

# Mentor Program Policy



## 1. PURPOSE

ABC Company has adopted this policy to ensure that new and young workers make a safe, healthy, productive and enjoyable transition to working here. Statistically, workers who are new to the workplace and those under age 25 are more likely to suffer on the job injuries and illnesses. A new/young worker's orientation is greatly enhanced by being assigned a mentor.

## 2. POLICY

ABC Company will assign all workers age [*list specific age, e.g., 21 and under*] a mentor when they're first hired in accordance with the terms of this Policy.

## 3. ROLE OF MENTORS

Mentors are there not to replace but supplement managers and supervisors in the team effort to make the new/young worker feel welcome and keep him/her healthy and safe through their transition to the ABC Company workforce and beyond. Mentors' responsibilities include:

1. Showing the worker the ropes, including providing a tour of the workplace on the mentee's first day;
2. Being available to answer the mentee's questions about the ABC Company work environment and work culture in a positive and encouraging way;
3. Encouraging the mentee to work safely; and
4. Reporting to supervisors and keeping them apprised of

the mentee's progress.

#### **4. MENTORING IS VOLUNTARY**

No employee will be assigned the role of mentor unless he/she wants to participate. Employees may indicate their willingness to serve as mentors by completing the ABC Company Mentoring Application Form and submitting it to [*insert appropriate person or department, such as safety coordinator or HR department*].

#### **5. DESIGNATION OF MENTORS**

Mentors will be designated by [*insert person responsible, e.g., safety director*]. In exercising such discretion, [*insert person responsible*] will select as mentors individuals who, in his/her judgment:

1. Are sincere about wanting to help new/young workers;
2. Have the time and inclination to make themselves available to the mentee;
3. Hold (or have held) a job similar to that of the mentee;
4. Have been with ABC Company at least [*insert minimum length of service*] and have a full understanding of the work environment;
5. Have a good performance record;
6. Is well regarded by his/her peers and supervisors;
7. Has strong communication and interpersonal skills; and
8. Has personal characteristics that make for a good mentor, including trustworthiness, diligence, patience, positive attitude and pride for ABC Company.

#### **9. TRAINING**

Employees accepted as mentors will receive mentorship training after they've been designated and before they're assigned a new/young worker to mentor. Such training will include [*insert description of training provided to mentors*].

#### **OTHER RESOURCES:**

[TRAINING: How Effective Is Your Young Worker Training Program?](#)

[Special report](#) on how to protect young—and other vulnerable—workers

[Recorded webinar](#) on how to effectively provide safety training to “generation Y” workers

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