

## **IET Career Mentoring Scheme** **Terms and Conditions**

Both Mentors and Mentees must review and agree to the terms and conditions below as a condition of participating in the IET's career mentoring scheme (the "Scheme")<sup>1</sup>.

The Scheme is run through a third party platform (the "Platform"), provided by Perform Learn Develop Ltd ("PLD").

### **1 Purpose of the Scheme and expectations**

1.1 The purpose of the Scheme is to maintain high standards within the profession of science, engineering and technology by developing skills and improving performance through the sharing of professional knowledge and experiences among IET members.

1.2 The IET's expectation is that the Scheme will consist of virtual meetings and other communication ONLY through the Platform between Mentors and Mentees from time to time, the content, frequency and duration of which will be as agreed between Mentors and Mentees. It will be the responsibility of Mentors and Mentees to manage the relationship as they consider appropriate in line with the terms of IET Rules of Conduct for members and the IET's volunteer training and Code of Conduct for Volunteers and the purpose set out in paragraph 1.1 above.

### **2 Expected behaviours**

#### **2.1 Professional relationship**

2.1.1 To avoid any conflict of interest, Mentors will distinguish a professional relationship with Mentees from other forms of relationships.

2.1.2 Mentors and Mentees are responsible for setting and maintaining clear and appropriate boundaries that govern all interactions between them.

#### **2.2 Equality and diversity**

2.2.1 Mentors and Mentees will avoid knowingly discriminating on any grounds.

2.2.2 Mentors and Mentees should be aware of the potential for unconscious bias and seek to ensure that they take a respectful and inclusive approach, which embraces and explores individual difference. Mentors and Mentees will monitor their spoken, written and non-verbal communication for inadvertent discrimination.

#### **2.3 Honesty and integrity**

2.3.1 Mentors and Mentees will act within applicable law and not in any way encourage, assist or collude with conduct which is dishonest, unlawful, unprofessional or discriminatory.

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<sup>1</sup> This Scheme is separate from the IET's professional registration mentoring scheme, which is offered to members who have applied for professional registration.



- 2.3.2 Mentors will ensure that no false or misleading claims are made or implied concerning their professional competence, qualifications or accreditation in their profile on the Platform or otherwise in any communications with Mentees.

## 2.4 Conflicts of interest

- 2.4.1 Mentors and Mentees will not exploit the Scheme or seek to gain any inappropriate financial or non-financial advantage from the relationship formed between them.
- 2.4.2 Mentors and Mentees will be aware of the potential for conflicts of interest of either a commercial or personal nature arising through the working relationship and address them quickly and effectively in order to ensure that there is no detriment to the other party or the IET.
- 2.4.3 Mentors and Mentees will disclose any conflict openly with one another and agree to terminate the mentoring relationship if a conflict arises which cannot be managed effectively.

## 2.5 Confidentiality and intellectual property

- 2.5.1 Mentors and Mentees permit the IET to refer to them and the existence of the arrangement contemplated by these terms and conditions in any publication or material it may use to publicise and promote the work of the IET, including (without limitation) the Scheme.
- 2.5.2 Neither Mentors nor Mentees may use the IET's logo or any other intellectual property of the IET in their profile on the Platform, in any communications with Mentors or Mentees (as applicable), or otherwise in connection with the Scheme without the prior written consent of the IET.
- 2.5.3 Mentees shall keep confidential all information, suggestions, advice or guidance provided by Mentors to them as part of the Scheme (unless confidentiality is waived by the Mentor).
- 2.5.4 Mentors and Mentees will keep in strict confidence all and any information of a confidential nature which it obtains about the other party as a result of the arrangements contemplated by these terms and conditions. This shall not apply in relation to any information that is already available in the public domain other than as a result of a breach of this clause by any party or any information that is required to be disclosed under applicable law.
- 2.5.5 Mentors and Mentees confirm to the IET that they will not upload or otherwise provide any content and/or item of data, branding information or promotional materials to the Platform that infringes confidentiality and the rights (including copyright or other intellectual property rights) of any third party.

## 2.6 Code of Conduct for Volunteers and Safeguarding

- 2.6.1 Mentors will abide by the IET's [Code of Conduct for Volunteers](#) and its [Safeguarding Policy](#) and any other mandatory policies as required (and notified to Mentors) from time to time by the IET.



- 2.6.2 Mentors must complete the IET's Safeguarding eLearning training module on the IET's eLearning platform, and any other mandatory training required by the IET for its volunteers prior to participating in the Scheme.
- 2.6.3 Any concerns about the safety, security or vulnerability of Mentees and any allegations of abuse must immediately be reported in accordance with the IET's Safeguarding Policy to the appropriate IET Safeguarding Lead using the Incident Reporting Form (in each case, as set out in the [Safeguarding Policy](#)).
- 2.6.4 The IET reserves the right to require a DBS check of Mentors. Refusal to undergo a DBS check when requested may result in removal from the Scheme.

## 2.7 IET membership

- 2.7.1 Mentors and Mentees must maintain membership of the IET whilst participating in the Scheme.
- 2.7.2 Members must be aged 18 or over in order to participate in the Scheme.
- 2.7.3 For the avoidance of doubt, participation in the Scheme falls within the remit of the IET's [Rules of Conduct](#).
- 2.7.4 Breach of these terms and conditions may be used as the basis of any complaint or disciplinary action following the IET's [Disciplinary Regulations](#).

## 2.8 Feedback and complaints

- 2.8.1 We aim to to serve our members effectively and fairly and member feedback is important.
- 2.8.2 Mentors and Mentees may get in touch with the IET at any point during the Scheme, as well as raise concerns (excluding safeguarding concerns, which should be dealt with in accordance with clause 2.6.3) or requests for service support by emailing [careermentoring@theiet.org](mailto:careermentoring@theiet.org).
- 2.8.3 In the event of a complaint, please refer to the Complaints Policy (available on the IET's website) which sets out the process to be followed for raising a complaint and how complaints will be handled by us.

## 2.9 Withdrawal from and ending the Scheme

- 2.9.1 Mentors and Mentees may withdraw from the Scheme at any time but should endeavour to honour commitments and complete the process with allocated Mentees / Mentors.
- 2.9.2 The IET reserves the right to withdraw any individual from the Scheme at any point.
- 2.9.3 At close of the Scheme, the IET will give two weeks' notice to Mentors and Mentees through the Platform before bringing the Scheme to an end.

### **3 Role of the IET in the Scheme**

- 3.1 The IET will provide the Platform through which Mentors and Mentees can introduce themselves and connect. It will ensure that Mentors and Mentees have received appropriate onboarding in relation to the Scheme. It will also administer the Platform and monitor participation in the Scheme to ensure participation is conducted in accordance with these terms and conditions. The IET will seek feedback and deal with any complaints received. Any information held within the Platform may be used by the IET if necessary to investigate a complaint.
- 3.2 The IET provides the Scheme and the Platform to IET members at its discretion and may decline to do so or withdraw access to the Scheme and the Platform for any reason.
- 3.3 The IET cannot guarantee a mentoring match.
- 3.4 The IET has not checked or verified the mentoring skills or experience of any Mentors.
- 3.5 The IET accepts no responsibility for the content of communication or advice between Mentors and Mentees.
- 3.6 Any reliance placed on any communication, information, suggestion, advice or guidance received by Mentors or Mentees is strictly at their own risk.
- 3.7 The Scheme must not be considered a substitute for professional judgment. The final responsibility for judgments and decisions made by Mentors and Mentees on the Scheme, and the actions that flow from them, lie with the Mentors and Mentees. The IET cannot guarantee the integrity, quality or accuracy of the advice or guidance provided by Mentors.
- 3.8 The IET does not grant Mentors or Mentees the authority to undertake any actions on its behalf or represent that they are acting on behalf of the IET.
- 3.9 The relationship between Mentors or Mentees and the IET does not constitute or create an employment relationship or an agency or partnership arrangement of any kind.

### **4 Additional Guidance**

- 4.1 Mentors and Mentees will adhere to any guidance and/or reasonable instructions regarding the Scheme issued from time to time by the IET.
- 4.2 The IET reserves the right to update these terms and conditions at any time during the Scheme. Updates to these terms and conditions will be communicated to Mentors and Mentees through the Platform and/or via email, and continued participation in the Scheme will be deemed acceptance of any updates.

### **5 Use of personal data**

- 5.1 By participating in the Scheme, Mentors and Mentees agree they have been directed to the [IET Career Mentoring Scheme Privacy Notice](#).
- 5.2 Mentors and Mentees should not share or disclose personal data that is sensitive or special categories of personal data. The special categories of personal data are: personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, genetic data or biometric data, data about health or data about a person's sex life or sexual orientation.

- 5.3 The Scheme is open to international participants. As a result, the IET may transfer participants' personal data to the countries where those participants are based, where the transfer is necessary to enable them to participate in the Scheme in accordance with these terms and conditions.

## **6 Limitation of Liability**

- 6.1 Mentees shall not at any time be obliged to act on any communication, information, suggestion, advice or guidance given by Mentors as part of the Scheme, but if and to the extent that they do so, it shall be at their own risk.
- 6.2 Mentees are advised to take independent financial, legal or other appropriate professional (if relevant) advice before acting on any communication, information, suggestion, advice or guidance given by Mentors.
- 6.3 Mentees acknowledge that any services provided by the IET and Mentors are provided free of charge and in good faith.
- 6.4 The IET is not liable to Mentors, Mentees or to any third party for any loss, damage, costs or liabilities suffered as a result of these terms and conditions, the existence of the relationships between the parties, the services provided (including the Platform) or the act or omissions of Mentors or Mentees. Nothing in this clause shall limit or exclude any liability for death or personal injury, or which results from fraud.

## **7 Term**

- 7.1 Whilst Mentors and Mentees remain engaged in the Scheme (whether such engagement exists to be determined by the IET acting reasonably), these terms and conditions will continue in force.

## **8 Governing Law**

- 8.1 These terms and conditions and any dispute or claim arising out of or in connection with them or their subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the law of England and Wales.
- 8.2 The English courts will have exclusive jurisdiction over any claim arising from, or related to, the Scheme.