

**Mentorship Agreement (Between Mentee and Mentor)**

**Mentee:** \_\_\_\_\_ (herein referred to as “Mentee”)

**Mentor:** \_\_\_\_\_ (herein referred to as “Mentor”)

The Mentee and the Mentor agree to enter into a mentorship relationship for a period **starting** \_\_\_\_\_ **To** \_\_\_\_\_ **(the “term”)**. By entering into this Agreement, the Mentor recognizes his or her role of a professional role model and expects to share advice, experience, and guidance in a business setting. The Mentee understands that the relationship is designed to aid him or her to gain business knowledge, but that all responsibility for the Mentee’s business remains the responsibility of the Mentee.

In order to facilitate cooperation and avoid potential obstacles in this relationship, the Mentee and the Mentor agree to the following terms:

**Frequency of Mentee-Mentor contract:**

Up to **50 hours** during the Term

- Preferred method(s) of communication:

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- Mentoring objective/goals:
  - To provide business advice for Mentee’s existing business.
  - To assist the Mentee by providing business coaching and counselling.
- Mentor expectations of the Mentee:

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- Mentee expectations of the Mentor:

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- Concerns/Other Information:

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**Acknowledgements:**

Both parties acknowledge that they have discussed this relationship and understand it to be an important development opportunity for both participants. Both parties agree to respect the other's personal requests and to maintain confidentiality before, during, and after the Term.

Both parties recognize that their participation in this business mentorship program is voluntary and further understand that either participant may terminate the relationship upon giving the notice provided for herein at any time before or during the Term.

The Mentee acknowledges that as part of this Agreement, the Mentor may be required to share information with Community Futures East Interlake Inc. (CFEI) and Community Futures Manitoba (CFM) regarding the Mentee's business. The Mentee hereby consents to all such information being provided to CFEI and CFM as required.

The Mentee further acknowledges that any action taken by the Mentee is taken solely and independently by the Mentee, notwithstanding any guidance provided by the Mentor, and the Mentee hereby conveys and agrees to absolve, indemnify and hold the Mentor, CFEI and CFM harmless from any and all liability resulting from the Mentor's participation in this Agreement or any actions related thereto.

**Roles and Responsibilities:**

The Mentor agrees to participate as a mentor to the Mentee. The Mentor's advice and counsel is part of a coaching relationship and the Mentor pledges to use his or her best judgement, independent of his or her role with CFEI. The Mentor understands that the Mentee remains fully and solely responsible for any and all personal and business decisions during his or her participation in the mentor program and this Agreement shall not create any fiduciary or other obligation with respect to any outcome resulting from the advice or assistance provided by the Mentor or by any CFEI associates.

The Mentee agrees to participate as a mentee under the terms herein. The Mentee acknowledges and agrees that the advice given is part of a coaching relationship and that the Mentee is fully and solely responsible for any and all personal and/or business decisions and actions. The Mentee shall not hold the Mentor or CFEI responsible for any outcome resulting from the advice and/or assistance provided.

**Confidentiality:**

The Mentor agrees not to disclose the ideas, business information or personal affairs of the Mentee, except as is required by CFEI or CFM staff who have a reasonable need to the information in order to assist in their deliberation and assessment of the program, without the Mentee's explicit written consent. The Mentor agrees that all discussion with CFEI will remain confidential and that he or she will take due care to safeguard all plans or other material entrusted to him or her by the Mentee or any CFEI representative.

The Mentee understands that he or she may have to share and provide personal information to the Mentor, which information may be shared with CFEI. The Mentee understands that such information will be kept confidential in accordance with the CFEI privacy code (available online at [www.eastinterlake.com](http://www.eastinterlake.com)).

**Conflict of Interest:**

The Mentor and the Mentee severally agree not to hold any financial investment in the business or the other and both agree to immediately report any real, potential or perceived conflict of interest or other violation of this Agreement to the General Manager or Board Chair of CFEI.

**Time Commitment:**

The Mentor will be available for a maximum of \_\_\_\_\_ **hours** or dedicated time with the Mentee to provide support consistent with this Agreement.

**Reporting:**

The Mentor and the Mentee agree to report on the progress of the business and mentorship program to CFEI as required and to provide feedback through surveys that may occasionally be requested by CFEI.

**Relationship Management:**

Both parties severally agree to use their best efforts to attempt to work through any relationship conflicts that may arise. If, after such efforts, either party is unable to maintain a constructive and beneficial working relationship within the context of the mentor program, he or she will immediately, and in writing, advise CFEI, upon which time CFEI will pay any outstanding funds owing to the Mentor. The Agreement will terminate upon completion of any notice periods for herein.

**Authorization for Release of Information:**

The Mentor and the Mentee hereby authorize CFEI, or any person or agency authorized by it, to provide personal information about the Mentor or the Mentee, as the case may be, including any information, opinion, report, record, note or copy of same, which is requested of CFEI in connection with the conduct of a background investigation relating to the party's involvement in the mentorship program, including, but not limited to the following: employment records, academic transcripts, character and other references. Any third party or agency contracted by CFEI in this regard is hereby authorized by the Mentor and Mentee to furnish the above mentioned information. Both parties hereto hereby severally release and agree to hold harmless and/or to indemnify CFEI and any person or agency providing such information from any and all liability arising from the request for, use of, or furnishing or such information.

The parties hereto acknowledge that CFEI reserves the right to ask for a criminal record search and, if requested, each party agrees to obtain this search from the local police authorities.

The Mentor and Mentee each certify that they have not been involved in any criminal activity.

**Other:**

Upon seven (7) days written notice to CFEI, and to the other party herein, this Agreement may be terminated by either party hereto.

This Agreement is binding on the Mentor, Mentee, and their heirs, executors, administrators, successors and assigns.

IN WITNESS WHEREOF this Agreement has been executed by the parties or their duly authorized officers on the \_\_\_\_\_ day of \_\_\_\_\_, 2010.

\_\_\_\_\_  
Mentor Signature

\_\_\_\_\_  
Witness

Name Printed: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Mentee Signature

\_\_\_\_\_  
Witness

Name Printed: \_\_\_\_\_

Date: \_\_\_\_\_