

## MENTORING AGREEMENT (TERMS OF USE)

The AMCHAM T&T and IDB Women in Leadership Mentorship Programme supports members throughout their career. Members are matched with a peer who has more experience in particular topics of interest. The goal is to help members with professional development, overcome obstacles, succeed and grow their career. By participating in the program, I agree to the following terms and conditions:

- \* I understand that I am voluntarily entering into a mutually beneficial relationship. I agree to meet with my mentoring partner to meet as needed over a 6-month period (and possibly more).
- \* I understand that the majority of the time needed to formally complete the program may be spent mostly in meetings (in person/phone/video conferencing), not emails or text messages. The goal of the program is to have actual conversations about various topics, share knowledge, experience and expertise towards solving problems and development of the business.
- \* I will commit to completing the various activities provided throughout the program. I will take notes and complete the goals and tasks my mentoring partner will define and complete an evaluation at the conclusion of the program.
- \* I will keep open lines of communication with my mentoring partner and inform them of any changes that may affect my participation in the program. I understand that discussions that occur between my partner and I will remain private and confidential, and no information will be shared with third parties without the express permission of each partner. In relation to that, I do understand that any information entered in the online mentoring platform will not be confidential as it will be available for programme managers to review in order to assess the overall programme effectiveness and participant satisfaction. Please note that the Journal entries are confidential and hidden even from the programme administrators. It is possible to view them in databases, but regular admin usage does not have access to them.
- \* If I decide to withdraw from the programme, I will inform my mentoring partner and the programme manager.

\* There are many benefits for being a mentor or mentee but, as a voluntary programme, neither party is entitled to any form of payment.

\* Mentors should acknowledge that they are not counsellors and should make a referral for the mentee when advice is needed for areas outside of the scope.

### **Breaches of the Terms & Conditions**

Any breach of the terms and conditions mentioned here may result in termination of the mentoring at the discretion of the programme manager.

The parties involved may be given the opportunity to comment prior to a decision being made should a breach be found.

### **Contact - Concerns, Complaints or Questions**

If you have any concerns, complaints or questions, please feel welcome to contact Kennedy Maraj – Communications and Events Officer at AMCHAM T&T via email at [kennedymaraj@amchamtt.com](mailto:kennedymaraj@amchamtt.com).

We endeavour to respond to any inquiry in a timely manner and any actions taken are at the discretion of AMCHAM T&T management.