

## Mentee Participation Agreement

Dear Applicant

Thank you for applying to take part in the PWN Dublin Mentoring Programme 2022 (**Programme**).

Mentoring is the relationship between an experienced professional (**Mentor**) and another person who wants to learn from their experience (**Mentee**). A Mentor provides support and guidance to help the Mentee in their professional development.

The Programme aims to facilitate the introduction of a Mentor and a group of PWN Dublin (**Network**) premium or corporate members (**Mentees**) and producing mutual learning. This collective dimension differentiates the Programme because it emphasises the possibility of collective learning.

The Programme will run over the course of 4 months and include 6 group sessions, each lasting approximately 1.5 hours (**Group Session**). Each Group Session will have a specific theme focused on personal and professional development. Group Sessions are organised by the Mentor and details will be sent to the Mentees in advance (including, the designated theme, time, date and place).

To ensure the smooth running of the Programme, a minimum level of participation is required from both the Mentor and the Mentee. The Mentee is expected:

- To invest and commit to the Programme (including, attending all 6 group sessions);
- To define and openly discuss their individual career goals during group sessions;
- To share experiences for the purpose of shared learning and career guidance;
- To actively participate in each group session (including, focus, no interruptions, time-keeping, use Mentors' time productively, etc.);
- To provide feedback and evaluation as requested by the Mentors; and
- To appreciate the voluntary nature of the Programme and to respect that the Mentor and Mentees are giving up their time to participate in the Programme.

### Role of the Mentor

Mentors are responsible for planning the Group Sessions and facilitating the progress of the group by sharing their experiences, successes and challenges in their own professional journey and offering guidance to Mentees (if possible).

Mentors are not employed by PWN Dublin/PWN Global. They do not represent PWN Dublin/PWN Global in any capacity whatsoever, including any views or opinions they may share during Group Sessions or otherwise during the Programme. Mentors have not agreed to provide work experience, job opportunities, review business venture proposals, interview Mentees or participate in extended communication over time, recruit Mentees for open positions at their place of employment, etc. Mentors are not paid by PWN Dublin to participate in the Programme

By submitting an application to the PWN Dublin Group Mentoring Programme 2022, the Mentee acknowledges and agrees with PWN Dublin that any guidance received during this Programme is solely for the purpose of reflection. The Mentee agrees that they will not rely upon guidance received during the course of the Programme and/or statements as legal/professional advice or as a substitute for their own independent judgement or professional opinions.

### **Role of PWN Dublin**

The sole involvement of PWN Dublin is to assess applications and facilitate the introduction of Mentees and Mentors, where in the discretion of the Network, it believes the Mentee is a suitable candidate to participate in the Programme, (based on the information provided by the Mentee). PWN Dublin may also offer guidance as to the structure of the Programme. However, Group Sessions including their theme, content, location and time are designed and organised solely by the Mentor. PWN Dublin/PWN Global has no further involvement in any Mentor/Mentee or the Mentee/Mentee relationship. It is the sole responsibility of the Mentee to assess their suitability to the Programme and the professionalism of the Mentor/Mentees. PWN Dublin takes no responsibility for the format or contact of any Group Session. PWN Dublin does not guarantee that your applications will be accepted on this or any future occasion. The Network disclaims all liability, to the fullest extent permitted by law, in respect of its assessment of applications and suitability for the Programme, the operation of the Programme, including the Group Sessions.

### **Confidentiality**

The Programme is based on trust. Group Sessions are intended to offer Mentees a safe environment to discuss work-related topics and explore, with the benefit of group-think, possible solutions to challenges. It is likely that by participating in this Programme, the Mentee will receive confidential information about other Mentees (including but not limited to, the identity, workplace, work situations of other Mentees attending Group Sessions). The Mentee is expected to act with integrity and discretion and not to disclose to third parties any information of a sensitive or confidential nature obtained whilst participating in this Programme. By signing this agreement, the Mentee agrees that s/he will keep confidential all information and discussions which occur during the Group Sessions.

### **Data Protection**

Personal data is any information relating to an identified or identifiable living person including a person's name and home address and other information you provided as an applicant to the Programme.

PWN Dublin will collect and process personal data of the Mentees for the purpose of:

- (i) reviewing and considering your application to take part in the Programme;
- (ii) facilitating the introduction of Mentors and Mentees and developing the Programme;
- (ii) sharing this personal data with the Mentors and other Mentees;
- (iv) sharing this data with volunteers of the PWN Dublin Network for the purposes of facilitating this Programme ;
- (v) sharing this data with our outsourced administration resource for administrative purposes;
- (v) communicating with you during and after the Programme.

PWN Dublin and its volunteers will retain the personal information you have provided for no longer than is necessary to carry out our role as Facilitator of the Programme and keep records of your participation and to contact you regarding the Programme.

### **Opt-Out**

Participation in this Programme is voluntary. Mentees can withdraw from the Programme at any time. If you do so, we ask that you contact us in writing (by email is fine) and inform us and also contact your Mentor, who has given their time and commitment to the Mentees and the Programme. We will be in touch if your application to the Programme is successful!

### **PWN Dublin, January 2022**

### **Agreement**

By submitting an application, I hereby confirm to PWN Dublin that I have read and understand the above and agree to participate in the PWN Dublin Mentoring Programme 2022 and consent to the collection and processing of personal Data by PWN Dublin and its volunteers.

I understand that the Programme is subject to a limited number of Mentees and applications will be chosen by the Network based on its assessment of suitability and availability of spaces.

Signed: \_\_\_\_\_  
(Mentee)

Print Name:

Date:

2022