



## Mentoring Programme

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### NZOHS Mentor/Mentee Agreement Form

In order to register a mentorship, it is necessary to formalise the partnership between a Mentor and Mentee as an agreement between the two parties. This agreement ensures both parties have a clear and concise understanding of how the Mentoring Partnership will progress and support development.

#### **The Mentor agrees to support the Mentee by:**

- Maintaining a professional and ethical working relationship, in keeping with this Agreement.
- Ensuring a safe and supportive environment for each meeting.
- Challenging the Mentee appropriately in respect to the attainment of nominated goals.
- Asking questions to encourage clarity and empower the Mentee towards a self-directed approach in their growth and development.
- Keep all commitments regarding the scheduling of mentoring contact and meetings.
- Being open, honest and respectful in all communications with the Mentee.

#### **The Mentee agrees to:**

- Being open, honest and respectful in all communications with the Mentor.
- Act with integrity and commitment, taking action to achieve their nominated goals.
- Keep all commitments regarding the scheduling of mentoring contact and meetings.
- Be willing to consider and experiment with new concepts and/or different behaviours that are discussed during mentoring meetings.
- Maintain a sense of open-mindedness and possibility in respect to the value of suggestions and ideas proposed by the Mentor.

### **Communication**

Both the Mentor and Mentee agree to respond to phone calls and emails from the other party as soon as practical.

#### **Our Standards are:**

To meet on the agreed dates/times, communicate openly, disclose any concerns/issues as they arise, prioritise participating in the program.

To ensure tasks we agree to complete are completed during the agreed time frames, and if this is not possible to advise the other party as soon as practicable. We will also ensure that we regularly refer back to this agreement to ensure we are on track with achieving the Mentee's goals.

### **Confidentiality**

Trust in the mentoring relationship is paramount. Both the Mentor and Mentee agree to keep all conversations and session content confidential between themselves. The Mentor will not 'report' or relate any of their conversations with their Mentee to the Mentee's immediate Manager, Supervisor or any other person.

#### **Our Standards are:**

To maintain trust, respect and ensure confidentiality. If something arises that is of concern (from either party), to talk about it between ourselves.

To ensure that any emails are not forwarded.

To meet in places which are private and allow for open conversation.



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### Termination of the Agreement

The following triggers will initiate the termination of the Mentoring Partnership:

- The mentorship relationship has reached a natural termination due to the goals of the relationship having been achieved. For example, the Mentee obtained NZOHS full membership or other qualification as an Occupational Hygienist.
- Where either the Mentor or Mentee decide it is necessary to terminate the Mentoring Partnership prior to the agreed conclusion date.

When terminating the mentorship partnership, the Mentor and Mentee are asked to complete the NZOHS Mentorship Evaluation Form available from NZOHS Administrator.

### Mentorship Agreement

Having read and understood the terms of reference and content above, the Mentor and Mentee hereby agree to uphold the spirit and conditions of this partnership that document.

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This constitutes an agreement between:

Mentor	
Mentee	

The terms of this Mentoring Agreement will be from:

Start Date	
End Date	
Contact Frequency	
Expected Session Duration	
Format (face-to-face, Zoom)	
Location (if / when face-to-face)	
Initial Meeting will be held on	