

## **Allan Gray Orbis Foundation Mentorship Agreement**

Congratulations on taking up this exciting journey as a mentor and mentee for the year. Mentorship is an incredibly valuable experience for both mentor and mentee where you can share ideas and experiences, learn from a different world view, develop your interpersonal and social skills, get exposed to networks, and get advice on your career development.

Once you have completed your introductions, it is important to read and complete the mentorship agreement below. This agreement is vitally important to the functioning of your mentorship and where you will set out your expectations, topics of discussion, boundaries, means of communication, important dates, ground rules, and how you plan to schedule meetings.

The first step is to note the terms of the mentorship programme and then the practicalities:

### **Nature of the relationship**

The mentor and mentee understand that the mentor is a volunteer and does not get paid for conducting mentorship.

Participation in the mentorship programme by Scholars, Post Programme Candidate and Fellows is voluntary. However, if elected, is a commitment that should be fully respected and fulfilled.

All Year Explore and Experience Candidate Fellows are required to fulfill mentorship for programmatic points. The onus on tracking sessions for points every month is on the Candidate Fellow mentee.

Both mentor and mentee commit to the principles of mutual respect and professionalism. This applies especially to their behaviour, communication, and time commitments.

Both parties agree to cease from any conduct that may be constituted as harassment or discrimination in any form including but not limited to sexual, physical, emotional, and psychological.

Mentorship sessions may be held either online or physically. Any sessions held in person should be preferably held in public areas. No session with a Scholar or Candidate Fellow should be held outside of a public area without the express consent of the Mentorship Manager.

### **Mentor eligibility**

The safety and well-being of mentees is central to the nature of a mentorship partnership. Therefore, the Foundation expects the highest level of ethical behaviour of both mentors and mentees.

All Programme Participants have been through rigorous assessments to determine their eligibility and undergo continuous learning and training throughout their journey with the Foundation.

By signing this agreement, the mentor confirms to the mentee, and the Foundation, that they have no criminal record or any other disciplinary record or charge of serious misconduct that may bring the Foundation and the mentorship programme into disrepute. In the event that the mentor should have a criminal record or any other record of serious misconduct, If from the date signature of this agreement, the mentor should obtain a criminal record or any other record of serious misconduct as described in this paragraph, this should be disclosed to the Mentorship Manager prior to the mentorship partnership commencing / continuing. In line with this, each mentor consents to the Foundation conducting any relevant background check should any suspicion arise to ensure their eligibility or as part of discretionary internal audits.

Mentor initial: \_\_\_\_\_

Mentee initial: \_\_\_\_\_

## **Protection of Information and Confidentiality**

The content of all mentorship sessions are to be treated as strictly confidential. The only exception here is if a mentor has any knowledge or suspicion that may negatively affect the physical, mental, or emotional wellbeing of a mentee. In this case, the mentor must notify a member of the Mentorship Team and the relevant government authority (where applicable or legally required).

All aspects and parties of the mentorship programme are subject to the *Protection of Personal Information Act*. The Foundation therefore affirms that it will not share any of the Mentor's personal information outside of the agreed parameters of the mentorship programme. Specifically:

- The mentor's name can be shared in the case of a recognition award;
- The mentor's match profile may be shared with potential mentees for matching purposes;
- The mentor's contact information will only be shared with their mentee once a match is confirmed. It will not be shared with other entities, other mentors or Programme Participants without their permission;
- The mentee's profile may be shared a mentor for matching purposes; and,
- The mentee's contact information will only be shared with mentor for matching purposes.

The mentor confirms that they will not share any of their mentee's personal information without their express consent and will use it strictly for the agreed purpose.

The mentee confirms that they will not share any of their mentor's personal information without their express consent and will use it strictly for the agreed purpose.

Personal information includes, but is not limited to: names, contact information, photographs, academic and career history.

## **Social media**

Both parties agree that no personal information, photographs, emails, or screenshots will be shared on any social media platform without the other person's consent.

## **Participation, duration, and termination**

The mentoring partnership will last within one calendar year and both parties agree to a minimum of seven sessions. Should a mentor and mentee decide to continue their mentoring partnership or maintain contact after seven sessions have been conducted, this will be outside the formalities of the mentorship programme.

The mentorship partnership will be completed or terminated in the following circumstances, either:

- 1) After the agreed number of sessions are complete (a minimum of seven sessions);
- 2) A mentor or mentee is unresponsive for more than one month and the mentorship team has been notified. This will lead to a rematch;
- 3) A mentor has indicated to the mentee and Mentorship Team that their circumstances have changed, and they can no longer continue. This will lead to a rematch; or,
- 4) The conduct of either the mentor or mentee is found to be outside of this agreement.

Both mentor and mentee commit to complete any pulse / check-in surveys as well as the end-of-year survey for the Foundation to properly administer and improve the mentorship programme.

Mentors are encouraged to attend Foundation events and commit to attending any Foundation events that they RSVP to.

Mentor initial: \_\_\_\_\_

Mentee initial: \_\_\_\_\_

### Complete and submit the agreement

Now that you have seen and agreed to the above, it's time to set out your particular rules of engagement. This is your plan on how to practice mentorship based on the guiding principles!

BASIC DETAILS	
Mentor name:	Bernard Serote
Mentor Contact Number and Email Address:	serote.lmb@gmail.com
Mentee Name:	Tariro Banganayi
Mentee Contact Number and Email Address:	tarironb@gmail.com
Agreed length of mentorship:	March 2023 – October 2023
High Level Mentoring Goals for this year What would you have liked to achieve by the time the mentorship journey has been completed?	Mentee would like to understand mentor's career journey
	Mentee would like to connect meaningfully with mentor
	Mentee would like to receive entrepreneurial and career advice from mentor

Mentor initial: \_\_\_\_\_

Mentee initial: \_\_\_\_\_

AGREEMENT (COMMITMENT TO EACH OTHER)	
Agreed number and duration of sessions? (minimum 7 sessions)	7 sessions. 30-60 minutes.
Primary method of Contact? (Email, WhatsApp, telephone, etc)	email
Ground Rules (e.g. confidentiality, guidelines for rearranging meetings, reminders, who is driving the relationship, responsiveness, etc)	<p>Mentee will be responsible for arranging meetings.</p> <p>Mentee and Mentor will both maintain confidentiality about any matters discussed in their consultations.</p> <p>Mentee and mentor should respond to each other's communications within 10 days.</p>
Best time for communicating? (E.g.: anytime, working hours, after hours, before 10pm etc.	Between 8am and 5pm on weekdays
How to schedule meetings: Where and when? Will they be ad hoc or scheduled? Will they be on a regular day? Will they be at the same place?	<p>Meetings will be scheduled using Google Calendar.</p> <p>Meetings will either be in person or digital as agreed upon by both parties.</p>
Important Dates (Are there any times you already know you won't be available e.g.: Exams/ tests / weddings /sports / family commitments)	N/A
When will you next communicate with each other? (Who will make contact and when?)	N/A
<b>Sign below: time to make the commitment official:</b>	
<b>Mentor signature:</b>	<b>Date:</b> _____ <b>Signature:</b> _____
<b>Mentee signature:</b>	<b>Date:</b> _____ <b>Signature:</b> _____

Mentor initial: \_\_\_\_\_

Mentee initial: \_\_\_\_\_

### ANNEXURE A: STRUCTURED SESSION GOALS (OPTIONAL)

Complete the rows below if you wish to create structured goals for your mentorship relationship.

Session 1: Connect	<ul style="list-style-type: none"><li>• Introductions and ice breakers</li><li>• Complete the mentorship agreement</li><li>• Agree on next session</li></ul>
Session 2	
Session 3	
Session 4	
Session 5	
Session 6	
Session 7	
Session 8	
Session 9	
Session 10	

Mentor initial: \_\_\_\_\_

Mentee initial: \_\_\_\_\_