First Meeting Essentials

**Please review and sign this form at your first meeting then return to Andi Martin (andi.martin@ubc.ca).**

1. Confidentiality Agreement

1. Mentors and mentees are bound by a duty of confidentiality. This is a duty not to reveal any information disclosed during the relationship to any third party.
2. This duty is applicable irrespective of the position in the organization of the mentor or mentee.
3. Respect for the mentor's or mentee’s right to confidentiality is expected, except when this right conflicts with your responsibility to the law or when the maintenance of confidentiality would result in a significant risk of substantial harm to themselves or others; in such cases, you must take all reasonable steps to inform the mentor or mentee that confidentiality will be breached.
4. The commitment to confidentiality continues after your relationship ends.

[ ]  I have spoken to my mentor/mentee and agreed upon the terms of our relationship as outlined above

2. Individual Development Plan

[ ]  I have created an **Individual Development Plan** with my mentor/mentee

**Please sign here:** **Please print name:**

**Date:**

**By Email:** andi.martin@ubc.ca