

MENTORING AGREEMENT (TERMS OF USE)

The AMCHAM T&T and IDB Women in Leadership Mentorship Programme supports members throughout their career. Members are matched with a peer who has more experience in particular topics of interest. The goal is to help members with professional development, overcoming obstacles, succeed and grow their career. By participating in the program, I agree to the following terms and conditions:

- * I understand that I am voluntarily entering into a mutually beneficial relationship. I agree to meet with my mentoring partner to meet as needed over a 6-month period (and possibly more).
- * I understand that the majority of the time needed to formally complete the program may be spent mostly in meetings (in person/phone/video conferencing), not emails or text messages. The goal of the program is to have actual conversations about various topics, share knowledge, experience and expertise towards solving problems and development of the business.
- * I will commit to completing the various activities provided throughout the program. I will take notes and complete the goals and tasks my mentoring partner and I define and will complete an evaluation at the conclusion of the program.
- * I will keep open lines of communication with my mentoring partner and inform them of any changes that may affect my participation in the program. I understand that discussions that occur between my partner and I will remain private and confidential, and no information will be shared with third parties without the express permission of each partner. In relation to that, I do understand that any information entered in the online mentoring platform will not be confidential as it will be available for programme managers to review in order to assess the overall programme effectiveness and participant satisfaction. Please note that the Journal entries are confidential and hidden even from the programme administrators. It is possible to view them in database but regular admin usage does not have access to them.
- * If I decide to withdraw from the programme I will inform my mentoring partner and the programme manager.

* There are many benefits for being a mentor or mentee but, as a voluntary programme, neither party is entitled to any form of payment.

* Mentors should acknowledge that they are not counsellors and should make a referral for the mentee when advice is needed for areas outside of the scope.

The MentorEase Platform and the Privacy of Personal Information

The AMCHAM T&T and IDB Women in Leadership Mentorship Programme is managed using a web application (Platform) called MentorEase that has been customized for AMCHAM T&T especially for this programme. MentorEase is a product of a company called Giant Step Inc. located in Toronto, Ontario, Canada. Personal information provided by programme participants will be stored in server facilities provided by Microsoft located in Canada.

AMCHAM T&T and MenorEase will take all reasonable steps to ensure that the US privacy laws are complied with by recipients of the personal information.

AMCHAM T&T, its staff, volunteers, contractors, or agents, will not be liable for the recipient's breach of Trinidad & Tobago privacy laws for the information they provide on the Platform. Further, users may not be able to seek damages under those laws.

By participating in the programme, I agree that my name, employment background, skills, and topics of interest could be made available to other participants. Also, my contact number and email address will be made available to my mentoring partner or potential partner through the Platform. This information will be shared for the purpose of matching and so that mentors and mentees can get connected and will adhere to the Mentorship Program Privacy Policy.

I agree not to use the online Platform for any purpose that is unlawful. Further, I agree not to act in any way that might burden, impair, disable or damage the Platform itself or other participants of the Platform.

Breaches of the Terms & Conditions

Any breach of the terms and conditions mentioned here may result in termination of the mentoring at the discretion of the programme manager.

The parties involved may be given the opportunity to comment prior to a decision being made should a breach be found.

Contact for Concerns, Complaints or Questions

If you have any concerns, complaints or questions, please feel welcome to contact rey-annepaynter@amchamtt.com.

We endeavour to respond to any inquiry in a timely manner and any actions taken are at the discretion of AMCHAM T&T management.