

## **Client Service Agreement You're Workplace Mentor**

- Will meet you where **you** have arranged to meet
- Will always be punctual
- Will wait 15 minutes for you to arrive for your appointment. If you have not arrived at the end of that time, or they have not heard from you, they will leave but the session will still be charged to your account
- Will still be paid if the company is not informed about a cancelled session within 24 hours
- Will not do your work for you
- Will not be privy to all information regarding your role and workplace, it is up to you to provide this
- Will keep all information confidential within the company, unless they are worried about your safety, or the safety of others
- Will greet or acknowledge you if you happen to meet outside of mentoring sessions. Please let your mentor know if you would prefer your mentor not to show recognition
- Is not allowed to accept gifts from you: if you are happy with your support, a comment or email is always welcome

**In order to facilitate your support we will pass on your mobile phone number to your mentor.**

**By attending your support session it is understood by The Learning Support Centre that you accept the terms outlined in the student service agreement.**