorship relationship is structured, supportive, and collaborative, allowing mentees to benefit from increased interaction with a panel of experienced HSSE professionals and gain external perspectives on operational challenges and opportunities.

The programme is not intended to function as a consultancy and does not involve the direct implementation of recommendations by mentors. Rather, mentors act in an advisory capacity, offering guidance to support improvement efforts. Responsibility for risk assessment, risk reduction, and implementation of HSSE measures remains solely with the participating company. While mentorship may contribute to improved practices, it does not guarantee the elimination of risk.

Participation in the AMCHAM T&T HSSE Mentorship Programme is limited to organisations that have previously participated in the National Excellence in HSSE Awards and were not selected as winners. All mentorship engagements are expected to remain impartial, unbiased, and confidential between the mentor and mentee, in keeping with the principles and values of AMCHAM T&T.

## **ROLE AND RESPONSIBILITIES OF THE MENTOR**

The Mentor agrees to:

- I. Provide guidance, insight, and professional perspective to the assigned mentee organisation based on their HSSE knowledge and experience;
- II. Support the mentee organisation in identifying opportunities for improvement, strengthening systems, and reinforcing good HSSE practices;
- III. Encourage continuous improvement while respecting the mentee organisation's context, capacity, and operational realities;
- IV. Maintain a constructive, respectful, and professional relationship with the mentee organisation at all times.
- V. The Mentor shall not act in a consultancy, auditing, or commercial capacity, nor provide paid services to the mentee organisation during the mentorship period.

## **DURATION AND TIME COMMITMENT**

The HSSE Mentorship Programme has a two-year duration.

The Mentor shall commit to:

- I. Participating in the programme for the full two (2) year period, subject to mutual agreement and satisfactory performance;
- II. Maintaining regular communication with the assigned mentee organisation throughout the mentorship period;
- III. Conducting a minimum of one (1) structured touch-base meeting per month with the mentee organisation for the duration of the programme (i.e. a minimum of 24 meetings over two years);
- IV. Participating in any scheduled programme check-ins, briefings, or feedback sessions coordinated by AMCHAM T&T.
- V. Meetings may be conducted virtually or in person, as agreed between the Mentor and mentee organisation.

## PROFESSIONAL CONDUCT AND ETHICS

- I. AMCHAM T&T, seeks to enshrine within its Code, strong principles that ensure that its Mentors conduct themselves in a manner that will (i) not lead to disapprobation or bring AMCHAM T&T into odium and disrepute; and (ii) contribute positively to the Health and Safety Environment in Trinidad and Tobago.
- II. The values that define our culture and belief system are trust, honesty, objectivity, fairness, respect, and candid communications. AMCHAM T&T will not discriminate based on differences in ethnic, cultural, and socio-economic backgrounds, different religious beliefs, sexual orientation, disabilities, family responsibilities or age. AMCHAM T&T is a merit-based organisation in which decisions will be made on the basis of performance, integrity and overall adherence to our core values. We will always provide the opportunity for dialogue and the exchange of ideas
- III. Mentors are reminded at all times to be mindful of both their verbal and non-verbal communication, refraining from any actions that could be considered disrespectful to any other party.
- IV. Mentors should make a deliberate effort to be punctual for all virtual and in-person mentors, demonstrating respect for all parties involved.
- V. Mentors should take into consideration that comments made whilst at the Submitting Companies' premises (real or virtual) may be taken as part of the mentorship programme.
- VI. Mentors are asked to avoid offhand comments regarding the company, its products, employees or anything un-related to the mentorship process.

This Code applies to all Mentors belonging to AMCHAM T&T's HSSE Mentorship Programme.

This Code must be accepted upon induction as an AMCHAM T&T Mentor. Each Mentor is responsible for their own compliance with the Code. We urge our Mentors to apply and adhere to the principles and guidelines as presented above.

The Code will be reviewed, and if necessary, amended by AMCHAM T&T as required.

### **Confidentiality**

The Mentor shall acknowledge that, during the course of the mentorship, they may have access to confidential, sensitive, or proprietary information belonging to the mentee organisation.

The Mentor shall agree to:

- Treating all such information as strictly confidential;
- Use information shared solely for the purposes of mentorship under this programme;
- Not disclose information to any third party without prior written consent from the mentee organisation and AMCHAM T&T.

These confidentiality obligations shall survive the conclusion of the mentorship programme.

### **Conflict of Interest**

The Mentor shall:

- Declare any actual, potential, or perceived conflicts of interest to AMCHAM T&T prior to or during the mentorship;
- Refrain from soliciting business, employment, or professional services from the mentee organisation during the mentorship period and for a reasonable period thereafter;
- Immediately notify AMCHAM T&T should a conflict of interest arise.

*AMCHAM T&T reserves the right to reassign or discontinue a mentorship arrangement if a conflict cannot be appropriately managed.*

## Communication and Engagement

The Mentor shall agree to:

- Maintain open, respectful, and constructive communication with the mentee organisation;
- Notify AMCHAM T&T in a timely manner of any challenges, disengagement, or concerns affecting the mentorship relationship;
- Advise AMCHAM T&T if they are temporarily unable to meet mentorship commitments.

Consistent and meaningful engagement is a core requirement of the programme.

## Programme Oversight and Termination

AMCHAM T&T reserves the right to terminate this Agreement if the Mentor:

- Fails to maintain the minimum engagement requirements;
- Breaches confidentiality or ethical standards;
- Engages in unprofessional conduct;
- Is unable to continue participation due to changes in availability or circumstances.

The Mentor may also voluntarily withdraw from the programme by providing written notice to AMCHAM T&T, allowing reasonable time for transition.

## Roles and Responsibilities of the Mentor – Engagement with the &T Secretariat

In addition to their responsibilities to the mentee organisation, Mentors participating in the AMCHAM T&T HSSE Mentorship Programme are expected to maintain ongoing engagement with the AMCHAM T&T Secretariat to support effective programme oversight and governance.

Mentors shall:

### **I. Provide Periodic Updates**

Provide periodic updates to the AMCHAM T&T Secretariat on the general progress of the mentorship engagement, including confirmation of ongoing participation and high-level observations on how the programme is progressing.

### **II. Maintain Regular Communication**

Maintain open and timely communication with the Secretariat throughout the duration of the mentorship programme, responding to requests for information or clarification as reasonably required.

### **III. Report Issues or Concerns**

Promptly inform the Secretariat of any issues, challenges, or concerns that may affect the effectiveness of the mentorship relationship. This includes, but is not limited to:

- Persistent disengagement by the mentee organisation;
- Scheduling or availability challenges that hinder regular meetings;
- Breakdown in communication or professional conduct;
- Potential conflicts of interest.

### **IV. Notify Changes in Availability**

Advise the Secretariat as soon as practicable of any changes in availability or circumstances that may impact the Mentor's ability to meet programme commitments.

### **V. Escalate Ethical or Confidentiality Matters**

Immediately notify the Secretariat of any ethical concerns, breaches of confidentiality, or conduct that may compromise the integrity of the programme.



## **VI. Participate in Programme Review Activities**

Participate, as reasonably requested, in programme check-ins, feedback sessions, or evaluations coordinated by AMCHAM T&T to support continuous improvement of the Mentorship Programme.

For any additional information on this programme, please contact us at [melissapierre@amchamtt.com](mailto:melissapierre@amchamtt.com) or [ariannagayadeen@amchamtt.com](mailto:ariannagayadeen@amchamtt.com).

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