



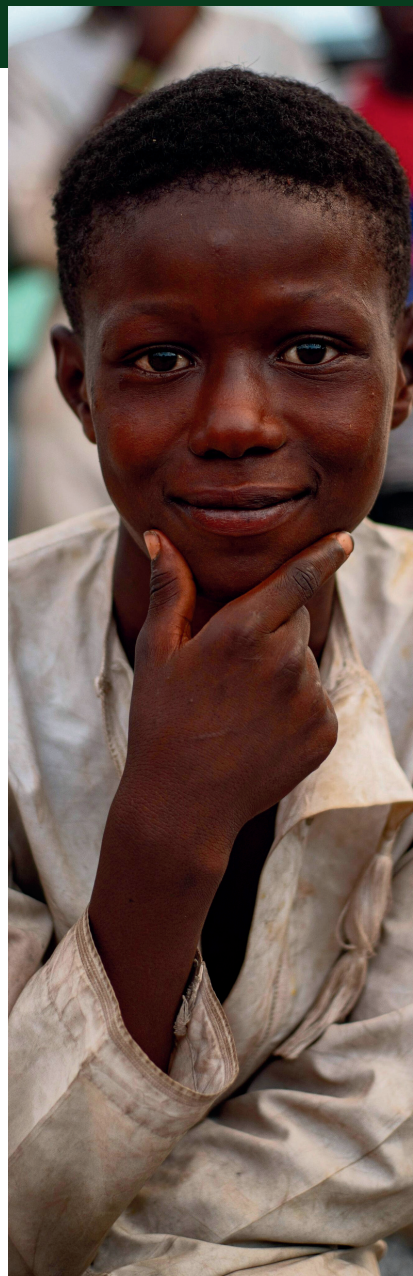
APEX MENTORSHIP EMPOWERMENT NETWORK (AMEN)

Mentorship Guidelines and Code of Conduct



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Introduction

Welcome to the AMEN Mentorship Program! We are overjoyed to have you join us in one of life's most rewarding and fulfilling experiences. Your commitment to working with young people is deeply valued, and by participating, you agree to uphold the highest ethical standards in your interactions with the mentees and fellow mentors. Together, we are building a network rooted in dignity, empowerment, and transformation.



"Mentorship is a commitment to dignity, empowerment, and transformation."

Emma Dola
Executive Director

A Warm Welcome



Our Dear Mentor,

Thank you for stepping into a journey that is not only transformational for your mentees but also for you. Whether you're a young mentor just starting or an experienced guide, know that your presence matters. As a mentor with AMEN, you agree to uphold respect, integrity, and compassion in your role. You are more than just a supporter: you are a;

- Positive Role Model
- Friend
- Coach
- Self-Esteem Builder
- Career Guide
- Advocate

You're not just a mentor, you're a mirror, a guide, and a catalyst for change.

Goals of the Mentorship Program



Improving Self-Confidence

Empowering mentees to believe in themselves and their potential.



Increasing Networking Opportunities

Providing exposure to supportive networks and meaningful connections.



Personal Development

Encouraging growth in character, discipline, and self-awareness.



Career Advancement

Supporting mentees in discovering and working toward their career goals.

Aim of These Guidelines



Your audience is made up of individuals with diverse personalities, which may be opposite to yours. Be brave.

1. Don't play roles like parent, therapist, or savior. Be a consistent, listening friend.
2. Avoid judgment, criticism, or trying to "fix" your mentees. Problem-solve together.
3. Empower your mentees to make informed decisions without making those decisions for them.
4. Honor and elevate their uniqueness and interests.
5. Make goal-setting enjoyable, fun, and distinguish between encouragement and pressure.
6. Know when to escalate sensitive matters (e.g., physical or psychological abuse, substance issues) to the program coordinators who will handle the situation or refer to professionals.

We encourage you to commit fully, even though your role is voluntary. Be honest about your mentoring experience and never overstate your capabilities. Trust is built through humility, integrity and sincerity

To ensure that all participants (mentors and mentees) are aware of the behaviors and attitudes expected in the mentorship relationship, and to foster an environment that is safe, respectful, and constructive.

Understanding the Mentorship Journey

Mentorship, especially at its early stages, can come with some hesitancy. Your mentee may seem distant, unsure, or even uninterested. That's okay: trust takes time. Be patient and consistent. Stick to the agreed time (refer to the Mentor Volunteer contract) and avoid overextending to "win them over" or "better convince" them.

The mentee is assessing your authenticity, not your perfection. Be real. Be dependable. Be encouraging.

Mentor Code of Conduct

Do

1. Set clear boundaries on the nature of your relationship and manage expectations.
2. Maintain the highest level of confidentiality.
3. Report harmful, dangerous, or illegal issues to the program coordinator.
4. Align impact stories with mentee consent and share only agreed-upon information.
5. Respect the mentees' privacy and autonomy.
6. Commit to regular and timely communication to both the mentees and program coordinator.
7. Remain a positive influence throughout the program.



Don't

1. Exploit or manipulate the mentees in any form (financially, emotionally, sexually, or otherwise).
2. Allow personal biases or emotions to cloud professional judgment.
3. Share private mentee stories or experiences without clear consent.
4. Overstep your role or present yourself as a qualified therapist or legal advisor.
5. Overpromise or set unrealistic goals and expectations.



Mentee Responsibilities

- 1.The mentee should have the best interest at heart to participate in the program, respecting the mentor as a support to their development, acknowledging the mentor's personal experience, work-related knowledge, and the fact that the mentor is a volunteer.
- 2.The mentee is responsible for managing their own learning, identifying and working toward personal goals, and using the mentor as a guide and support system for this learning journey.
- 3.The mentee should understand that while the relationship is confidential, the mentoring process involves oversight and reporting by the program coordinator. This may include sharing of lessons learned, expertise, and best practices for effective program development.
- 4.The mentee is expected to participate actively, show respect for time commitments, and remain open to feedback and growth through the mentorship process.
- 5.The mentee will respect personal boundaries of the mentor to ensure preserved privacy and promote a healthy balance in the relationship.
- 6.The mentee understands that professional responsibilities continue beyond the termination of any mentoring relationship. These include the following: maintenance of agreed confidentiality of all information relating to stakeholders; avoidance of any exploitation of the former relationship; provision of any follow-up which has been agreed; and, safe and secure maintenance of all related record and data.



AMEN's Responsibilities

At AMEN, we are committed to providing a structured, supportive, and enabling environment for both mentors and mentees. As part of our duty to uphold the integrity and effectiveness of the mentorship program, AMEN shall:

1. Provide Orientation and Capacity Building:

Organize and facilitate a comprehensive onboarding workshop for all new mentors. This session will equip mentors with the necessary knowledge, tools, and confidence to take on their role. It will include mentorship principles, key expectations, practical exercises, and guided reflection to promote self-awareness and preparation for a successful mentoring journey.

2. Conduct Pre-Engagement Briefings:

Ensure that all mentors and mentees receive a full briefing prior to the commencement of any mentoring engagement. These briefings will include the context, aims, objectives, and intended outcomes of the AMEN mentorship program, enabling all participants to engage with clarity and confidence.

3. Disseminate and Uphold the Code of Conduct:

Provide every participant and stakeholder access to the Mentorship Code of Conduct. AMEN will also ensure that all parties have opportunities to raise questions, express concerns, and seek clarity on any ethical, professional, or relational matters related to the program.

4. Provide Ongoing Support and Supervision:

Maintain consistent communication with mentors and mentees throughout the mentorship relationship. AMEN will designate a program coordinator to oversee the program, offer support where needed, mediate issues, and help resolve challenges in a timely and respectful manner.

5. Ensure Confidentiality:

Promote a safe space for sharing and growth by enforcing strict confidentiality policies, while also ensuring that any harmful or illegal concerns are appropriately escalated in line with our confidentiality protocol.

6. Promote Impact Monitoring and Feedback:

Regularly gather feedback from both mentors and mentees to evaluate program effectiveness, identify success stories, and continuously improve our mentorship model. Participants will also be guided on how their stories may be used ethically for impact reporting and inspiration purposes, with their informed consent.

7. Recognize and Celebrate Volunteer Contributions:

Celebrate the dedication of mentors through certificates, letters of recommendation or acknowledgment, and periodic appreciation events, reinforcing the culture of gratitude that defines AMEN's community.

8. Encourage Ethical Storytelling and Documentation:

Ensure all stories or impact reports shared publicly uphold the dignity and privacy of the individuals involved, and reflect the values of AMEN. This includes mentorship highlights, success milestones, and transformative journeys, all shared with respect and prior agreement / consent.

9. Provision of Logistical Support:

Providing suitable venues and necessary materials or resources required for mentorship activities, workshops, or training sessions, as and when needed. This includes coordinating access to safe, inclusive spaces where mentors and mentees can engage effectively, as well as any tools, supplies, or learning aids that facilitate the mentorship process.

At AMEN, we believe that mentorship is one of the most powerful tools for creating lasting change. Thank you for being part of this mission. Your role is not just important – it is transformative.

Together, we restore. Together, we mentor.



This booklet has been customized for the use of AMEN's mentorship policies and may be used by other like minded individuals or organizations for the sole benefit of the community, with the express permission from AMEN.

With gratitude,
The AMEN Team



NOTES

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