

IR Society Mentoring Programme Charter

1. To take part in the programme prospective mentors and mentees will be asked to submit an application form. We will then engage in a selection and matching process which aims to identify and partner individuals effectively.
2. As part of the process, all participants will be invited to a short training session. Mentors and Mentees will also be provided with an outline of the Mentoring process with guidance on how to manage and get the most out of it.
3. The mentoring programme is a voluntary, consensual process which relies on the input of all the parties to make it work successfully. Once a mentoring arrangement is set up the onus will be on the mentee to arrange meetings and keep the process flowing.
4. The programme will run for approximately six months. After six months we will ask participants to feedback on their experience of the programme so that we can evaluate it.
5. We are very hopeful that the programme will select and match as many applicants as possible, however we cannot guarantee that all applicants will be offered a place as a mentor or mentee, or that suitable mentors or mentees will be found. Should this occur you will be given priority in the next intake for the mentoring programme.
6. In some cases, a mentoring relationship might need to be brought to an end, which can be done by either the mentor or mentee contacting us at mentoring@irsociety.org.uk.
7. Any training materials, manuals or other information provided to participants by us remains our property. Any original work produced by a mentor or mentee remains the property of that mentor or mentee.
8. The information provided by you in connection with the mentoring programme will be treated confidentially by us. By applying to the mentoring programme, you consent to us using and keeping the information provided by you and you warrant that all data provided by you is correct.
9. The mentoring programme is a new initiative. Along the way some changes might need to be made to enhance the programme and we will notify you of any key changes.

10. All mentors and mentees are asked to agree to a standard disclaimer as follows:

“I acknowledge that I understand that The IR Society has no role in the IR Society Mentoring Programme other than providing a means for IR Society members to connect as mentors and mentees. I represent and warrant that I will comply with all United Kingdom laws and regulations, as well as the ethical and licensure requirements of my profession, directly or indirectly applicable to me and my participation in the IR Society Mentoring Programme and any mentoring activity that follows. I acknowledge that I have sole responsibility for the decision to engage in any mentoring activities I undertake and expressly disclaim any liability by the IR Society for any causes of action or liability related to my participation in The IR Society Mentoring Programme and/or any relationships or activities it generates, including, but not limited to improper use of data, information or other information transmitted or received.”

11. The IR Society has no role in the mentoring programme other than providing a means for IR Society members to connect as mentors and mentees; however, we accept that from time to time your experience may not be as expected. Mentors and mentees should contact mentoring@irsociety.org.uk if any exceptional circumstances occur.

12. The IR Society reserves the right to remove any mentor or mentee who does not exhibit the characteristics outlined in this guidance.

13. All participants in the mentoring programme will be asked to provide structured feedback at the end of the mentoring programme, but if you would like to provide additional feedback at any time please send them to mentoring@irsociety.org.uk.

If you have any questions about the mentoring programme which you would like to discuss, please contact:

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