



UNLOCK HER POTENTIAL GUIDELINES AND RULES

Thank you for participating in UP! We are confident that this mutually enriching experience will be a powerful step towards achieving greater equity in the workplace. Please adhere to the following guidelines and rules:

- Mentors should be engaged, encouraging, empowering. Mentors are expected to share expertise, wisdom, guidance, and constructive criticism to help their mentees develop and advance their careers.
- Mentees should be humble, disciplined, grateful. Mentees are expected to respect mentor's time and do their best to follow their advice. The mentor/mentee relationship should be based in respect, trust, communication.
- This is a strictly professional relationship. Mentees should not discuss personal issues as mentors are not their therapists.
- Mentors are not expected to advocate in any way on behalf of their mentee e.g. make introductions, write recommendation letters help secure jobs, etc. If they choose to do so, it is at their sole discretion, not at the request of the mentee.
- Mentees can discuss projects, but must not pitch them to their mentors.
- If mentees asks their mentors to engage outside of a call e.g. listen/watch/read a sample, that is considered part of the monthly hour.
- Mentees should prepare questions for each session to maximize the time.
- Mentees should schedule the meetings and send calendar invites.
- Mentees understand their mentors may not reach the target 12 hours in the year due to unforeseen circumstances, but will try to make up the time, pending scheduling.
- Meetings should be virtual, unless the mentor suggests otherwise.
- If a mentor doesn't hear from their mentee after two months, we will assume the mentee is no longer interested or able to participate. Should any issues arise, please do not hesitate to contact us at support@unlockherpotential.com.

UNLOCK HER POTENTIAL is not an employer or employment agency and assumes no liability for any participant's advice, action or inaction arising out of or related to participation in the program.