



Skills for Work. Confidence for Life.

StreetWise Partners

Mentee Code of Conduct

StreetWise Partners' staff and program Officers are committed to supporting you throughout your participation in the StreetWise Partners Program. We are excited to work with you and expect that you will fully commit to the program by participating in all program aspects and in accordance with the policies outlined below. Inherent in this commitment is your dedication to arrive in a punctual fashion and fully engage in all workshops, activities, and discussions.

The StreetWise Partners program is designed to develop and promote standards of professional behavior. Our program policies reflect this standard of excellence and are as follows:

Mentee Conduct:

- While participating in StreetWise Partners activities, mentees will not engage in the following:
 - Discriminatory statements or behaviors, including those based on race, gender, sexual orientation, age, ethnicity, nationality or religion;
 - Sexual harassment;
 - Any unlawful or inappropriate activity (ex: no romantic relationship with any mentors)
- Mentees may not use their participation in StreetWise Partners to promote partisan politics, religious matters or other affiliations.
- Mentees will treat everyone in the program with respect and professionalism.
- A primary purpose of the program is for StreetWise Partners employees and volunteers to evaluate mentees' potential for future success and provide objective mentorship. Accordingly, mentees are absolutely prohibited from seeking to have or having a romantic and/or sexual relationship with StreetWise Partners employees or volunteers. It is imperative that mentees are not placed in the uncomfortable position of wondering whether an invitation to a social event by a StreetWise Partners employee or volunteer is anything other than a chance to become acquainted as part of our overall mentorship effort. Please be mindful of this and avoid any action that might be misinterpreted. During your time in the program, you should be focused on developing skills and networking in a professional manner. Failure to adhere to this policy may result in removal from the program.



Skills for Work. Confidence for Life.

StreetWise Partners

Communication:

- If a mentee knows that he/she will be running late to session, they must **notify** *all* appropriate parties (mentors and group officer, Program Manager) by email and phone as soon as possible.
- Mentors and mentees are expected to talk via phone or in person at least once per week outside of program sessions. Mentors and mentees are also expected to communicate via email multiple times per week to submit and review deliverables

Attendance:

Treat the StreetWise Partners program like you would treat a job; be on time and ready to learn!

- Mentees are expected to be present at *every* program session, as each session builds on the ones before.
- Emergency misses may be granted for approved circumstances. Notify your mentor(s), group officer, and Program Manager ASAP.
- If you miss 3 sessions you may be asked to leave the program even if all misses are excused.
- All program participants are expected to be on time to every session. There are no excused lateness and lateness should be kept to a minimum. If a mentee is consistently late he/she may be asked to leave the program.
- Participants arriving more than 30 minutes late for session will be marked “absent” but permitted to stay at session.

Deliverables:

You will be expected to complete and submit all deliverables by the documented date on your syllabus.

- All work missed due to absence must be made up in collaboration with your mentor(s).
- Decide with your mentor(s) when you will submit your deliverables for review each week. This allows your mentor’s time to review your work prior to the final deadline the day before session. Your mentors will provide you with feedback on your first draft and you will be responsible for emailing a final version to your program site e-mail address. Failure to follow the assignments policy can lead to dismissal from the program.



Skills for Work. Confidence for Life.

StreetWise Partners

Attire:

- Business smart clothing must be worn at all StreetWise Partners events unless otherwise indicated. StreetWise Partners can provide a referral to obtain business smart clothing if needed.
- Business professional clothing must be worn at Speed Networking and Mock Interview day. StreetWise Partners can provide a referral to obtain business professional clothing if needed.

Information Sharing:

- StreetWise Partners has a targeted goal of providing our mentees with the skills, resources and access to networks needed to secure and maintain employment. Throughout the twelve-month program, StreetWise Partners will monitor your development and retain records of your deliverables and other communications between you and anyone affiliated with the program. In an effort to maximize the effectiveness of the mentorship program, StreetWise Partners may share the information collected as part of the program with mentors, affiliated organizations and any other organizations that have referred certain mentees to StreetWise Partners. When you participate in the program, you consent to such collection, use and sharing of your information as described above.

Print Name: _____

Mentee Signature: _____ Date: _____