



THE HARRODS HIVE

Volunteer Mentoring Agreement – Mentee

We are delighted that you have agreed to take part in the Harrods Hive Mentoring Programme (the **Programme**) as a voluntary mentee.

By signing this agreement, you (the **Mentee**) agree to the following terms regarding your participation:

1. The Mentee understands that they will be appointed an individual to mentor them (the **Mentor**) for the duration of the Programme.
2. For the duration of the Programme, the Mentee will:
 - a. Identify the areas on which they would like to improve and goals they would like to achieve.
 - b. Be open with the Mentor about their goals for the Programme, and receptive to the Mentor's suggestions and discussions to help them reach them.
 - c. Be respectful of the Mentor's time and expertise, and utilise their sessions with the Mentor to develop the skills they wish to improve through the Programme.
 - d. Always treat the Mentor with dignity, respect, and courtesy.
3. The Mentee agrees to comply with the Mentoring Code of Conduct at all times.
4. The Mentee understands that the content of any conversations with their Mentor are to be kept strictly confidential.
5. Notwithstanding clause 4, if the Mentor has any concerns regarding their conversations with the Mentor (including, but not limited to, concerns regarding the Mentor's compliance with Mentoring Code of Conduct) these should be raised with **[PERSON]** without delay.
6. The Mentee acknowledges that no employment or worker relationship will be established between the Mentee and Harrods as a result of their participation in the Programme, and that their participation remains entirely voluntary.
7. The Mentee will not at any time introduce any commercial interests into the mentoring relationship, including (but not limited to) agreeing to any commercial ventures or investment with the Mentor.

8. The Mentor and Mentee may choose to continue their mentoring relationship beyond the duration of the Programme on a voluntary basis.
9. The Mentee consents to the collection and processing of personal data by Harrods Ltd for the purpose of facilitating the Programme. Any personal data processed by must be handled in accordance with the applicable Harrods Privacy Policy which requires that any personal data exchanged between the Mentor and Mentee be stored securely at all times and processed only where necessary.
10. The Mentee agrees that if for any reason the Mentor or Mentee do not feel that the mentoring relationship is working, the arrangement can be terminated [without notice]. In this event, please contact [PERSON] so that alternative arrangements can be made for the remainder of the Programme.
11. If at any point during the Programme the Mentee is found not to have abided by the Mentoring Code of Conduct or the terms of this agreement, Harrods will at our discretion end your participation in the Programme with immediate effect.
12. Any materials provided to the Mentor and Mentee for the purposes of the Programme are the property and intellectual property of Harrods Ltd.
13. Following termination or expiry of the Agreement, any personal data processed between the Mentor and Mentee must be securely deleted and/or disposed of immediately.

We hope you enjoy your participation in the Programme.

Mentee's Name: Signature:.....Date