**Communication Policy**

It is the policy of the Northern Nevada Mentorship Program that all inquiries regarding participation in the mentoring program be directed to the Program Coordinator and responded to within five business days. The Northern Nevada Mentorship Program cultivates an environment of open communication that encourages all participants to share constructive feedback and information to the Program Coordinator in an effort to improve program services.

**Screening Policy**

It is the policy of the Northern Nevada Mentorship Program Mentorship Program that each mentor and mentee applicant completes a screening procedure. Applicants must complete an application and interviews will also be conducted by the Program Coordinator. Applicants will also attend the mentorship orientation provided by the Program Coordinator.

**Orientation Policy**

It is the policy of the Northern Nevada Mentorship Program that all mentors and mentees attend the virtual Mentorship Program Orientation prior to commencing any mentoring-related activities. The agenda must cover basic program guidelines, safety issues, including mandatory reporting and sexual harassment, and communication/relationship building skills. The Program Coordinator will oversee the development and implementation of the Mentorship Program Orientation. Evaluation forms will be collected for quality improvement.

**Confidentiality Policy and Record Keeping**

It is the policy of the Northern Nevada Mentorship Program that each step in the mentorship application process be documented by creating a case file for each potential mentor and mentee.  
  
Records of past applicants and participants will be maintained and kept confidential for a period of at least two years after the close of their participation in the program or if not accepted in the program, after the date of application. After two years, records will be shredded and discarded with the approval of the Program Coordinator.  
  
The Northern Nevada Mentoring Program is committed to protecting the confidentiality of participants and families. Participant information including names, written-records, pictures, etc., is strictly confidential for use by the Northern Nevada Mentoring Program or our professional staff. Participant information is considered the property of the agency not the agency staff, and is subsequently not available for review by mentors or mentees. Any confidential information about participants shall be held in confidence with the exception of the limitations included below.  
  
*Limits of Confidentiality:*

* Information that is gathered from program participants, written or otherwise shared about themselves in applying to and or participating in the program may be shared with other individuals or organizations directly involved in this Mentorship Program.
* Participant identifying information including names, photographs, videos etc. may be utilized in the Northern Nevada Mentoring Program publication materials. The participant may opt out by notifying the Program Coordinator in writing.
* Confidential information will be made available to law enforcement officials or the courts with a valid and enforceable subpoena. The Program Coordinator shall be notified immediately upon any such legal request for information.
* Should a staff member receive information that a volunteer has violated the program participation agreement by committing a crime, using illegal substances, inappropriately abusing alcohol or other controlled substances, or other program policies, the participant’s participation in the program will be terminated and legal authorities be notified as appropriate.
* Information may be provided to legal counsel in the event of litigation or potential litigation involving the agency. Such information is considered privileged information, and its confidentiality is protected by law.

The motion shall identify the person(s) to be authorized to review such records, the specific purpose for such review, and the period of time during which access shall be granted. Such members of the board granted access shall be required to comply with the agency policies on confidentiality and may use the information only for purposes stated by the approved action of the Board of Directors.

**Substance Use and Firearms Policy**

It is the policy of the Northern Nevada Mentorship Program to prohibit the possession, distribution, or use of any illegal drugs, alcohol, firearms, weapons, or other dangerous materials while engaged in the mentoring relationship is prohibited. Any suspected violations should be reported to the Program Coordinator. In addition, violations of this policy may result in notification being given to legal authorities that may result in arrest or legal action, and may be punishable by fine and/or imprisonment.

**Harassment Policy**

It is the policy of the Northern Nevada Mentorship Program to maintain a friendly and healthy working environment. While a relaxed, familiar atmosphere is conducive to sharing of ideas and suggestions, participants should be conscious of not engaging in behavior that may be perceived as offensive to any other participant’s personal views on gender, ethnicity, religion, or other aspect of personal identification. Violation of this policy against harassment will result in disciplinary action up to and including exclusion from this program.  
  
Sexual harassment has been identified as any unwelcome sexual advance, request for sexual favor, or other verbal or physical conduct of a sexual nature when (a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s participation in this program, (b) submission to or rejection of such conduct by an individual is used as the basis for participation decisions affecting such individual, or (c) such conduct has the purpose or effect of unreasonable interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.  
  
When individuals involved in a consensual romantic or sexual relationship are in positions of unequal power, such as mentor and mentee, there is the potential for a conflict of interest, favoritism, and exploitation. These relationships may be less voluntary than the person with greater power perceives, or circumstances may change and conduct that was once welcome may become unwelcome. The fact that a relationship was initially consensual does not insulate the person with greater power from a claim of sexual harassment.  
  
The difference in institutional power and the inherent risk of coercion and exploitation are so great that no mentor and mentee shall enter into a romantic or sexual relationship with a mentee. Violation of this policy against harassment will result in disciplinary action up to and including exclusion from this program.

**Grievance Policy**

The Northern Nevada Mentorship Program understands that in working relationships problems may arise. The first step is for the mentor or mentee with a question or problem to approach the program coordinator and explain the situation. If it is a relationship problem, the program coordinator will then try to support this person, and may choose to contact the individual's counterpart to see if it can be easily resolved.  
  
If the problem cannot be easily resolved, the program coordinator and the participants have the option of implementing a No-Fault Termination.  
  
If a mentor or mentee fails to meet the requirements as stipulated by the Northern Nevada Mentorship Program policies, a warning, and/or disciplinary action, including suspension or termination from the Program may occur. Other unacceptable behavior that may result from a disciplinary action includes, but is not limited to the following:

* Unwelcomed physical, verbal, visual, or behavioral mannerisms or conduct that denigrates, shows hostility, or aversion toward any individual.
* Display of demeaning, suggestive, or pornographic material.
* Violation of any local, state, or federal law.

**No-Fault Termination Policy**

Northern Nevada Mentorship Program understands that there are potentially many reasons why a mentoring relationship may not work out. We want to make it clear that Northern Nevada Mentorship Program will not try to place blame or fault on any individual requesting termination, or on any individual who was a party to a match that was terminated.  
  
The procedure for terminating the match before the one-year commitment is concluded is as follows:

1. The concerned mentor or mentee contacts the Program Coordinator with an issue that is causing them to consider early termination of the match.
2. If a remedy seems possible, the Program Coordinator will discuss the situation with both parties and try to help them resolve the issue.
3. If the issue appears to be extremely difficult, the Program Coordinator will discuss the issue with the Academic Relations Committee. If possible, a plan of action will be devised whereby they will attempt to resolve the problem.
4. If necessary, the Program Coordinator will deem the match terminated, and s/he will do so without placing fault on any individual.
5. All appropriate parties will be notified in writing that the match has been terminated and if appropriate, the mentor or mentee will be reassigned.

**Closure Policy**

It is the policy of the Northern Nevada Mentorship Program that all mentors and mentees must participate in closure procedures. Closure is defined as the ending of a formal match relationship regardless of the circumstances of the match ending or whether they intend to have future contact informally beyond the match duration. While no party is expected to continue the relationship beyond the formal end of a match, matches may continue in the program beyond the specified program period (one year).  
  
Closure can occur for many reasons including, but not limited to:

* The contracted match duration has ended.
* One or both participants do not want to continue the match due to grievances.
* There are changes in life circumstances of either the mentor or mentee.
* An individual no longer meets the requirements for program participation.

It is left to the discretion of the Program Coordinator whether an individual will be reassigned to another match in the future based upon past participation performance and current goals and needs of the program.  
  
Future contact will be at the mutual and informal agreement of the mentor and mentee. If future contact is agreed upon, Northern Nevada will not be responsible for monitoring and supporting the match after the match has ended.  
  
An exit interview survey will be conducted with the mentor and mentee individually to measure the program fidelity, processes, and outcomes.

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| CONTACT US Nevada Public Health Association P.O. Box 8543, Reno, NV 89507 http://www.nphaonline.org/resources/Pictures/PhoneIcon.png (775) 784-1235 http://www.nphaonline.org/resources/Pictures/EmailIcon.png [info@nphaonline.org](mailto:info@nphaonline.org) http://www.nphaonline.org/resources/Pictures/ComputerIcon.png [Online](http://www.nphaonline.org/Contact) |  | ABOUT [Mission](http://www.nphaonline.org/page-18050) [Meet the NPHA Board](http://www.nphaonline.org/page-18060) [Upcoming Events](http://www.nphaonline.org/Events-Page) [Publications/Media](http://www.nphaonline.org/page-18059) |  | GET INVOLVED [Become a Member](http://www.nphaonline.org/join-us) [Donate](http://www.nphaonline.org/Donate) |

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