

Mentoring Agreement

Alumni Mentoring at Trinity College Dublin has a duty of care to ensure an enjoyable, fulfilling experience that is mutually beneficial to both mentors and mentees.

It is expected that all participants adhere to the core principles and code of conduct set out by Trinity Development and Alumni (TDA) below:

Core Principles

- **Mutual Respect:** Mentoring relationships are grounded in mutual respect and trust. Mentors and Mentees must always engage with each other and TDA Staff in a mindful, polite and professional manner.
 - **Effective Communication:** Mentors and Mentees are committed to proactive and effective communication, always setting clear & appropriate boundaries and expectations.
 - **Personal Development:** Mentoring celebrates an openness to new experiences & lifelong learning, an ongoing desire for professional and personal growth.
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Code of Conduct:

- All participants in the program must be over 18 years of age.
 - Mentors and mentees are not expected to divulge sensitive or personal information as part of the mentoring process. Should a mentor or mentee be comfortable in sharing such information, both parties must respect that confidence.
 - The mentoring relationship is a professional friendship. Mentors and mentees cannot enter into romantic and/or physical relationships with each other, nor can mentors and mentees engage in the sending of inappropriate or intimate material online.
 - Mentors and mentees both have an obligation to use their mentoring relationship wisely and not to engage in behaviour that is inappropriate, harmful or damaging to each other, wider participants in the program or to Trinity College Dublin.
 - The responsibility for creating a successful and beneficial mentoring relationship is shared between mentor and mentee. E.g. Preparing for mentoring meetings and respecting each other's time.
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Mentee Agreement:

As a mentee of the Trinity Alumni mentoring program, I will adhere to the core principles and code of conduct outlined above. I also understand that:

- Any advice I receive during the mentoring relationship is solely for the purpose of guiding me in my career.
- This relationship is an educational resource to discuss self-directed career goals and to receive relevant advice and suggestions from my mentor.

- Mentors give their time freely and have NOT agreed to:
 - ♦ Provide job opportunities, review business venture proposals, interview students or participate in extended communication over time, recruit students or alumni for open positions at their place of employment.
- I agree that I will not rely upon the mentor's advice and/or statements as legal advice nor as a substitute for my own independent judgement or professional opinions.
- Any information provided by the mentor is in good faith.
- I understand that the sole involvement of Trinity Development & Alumni, Trinity Foundation (hereafter referred to as "TCD Alumni") will be to verify that the mentees are either current Trinity College Dublin students or Trinity College Dublin alumni and that TCD Alumni has no further role in the mentor and mentee relationship. I understand that it is my sole responsibility to assess the professionalism, credentials and references of the mentor.

Mentee

Signature: _____

Mentor Agreement:

As a mentor of the Trinity Alumni mentoring program, I will adhere to the core principles and code of conduct outlined above. I also understand that:

- Any advice I provide in the course of the mentoring relationship is solely for the purpose of guiding the mentee in their career.
- This relationship is an educational resource to discuss career goals governed by the mentee and my role is to provide relevant advice and suggestions.
- The mentee will not rely upon my advice and/or statements as legal advice, nor as a substitute for their own independent judgement or professional opinions.
- Any information I provide is in good faith and I shall respond in a timely, professional and appropriate fashion to mentoring queries.
- I understand that the sole involvement of Trinity Development & Alumni, Trinity Foundation (hereafter referred to as "TCD Alumni") will be to verify that the mentees are either current Trinity College Dublin students or Trinity College Dublin alumni and that TCD Alumni has no further role in the mentor and mentee relationship.

Mentor

Signature: _____