

## **Volunteer Mentoring Agreement**

### **Role of a beVisioneers Mentor**

Mentors support their matched beVisioneers fellow (mentee) with 1-on-1 advice and feedback on their personal and leadership development, based on real-life experiences and through insights, practices and connections.

They serve as an advisor, advocate and ally, depending on the specific goals and objectives negotiated and agreed upon with the mentee. The 1:1 mentoring sessions are held over monthly video calls (1 hour) from July 2025 to May 2026.

### **A beVisioneers mentor..**

- Establishes with the mentee clear goals and objectives of the mentoring
- Takes the initiative in the relationship, but allows the mentee to take responsibility for their growth, development, and career planning
- Actively listens to the mentee and provides honest, and constructive feedback
- Provides encouragement and assists the mentee in identifying areas of growth in personal and professional development
- Reviews goals and objectives of the mentoring with the mentee at regular intervals
- Follows through on commitments made to the mentee
- Respects the mentee's limits and explicitly states one's own limits
- Recognizes and works through conflicts in caring ways, invites discussion on differences with the mentee, and arranges for a third party to assist, if necessary
- Provides the beVisioneers program team with constructive feedback on their mentor experience

### **In order to make the mentoring experience fruitful, please consider the following responsibilities and obligations. As a beVisioneers mentor you...**

- Commit to fostering the relationship for the specified period of time
- Commit to meeting with the mentee on a regular basis (no less than one hour per month)
- Respect the mentee's right to privacy by maintaining confidentiality regarding discussions of private issues or challenges, only sharing relevant and pertinent information to the beVisioneers program team which would be in the mentee's best interests such as external stressors, attendance, progress
- Make only positive or neutral comments about the mentee to others; if disagreement over behavior or values arise, share differences with the mentee. In the case of a continued disagreement, please inform the beVisioneers program team who will take on next steps
- Maintain a professional relationship that does not intrude on the mentee's personal life

- Inform the program team in a timely manner if you are no longer able to continue with the mentoring commitment, so that the team can find a mentor replacement quickly

**Furthermore, as a mentor participating in the beVisioneers mentorship program you agree to uphold the beVisioneers' values and principles by following this Code of Conduct.**

### **As a beVisioneers mentor...**

- I will prioritize the safety and well-being of my mentee and every other beVisioneers fellow (collectively "fellows").
- I will treat my mentee and every other fellow respectfully and fairly, regardless of their gender, age, sexual orientation, ethnicity, disability, social status, religion or belief, or any other distinguishing factors. The Child Protection Policy shall remain unaffected.
- I will avoid using language or behaving in ways that are inappropriate, stereotypical, harassing, abusive, sexually suggestive, demeaning, degrading, exploitative or culturally insensitive in the presence of my mentee or other fellows.
- I will set a positive example by refraining from behaviors like smoking in the presence of fellows.
- I will not consume controlled substances (*Drogen*) or alcohol while working with my mentee nor every other fellow.
- I will not engage in any form of sexual activity with my mentee nor every other fellow.
- I will not exploit my mentee nor every other fellow for sexual activities or exchange money, employment, goods, assistance, or services for sexual favors.
- I will not use physical, psychological, economic, or sexual violence against fellows, neither online nor offline.
- I will immediately report any concerns or complaints regarding behavior that may violate the Child Protection Policy or the applicable Code of Conduct to the safeguarding team (safeguarding@bevisioneers.world), or through the channel with which I feel most comfortable, even when details are unclear.
- I will fully cooperate in any investigation related to alleged abuse of fellows.

### **Mentors working with minors...**

- must ensure that all 1:1 calls with the mentee are conducted virtually. In-person 1:1 meetings are not permitted.
- must submit an [enhanced certificate of conduct](#) (*erweitertes Führungszeugnis*) prior to the start of the mentorship program. The certificate includes information crucial for evaluating individuals' suitability to work with children and young people. If mentors do not reside in Germany, they must submit equivalent certificates issued by the applicable country of residence.
- In line with our Child Protection Policy, your name and email address may be shared with a minor fellow's legal guardians upon their request.

**I, the undersigned, declare that I have received, read, and understood the beVisioneers' Mentoring Code of Conduct and Child Protection Policy, and I commit to work in accordance with it.**

Name:

Date, Location:

Signature: