

Guiding Principles and Code of Conduct

- **Duration:** The duration of the program is four months (the Mentor and Mentee are free to continue the relationship past four months, but this would be exclusive of any involvement of the IRSHAD program team).
- **Minimum Time Commitment:** Over the course of the four-month commitment, the parties will agree to interact for a recommended 16 to 20 hours. Actual hours may vary, depending on the agreed relationship commitment. These hours could be completed in-person, over the phone, or through email or other electronic means. The maximum commitment is unlimited and at the discretion of the Mentor/Mentee.
- **Matching:** Mentors and Mentees will be matched on the basis of responses provided in a questionnaire that is completed upon registration. This questionnaire provides the individual's match preferences, employment background, self-assessment of various soft skills, and goals. Up to two matches may be identified and will be paired based on an introductory interview.
- **Mentor Responsibilities:** Mentors should plan to share their knowledge, experience, and approaches to help the Mentee attain the skills needed to succeed in their career. Mentors are required to complete training prior to being paired with a Mentee (training consists on presentation documents to get familiar with the program objectives, requirements and tools available).
- **Mentee Responsibilities:** It is the Mentee's responsibility to initiate contact with the Mentor after the pairing has been made. Mentees should prepare for each meeting, ready to discuss topics and ask questions, thereby ensuring that the process is productive. Mentees are required to attend a training session prior to being paired with a Mentor.
- **Potential Relationship Problems:** In the event the current partnership proves to be unsuccessful, and attempts to salvage the relationship are ineffective, the relationship can be dissolved and either party may ask to be re-matched.
- **All participants are advised that this is not a job placement service.** If a Mentor feels that their Mentee is only interested in securing a job, please inform us at rania@canadianarabinstitute.org
- **Limits to the program:** Only a limited number of Mentor/Mentee pairings are made every 4 month-season period, based on the applications received and approved. If your application is not accepted, you will be provided with feedback on the application and permitted to re-apply as needed.
- **Privacy:** CAI uses your personal information for the purpose of; assessing suitability for the mentorship program's volunteer opportunities; to plan training; to manage the pairing of Mentors and Mentees; to maintain a database of matching areas of expertise and interest for the mentorship program; to operate the IRSHAD mentorship program; and to communicate with you about the program and its activities. We store the personal information provided on secure computer systems with access controls or in locked filing cabinets.
- You may choose to withdraw from the program at any time by contacting our office.