



## MRC Mentor Program: Mentorship guidelines

This document outlines guidelines for mentors and mentees participating in the MRC Mentor Program. It is not intended to dictate to mentors or mentees how their mentorship should operate; instead, it provides general guidelines to help both parties get as much value as possible.

### Duration

To allow an opportunity to gauge your feedback on the program, we assign a timeframe of **six months** to each mentorship. Both mentor and mentee will be asked to complete a feedback form at the mid-point and the end of the six months.

While the MRC frames the mentorship by assigning a finish date, the organic continuation of the mentorship is welcomed once the mentor and mentee are happy to do so.

### Frequency

Over six months, we recommend minimal meetings once a month, lasting one hour each, between the mentor and mentee, which is considered appropriate. However, the frequency of engagement can be adjusted once both mentor and mentee are happy to do so.

### Communication

The choice of communication method is entirely up to the mentor and mentee. I recommend using alternatively, online platforms to connect and offer flexible options for virtual interactions. We are also providing you access to MRC SLACK as an available option. Choose what works best for you both!

### Discussion topics

The direction of our discussions will largely hinge on the mentee's aspirations and goals for the mentorship. Topics may vary widely, covering areas such as goal setting, career guidance, specialized expertise, or simply providing a sounding board for ideas. We encourage mentors and mentees to openly discuss their expectations during the initial meeting to align on mutual objectives.

To facilitate fruitful discussions, we suggest the mentee come prepared with three specific topics they'd like to explore with their mentor. This proactive approach ensures focused and meaningful interactions.

### Conflicts of interest

There is a possibility that mentors will be paired with mentees from competitor organizations. If this scenario arises, the MRC encourages both parties to notify it of this conflict of interest. Additionally, the Mentor Program is not a source for recruiting candidates for your organization or for soliciting yourself as a candidate to an organization. Participants using the Program for this purpose will be expelled from participating.

### Organizing meetings

The mentee is responsible for scheduling meetings. We recommend scheduling all six sessions at the beginning of the mentorship—for example, every first Friday or last Friday of each month—over a six-month timeframe. Please consider time differences when scheduling. While face-to-face meetings are encouraged, they're not mandatory. We highly recommend utilizing alternative methods like video or online calls for greater flexibility.

### Confidentiality

Both mentees and mentors must uphold confidentiality regarding all discussions during the mentorship. Sharing information discussed during sessions requires mutual agreement from both parties.

### Contact Us

If you encounter any issues or have queries during the mentorship, please get in touch with the MRC at [mentorprogram@merchantriskcouncil.org](mailto:mentorprogram@merchantriskcouncil.org)

Newly introduced, we will create a lock channel for all of the mentors and mentees for reminders, announcements, and any general questions that you may have.