



## **APIC Virginia and VDH IP Mentorship Program Code of Conduct**

All participants in the APIC Virginia and VDH IP Mentorship Program are expected to adhere to this Code of Conduct. By engaging in this program, I commit to fostering a respectful, inclusive, and productive environment for everyone involved.

### **Respect**

- I will treat all mentorship participants and support team with respect and courtesy.
- I will not discriminate in the mentorship program based on race, color, religion, sex, sexual orientation, national origin, age, disability, gender identity or expression, marital status, or political affiliation.

### **Confidentiality**

- I will respect the confidentiality of institutional and personal information shared during mentorship sessions.

### **Active Participation**

We know an IP's plate can fill up quickly, and our goal is to support you in having a successful and meaningful mentorship experience. If challenges come up (because they will), we're here to help you and your partner stay on track. Clear communication is key so we can support you effectively. Below are our expectations to help keep everyone aligned and set up for success.

- I will complete my one-hour monthly independent learning module before attending my 45-minute live partner session with my mentorship partner.
- I will work with my partner to schedule a 45-minute live partner session that suits both of us, whether virtual or in person.



### Active Participation cont.

- I will complete all required monthly content by the designated program deadline, no later than the first Friday of the following month.
- OR
- I will contact the support team in advance if I am unable to meet this deadline so we can determine an appropriate plan.
    - If I miss the deadline without prior communication, the mentorship support team will email me the next business day. If I do not respond, a second follow-up via will occur after 5 days.
    - If there is no response within 5 business days of the second follow-up communication, I understand that I will be removed from the current cycle so my partner can continue, and the support team will explore enrolling me in a future cycle.
    - If I respond to follow-up communication, I will work with the support team to decide whether catching up or restarting in a future cycle is the best option.
  - I will inform both my mentorship partner and the support team if I need to withdraw from the program.