

WISC Mentoring Agreement

Agreement from Mentor and Mentees:

- We will only enquire about each other's personal life by invitation.
- We will not make excessive demands on the other's time. We will respect each other's time and other responsibilities, ensuring we do not impose beyond what is reasonable.
- We will conduct ourselves with dignity and will act in a way which respects diversity and promotes equal opportunities.
- We will meet for 1 hour once per month as a group that includes the senior mentor and all mentees in the circle. The meetings will either be face-to-face, or by conference call/ web chat.
- We will agree an action plan at the end of each meeting and monitor progress at the next meeting.
- Mentees within the peer-mentoring circle are free to communicate with each other as often as they like in addition to the monthly meetings.
- We can end the relationship at any time following discussion with a member of the WISC team.
- Our mentoring relationships are confidential both during and after the formal relationship has finished.
- The initial mentoring relationship will last for a duration of 6 months with the possibility to extend if all parties (WISC, Mentor and Mentees) agree that this would be beneficial.
- We agree to provide our views on the mentoring program effectiveness to WISC via feedback forms throughout the mentoring relationship. This will help gauge the effectiveness, the impact made through the project, and identify areas for improvement.
- We agree to answer the "check-up" questionnaire every three months to keep WISC informed of the evolution of the mentoring relationship and inform WISC members of any issues encountered within the mentoring network.
- Neither the Mentor nor WISC, will be liable for any advice given while the mentoring relationship last.

Mentor's Code of Conduct:

- As a mentor, I will not give advice, rather help the mentee to weigh up situations, through a process of reflection, questions, challenge and feedback allowing the mentee to come to a decision themselves. I should never work beyond the bounds of my capability, experience and expertise to the point where I do not feel confident in providing the mentee with proper support. Where appropriate, I should seek advice or refer mentees to another point of contact.
- I will assist the mentee in achieving objectives but will let the mentee do things for themselves as much as possible.
- I will share the responsibility for the smooth winding down of the relationship with the mentee once it has achieved its purpose.
- I must avoid creating dependency.
- I will only discuss the mentee with others with the mentee's consent (unless there is a health and safety issue involved, in which case I will advise the mentee of the imminent disclosure).

Mentees' Code of Conduct:

- I have rights to follow the complaints procedures by contacting a WISC representative and copying in the network administrator email address (info@wisc.network).
- I will communicate freely at mutually agreed occasions to seek peer-to-peer support from the other mentees.
- I will only use the mentor's names or authority with previous consent.

WISC's engagement:

- WISC recommend both mentors and mentees to consult the resources made available on their webpage for guidance (<https://www.womeninsuprachim.com/mentoring-resources>).
- WISC will do its best to pair mentor and mentees to create fruitful relationships. However, would any members of a circle wish to leave the scheme or change circle, they should contact the WISC team (info@wisc.network) or the Vice-Chair for Mentoring directly. Once aware, WISC will try to swiftly accommodate the requested changes to the mentoring circles.
- Should any other issues arise, the WISC team (info@wisc.network) or the Vice-Chair for Mentoring (see website) should also be contacted directly.

Mentor / Mentee (delete as appropriate)

I agree to the terms of this Agreement

..... (Signature)
..... (Name)
..... (Date)