

## Mentor program agreement

The duration of this program is four months. Both the mentor and the mentee agree to actively participate in the program for the duration. Anything agreed in these terms remains current should the parties choose to continue their relationship past this term.

Both the mentor and mentee agree to attend an introductory training session.

The mentor and mentee have read and agree to abide by the Upstairs Regional Incubator Bathurst (URIB) mentoring framework and to commit to the level of activity and engagement which is necessary to ensure the highest quality outcome for both parties.

The mentor and mentee will agree their manner of engagement by defining, early in the program:

1. Goals
2. Areas when the mentor can provide best support (and which are out of scope)
3. Activity to achieve the goals
4. Meeting frequency
5. Preferred communication channels (face to face, zoom, email, phone)

The mentor and mentee have read and agree to abide by the URIB Code of Conduct and undertake to maintain confidentiality, and to alert one another and the Lead Mentor of any potential conflicts of interest which arise. Both understand that the URIB may terminate their participation in the program should either engage in illegal, fraudulent, deceptive, misleading or defamatory conduct.

The mentor and mentee understand and agree that their participation is voluntary. No expenses incurred are payable by URIB; nor is any advice provided representative of URIB's views.

	<b>Mentor</b>	<b>Mentee</b>
<b>Signature</b>		
<b>Name</b>		
<b>Date</b>		