



# Terms & Conditions

## BCC Equilibrium Mentoring Programme for Women

### 1. Parties Involved

- 1.1. The Equilibrium Mentoring Programme for Women, hereafter referred to as the "Programme", is organised by the British Chamber of Commerce (also ref. to as "Organisers" or "BCC"). These Terms & Conditions establish the relationship between the Parties involved, namely the "Mentors" and "Mentees" (also referred to as "Participants").

### 2. About Equilibrium by BCC

- 2.1. The Equilibrium Mentoring Programme for Women is dedicated to empowering and supporting women in their personal and professional development.
- 2.2. Within this Programme, Mentors and Mentees collaborate to create a positive and inclusive mentoring relationship aimed at fostering the growth and success of the Programme.

### 3. About British Chamber of Commerce

- 3.1. BCC is dedicated to empowering and supporting women in their personal and professional endeavours. BCC's goal is to nurture an inclusive environment where women can excel, overcome barriers, and learn to use their potential.

- 3.2. BCC organises the mentoring Programme, fostering both online and offline mentoring environments. BCC serves as the primary point of contact for any issues or concerns.
- 3.3. BCC retains the right to select topics, structure the Programme, invite speakers, and make necessary changes for the benefit of the Programme. BCC reserves the right to cancel events previously scheduled as part of the Programme without providing further explanation.

#### **4. Mentees**

- 4.1. To participate in the Equilibrium Mentoring Programme for Women, Mentees should have a minimum of five years of work experience. Mentees are responsible for:
  - Initiating mentoring sessions;
  - Actively participating in the mentoring relationship;
  - Promptly reporting any issues or concerns as soon as they arise. Please note that complaints made at a later stage, without timely reporting when problems arise, may not be considered.
- 4.2. Mentees are further responsible for:
  - Adhering to the instructions of the Organisers and the guidelines in the Mentoring Brochure;
  - Taking the initiative to set up the first and the following meetings with their Mentor.

#### **5. Mentors**

- 5.1. Mentors will strive to provide valuable guidance and support based on their expertise and experience. They are expected to communicate with their Mentee, and facilitate the Mentee's personal and professional growth.

## **6. Both Mentee and Mentor share the responsibility of**

- 6.1. Setting and meeting mentoring goals to ensure a productive and beneficial mentoring relationship.

## **7. Mentor-Mentee Pairing**

- 7.1. Programme Organisers will make reasonable efforts to match Mentors and Mentees based on their goals, interests, and expertise.
- 7.2. The final decision regarding Mentor-Mentee pairing rests with the Programme Organisers, who will consider the best interests of both parties.
- 7.3. BCC reserves the right to reject unsuitable candidates without providing further explanation.

## **8. Duration of the Mentoring Relationship**

- 8.1. The mentoring relationship commences with the Opening Session and typically lasts for ten months until the Closing Session, as determined by the Programme Organisers.
- 8.2. Both Mentors and Mentees are expected to commit to the agreed-upon mentoring period, with the understanding that consistent engagement is essential for a successful mentoring experience.

## **9. Programme Guidelines**

- 9.1. Participants are required to adhere to the Code of Ethics and all Programme guidelines outlined in the Mentoring Brochure throughout their involvement in the Equilibrium Mentoring Programme for Women.
- 9.2. Non-compliance with the guidelines will result in a review of the Participant's continued participation in the Programme.

## **10. Participants' Commitments**

10.1. By participating in the Equilibrium Mentoring Programme for Women, all Mentors and Mentees agree to the following commitments:

- You are familiar with the contents of the Programme.
- You are both willing and able to commit to the aims of the Programme;
- You will meet at least six times throughout the Programme;
- Each of your sessions will last at least an hour;
- You will get in contact with and remain accessible to your Mentor or Mentee during the Programme;
- You understand the confidentiality of all shared and/or gained information;
- You agree to share your contact details within the Equilibrium community;
- You agree not to use the contacts of other participants for marketing purposes, i.e. business proposals and/or any other unrelated issues to the Programme;
- You have read, understood, and agreed to the Code of Ethics and Terms & Conditions throughout your involvement in the Programme;
- You agree to inform the Organisers without undue delay about any circumstances that might result in your inability to continue as a Mentor or Mentee at any time during the Programme;

## **11. Information Processing and Privacy**

11.1. The Equilibrium Mentoring Programme for Women, organised by the British Chamber of Commerce (BCC), is committed to protecting participant privacy.

11.2. Personal data is collected and used solely for administering the Programme and enhancing the mentoring experience, in compliance with data protection laws.

11.3. Information will not be shared with third parties without consent, except as required by law.

- 11.4. Upon conclusion of the Programme, all participant data will be deleted except for email addresses, which will be added to our alumni database for further marketing communication.
- 11.5. Alumni participants will receive newsletters, from which they can unsubscribe at any time.
- 11.6. By participating, Mentors and Mentees consent to the use of their information as outlined above.

## **12. Liability**

- 12.1. The Organisers do not assume liability for outcomes resulting from the mentoring relationships.
- 12.2. Participants understand that the Programme aims to provide guidance and support but does not guarantee specific results.
- 12.3. Participants agree not to engage in any actions that may harm the reputation of the Programme or the Programme Organisers.
- 12.4. All involved Parties shall take care not to damage the good name and standing of the Organisers, the British Chamber of Commerce and its partnering entities and individuals. Any instances of harm to the reputation will be addressed with the appropriate measures as determined by the Programme Organisers.

## **13. Programme Modifications**

- 13.1. The Programme Organisers reserve the right to modify the Programme's structure, guidelines, and terms as necessary for its improvement and success.
- 13.2. Participants will be informed of any significant changes in advance, ensuring transparency and clear communication.

## **14. Withdrawal and Termination**

- 14.1. Participants have the right to voluntarily withdraw from the Programme at any time, provided they provide a specific reason recognised by BCC, supported by strong business justification, and communicated to BCC in a timely manner.

- 14.2. Voluntary withdrawal does not entitle participants to any compensation or grounds for refund claims.
- 14.3. The Programme Organisers reserve the right to terminate mentoring relationships or Participant's involvement in the Programme in response to violations of the Code of Ethics or these Terms & Conditions.

***By participating in the Equilibrium Mentoring Programme for Women, all Mentors and Mentees agree to abide by the Code of Ethics and accept the Terms & Conditions outlined above.***