

ECU Career Alumni Mentoring Program  
Mentor-Mentee Agreement

**This mentoring agreement is to be signed by the mentor and the mentee.**

The purpose of this agreement is to formalise the relationship between mentor and mentee in respect of the mentee’s goals and objectives, and the frequency and type of communication between mentor and mentee.

The agreement also signifies the mentor’s and mentee’s acceptance of the Code of Practice and confidentiality clause and awareness and understanding of the mentoring essentials, policies and procedures.

**1. MENTORING DETAILS**

**Overall goals** of the mentee: *(Tick appropriate box/boxes)*

- |  |  |
|--|--|
| <input type="checkbox"/> Career exploration                      | <input type="checkbox"/> Developing industry/ business expertise |
| <input type="checkbox"/> Job application and presentation skills | <input type="checkbox"/> Personal and professional development   |

**Personal objectives** of the mentee:

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**Proposed activities/milestones** towards achieving these objectives:

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**Proposed date and avenue of next meeting:** .....

## 2. CODE OF PRACTICE

Participants in the mentoring program must adhere to the following code of practice:

- Confidentiality is to be observed at all times, including all personal contact details
- Professional standards of behaviour and safety are to be maintained at all times
- Mentors and mentees are to treat each other with courtesy and respect and to be non-judgemental
- Agreed commitments are to be fulfilled wherever possible
- Mentors and mentees are to adhere to all COVID-19 Australian Government guidelines and ensure these are regularly monitored for updates
- Mentees must use their secure student email account at all times
- Mentors must agree and comply with ECU's [Acceptable Use of Technology Policy](#).

## 3. CONFIDENTIAL INFORMATION

A mentor and mentee will maintain confidentiality of all matters discussed in a mentoring situation. The mentor will not keep records of assistance given without the mentee's express permission.

## 4. POLICIES AND PROCEDURES

### Mentoring Matching/Guidelines

The matching of a mentor and a mentee will be through a confidential process based on information provided on the registration documents. The mentor and mentee must have read the mentoring guidelines before they register.

### Privacy and Intellectual Property

All contact details will be kept confidential to ECU, except those between the identified mentor/mentee pairs, or unless prior agreement is received. A mentor and mentee will agree to have no rights to the intellectual property of the other.

### Mentoring Partnership

Anyone who experiences any uncertainty or discomfort with the mentoring partnership should contact us at [careers@ecu.edu.au](mailto:careers@ecu.edu.au) immediately. The mentor shall not have any pecuniary or non-pecuniary interest in the mentee's business and vice versa. Any conflict of interest should be declared. The mentor is not entitled to payment by the mentee or by ECU.

### Occupational Health and Safety

Mentors should be aware of all relevant occupational health and safety issues relating to a mentee's visit to a workplace should such visits take place. This may require the mentee to be inducted into the occupational health and safety orientation process of the work environment.

## THIS AGREEMENT IS TO BE SIGNED BY BOTH THE MENTOR AND MENTEE

**I have read and accepted the ECU Career Alumni Mentoring Agreement above.**

**Name of Mentee:** .....

**Date:** .... / .... / .... **Signature:** .....

**Name of Mentor:** .....

**Date:** .... / .... / .... **Signature:** .....