

Terms and Conditions

Georgia Center for Opportunity, Inc./Better Work Mentor Matching Service

Mentor Responsibilities

- Work to build trust and confidence with your mentee. Be fully engaged during the conversation, and don't be judgmental.
- Listen. Don't dominate the conversation, and don't interrupt absent a true need.
- While being respectful, mentors should provide honest and direct feedback to the mentee.
- Share your own experiences. Examples and real-life experiences can make advice more meaningful, more personal, and more useful.
- Be available for resume advice and review.
- Meetings, whether virtual or in-person should be made at times convenient for you and mentee.
- In using any online mentee management system provided by Georgia Center for Opportunity, Inc./Better Work, you agree to not enter any information about a mentee that is related to any medical diagnosis (whether physical or mental health related) or information that is issued by government or financial agencies to identify the mentee, such as social security or account numbers.
- You agree to keep all information about a mentee confidential unless required by law (whether statute or court order) to disclose such information and only to the extent required to disclose.
- All information collected about a mentee or a group of mentees is the property of Georgia Center for Opportunity, Inc./Better Work and you agree to not make copies of any information regarding a mentee or group of mentees whether in electronic or physical form.

Mentor Responsibilities

- The mentee is responsible for working with the mentor to arrange mentoring engagements. If appointments need to be rescheduled or cancelled, you agree to notify your mentor in advance.
- Be prepared for your mentoring engagements. Have a list of questions or topics you'd like to discuss.
- Keep in mind this is a volunteer program. Be respectful of the mentor's time and don't forget to thank them.

General Program Conditions and Guidelines

- Any mentoring relationships, and the individual sessions, are entered into voluntarily between the mentor and the mentee, separate and apart from Georgia Center for Opportunity, Inc., and any contact is undertaken wholly at the risk of the mentor and mentee.
- Neither Georgia Center for Opportunity, Inc./Better Work nor mentors may be held liable for advice provided by mentors, nor for any consequences of the application of such advice by a mentee in their employment or personal environment.
- Georgia Center for Opportunity, Inc./Better Work is not responsible for the actions or behavior of mentors, or the advice provided by mentors during a mentoring engagement.
- By using this mentor matching program, participants agree to hold Georgia Center for Opportunity, Inc./Better Work harmless in any dispute that may arise as a result of the mentoring relationship. By participating in the Georgia Center for Opportunity, Inc./Better Work mentoring program, both mentors and mentees agree to indemnify and hold harmless Georgia Center for Opportunity, Inc./Better Work for any loss, liability, claim, damage and expenses arising from or in connection with the Georgia Center for Opportunity, Inc./Better Work mentor matching service.
- Mentor access to any online mentee management system and participation in the mentoring program itself may be terminated by Georgia Center for Opportunity, Inc./Better Work for any reason and at any time without prior notice to mentor. In the event mentor's participation in the program is terminated, mentor shall have no claim against Georgia Center for Opportunity, Inc./Better Work and agrees to immediately cease representing themselves as a participant in the mentoring program.
- Race, gender, ethnicity, communication styles and personalities are to be respected by all participants.