

TERMS & CONDITIONS

2022 I Like Networking Mentoring Programme

DEFINITIONS

'I LIKE NETWORKING' (ILN) is a social enterprise supporting underrepresented talent within the Creative Industries.

'Mentor' means (i) if you have agreed to mentor an I LIKE NETWORKING programme applicant, you; or (ii) if you are a Mentee, any person who mentors you as a result of the I LIKE NETWORKING mentoring programme.

'Mentee' means (i) if you have asked to be mentored through the I LIKE NETWORKING mentoring programme, you; or (ii) if you are a Mentor, any person who you mentor as a result of the I LIKE NETWORKING mentoring programme.

Objectives and Disclaimer

The services associated with the programme provides access to a mentor to assist in career development, goal setting, problem-solving and other related professional matters. The information you receive from the I LIKE NETWORKING mentoring programme and its associated Mentors does not constitute specific accounting, tax, legal or other similar type advice, nor does it replace the advice of your solicitor, accountant or other advisers.

1. THE I LIKE NETWORKING MENTORING PROGRAMME

1.1 ILN's involvement in the mentoring programme is limited to recruiting, identifying the Mentor and Mentee from a pool of volunteers and introducing the Mentor to the Mentee, as well as offering an induction to both parties.

ILN will have no other role in the operation of the mentoring process between Mentee and Mentor. ILN may decide, at its sole discretion, to seek feedback from the Mentors and Mentees.

1.2 The expectation is that the mentoring programme will consist of meetings and/or phone calls and/or email or other communications between the Mentor and the Mentee for four sessions between October 2022 and January 2023. The length of sessions will be decided between the Mentor and the Mentee and it's the responsibility of the Mentor and the Mentee to manage the relationship as per the ILN guidelines and training.

1.3 All participants must respect the boundaries of the mentor/student relationship, and not attempt to contact their mentor outside the terms agreed at the outset of the course. ILN will take any attempt to breach these boundaries seriously.

2. LIABILITY

2.1 The Mentee shall not at any time be obliged to act on any information, suggestion, advice or guidance given by the Mentor as part of the mentoring programme, but if and to the extent that it does so, it shall do so at its own risk.

2.2 The Mentee is advised to take independent financial, legal or other appropriate professional advice (if relevant) before acting on any information, suggestion, advice or guidance given by the Mentor.

2.3 The Mentee acknowledges that any services provided by ILN and the Mentor are provided free of charge and in good faith.

2.4 ILN is not liable to the Mentor, Mentee or to any third party for any loss, damage, costs or liabilities suffered as a result of this agreement, the existence of the relationships between the parties, the services provided or the act or omissions of the Mentor or Mentee. Nothing in this clause shall limit or exclude any liability for death or personal injury, or which results from fraud.

3. TERM

3.1 Whilst the Mentor and the Mentee remain engaged in the mentoring programme (whether such engagement exists to be determined by ILN acting reasonably), these Terms and Conditions will continue in force.

4. CONFIDENTIALITY

4.1 The Mentor and the Mentee hereby permit ILN to refer to the Mentee, the Mentor and the existence of the arrangement contemplated by this agreement in any publication or material it may use to publicise and promote the work of ILN

4.2 Neither the Mentee nor the Mentor may use or mention ILN's name, logo or any other intellectual property of ILN in any of their publicity materials or in any announcement, without the prior written consent of ILN.

4.3 The Mentee shall keep confidential all information, suggestions, advice or guidance provided by the Mentor to it as part of the services (unless waived by the Mentor).

4.4 The Mentee and Mentor will keep in strict confidence all and any information of a confidential nature which it obtains about either of the other parties as a result of the arrangements contemplated by this agreement. This clause shall not apply in relation to any information that is already available in the public domain other than as a result of a breach of this clause by any party.

5. PRIVACY POLICY

5.1 By participating in the mentoring programme, the Mentor and the Mentee agree they have been directed to the ILN Privacy Policy, details of which can be [found here](#).

MENTEE GUIDELINES

- I (the MENTEE) acknowledge that I have the primary responsibility for the development of my own career. As such, it is my responsibility to arrange meeting times and meet with my mentor regularly and keep the I LIKE NETWORKING team updated.
- I commit to participating in the induction session and understand non-participation will mean exclusion from the programme.
- I commit to being open to new opportunities while acknowledging that the best opportunities will be those in line with my current skills and expertise.
- I will recognise the value of the time and energy of my mentor.
- I will develop a mutually defined project with my mentor that includes well-defined goals and timelines. Ideally, this project should be outlined and agreed upon at the time of the initial appointment.
- I will conduct my mentoring work responsibly, including respecting all ethical standards when conducting any research and tasks, complying with all institutional and federal regulations as they relate to responsible conduct and privacy, as applicable.
- Although career advice will be offered to me, I recognise that it is my responsibility to take advantage of any opportunities that may arise.
- I recognise that this commitment includes asking for guidance from the team when presented with ethical or compliance uncertainties.
- I commit to being supportive and non-discriminatory towards mentors and other mentees. I understand that any discriminatory comments or attitude will not be tolerated and the program can be cancelled by I LIKE NETWORKING on that basis.
- I agree to complete any monitoring and evaluation questionnaires as required by the I LIKE NETWORKING team on the accorded timeline, including a short report upon completion of the programme

- I understand that any disagreements with my mentor should be first brought to said mentor's attention and secondly, to the I LIKE NETWORKING team.
- I commit to participating in the entire mentoring programme, which is due to take place between October 2022 and January 2023.
- I agree to contact my mentor and the I LIKE NETWORKING team in written form 48hrs in advance of any sessions to notify of any significant changes or cancellations to my scheduled sessions.
- I understand that I LIKE NETWORKING can decide to terminate the program if any of these terms are not met.