

# **Mentors Standard Operating Procedure: Guided Conversations**

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## **1. Purpose & Nature of Sessions**

These informal, one-to-one experience-sharing sessions allow mentors to share real-life perspectives and encourage reflection. They are NOT coaching, therapy, counseling, or professional advisory services.

- Duration: 30 minutes per session (extendable at mentor's discretion).

## **2. Role of the Volunteer Mentor**

- Offer general guidance and perspective; avoid giving instructions or prescriptions.
- Maintain professional boundaries; do not solicit business or personal benefits.
- Do NOT provide medical, legal, financial, or psychological advice.
- Do NOT diagnose, treat, or counsel participants.

## **3. Commitment & Session Arrangement**

- Commitment: At least one session per month; communicate unavailability in advance.
- Coordination: The Foundation manages registrations and scheduling.
- Scheduling: Mentors provide three preferred time slots upon request.
- Format: Meeting links provided for online; premises available for in-person sessions.

## **4. Confidentiality & Safeguarding**

- Privacy: All conversations are confidential unless there is a risk of harm or legal requirement.
- Restrictions: No recording or sharing personal info without explicit consent.
- Crisis Protocol: If distress or harm is expressed, politely discontinue and refer the participant to professional support.
- Reporting: Immediately inform the Foundation of any safeguarding concerns.

## **5. Compliance**

- Mentors agree to act in good faith and align with ESSESS Foundation values.
- Mentor names and bios may be used on Foundation platforms for this initiative.