

About the IET mentoring agreement

The IET mentoring platform aims to link members to assist them in their development; for many this will mean encountering new people and situations. For this reason, **the IET mentoring platform agreement** explains the spirit in which members are expected to approach the mentoring platform, their responsibilities to others, and how they should interact.

Please also take time to read the Terms and Conditions of use of the platform, as set by the IET mentoring platform provider, PLD. You will find it at the bottom of your screen.

Where used below, the term 'mentoring partnership' means the relationship between a specific Mentor and Mentee who have agreed to connect in a mentoring relationship.

By joining the IET mentoring programme as a Mentor or Mentee, you agree to;

1. **Give time to the mentoring relationship**

To work effectively, mentoring requires time and commitment from both Mentor and Mentee. Before you agree to a relationship, make sure you are genuinely in a position to commit your own time and to fully respect the time given by others. If your situation changes, discuss this with your mentoring partner and agree next steps. You might need to take a short break, or to bring your relationship to a close.

2. **Make sure you understand the mentoring process and your role and responsibilities as a Mentor or Mentee**

It is important you take time to fully understand what is being asked of you as a Mentor or Mentee. The IET mentoring platform includes bite sized training videos, guidance notes and alerts to guide you through the process.

3. **Take personal responsibility for your actions**

The IET mentoring platform is designed to bring members together to help support career development. However, mentoring is a relationship between professionals; you and only you are responsible for your decisions and that includes any steps you choose to take as a result of being a Mentor or Mentee. A mentee is not obliged to act on any advice provided by a Mentor, nor is a Mentor - or IET- in any way liable or responsible for any actions taken by a Mentee or Mentor as a result of their involvement in the IET mentoring programme.

4. **Stay within your areas of competence and ability to help**

If you are acting as a Mentor within the IET mentoring platform, be clear about the level and scope of your competence and experience. If discussions are beginning to

enter into areas which are above or beyond your area of expertise, you may need to agree with your Mentee that the relationship has run its course and the Mentee now needs a new Mentor to help them take their next steps.

5. Keep it professional

Mentoring is a professional, not a personal relationship. It is essential that you always maintain appropriate boundaries and professional behaviour and that you use The IET mentoring platform for its intended purpose and for no other. You should not expect favours from your mentoring partner or use the IET mentoring platform as a path to gaining additional business, employment or bringing new recruits into your business.

6. Avoid potential conflicts of interest

Before you connect, you should make sure that there are no actual or potential conflicts of interest in connecting with a particular individual through the IET mentoring platform. If a potential conflict emerges during your relationship, it is your responsibility to discuss this fully with your mentoring partner and any other parties who may potentially be affected, and if necessary, end the relationship.

IET make no representations, warranties or guarantees, whether express or implied, that the information provided through the IET mentoring programme is accurate, complete or up to date and therefore cannot be held liable for any issues encountered following the use of the mentor provided support.