



Guidelines for the Mentoring Exchange

Common Rules of Engagement.

To make the mentoring Program a useful and fulfilling experience for both sides, we expect all participants to adhere to the following rules. Please make sure that you read this carefully, as this is a part of your registration process.

1. Mentoring sessions cannot be used for marketing or selling any products or services, under any circumstances.
2. No financial compensation can be given, nor asked for, in relation to mentoring. The Mentor freely gives his or her time, and the Mentee also understands that as part of registering to the program, his or her employer agrees to cover travel costs related to the mentoring program.
3. Please respect the limitations on time and location given by the program.
4. Both sides commit to the following minimum time:
 - a. A common kickoff meeting held by the Nordic Chamber of Commerce at a date to be announced by the Chamber
 - b. Both sides agree to at least 6 sessions together, of which 4 must be face-to-face, and another 2 can be over Skype or phone.
 - c. Both sides agree to a maximum of 10 sessions together, of any kind.
5. Each session should ideally be 90 minutes long, with a maximum time of 2 hours (the Mentor decides if he or she has more time than 90 minutes per session).
6. Both sides agree that they will make every effort to respect the agreed-upon times, or to cancel and reschedule in a timely manner.
7. Both sides expressly agree to not disclose any information provided by the other side that may be confidential, privileged or personal information, and provided solely as part of the mentoring program. This obligation of secrecy remains in place also after the completion of the Mentoring Program, unless the information is in the public domain.
8. If any side feels that the Mentor or mentee is not fulfilling their commitments under the spirit of these guidelines, then he or she shall do their best to communicate this to the other person. The suggested course of action is to initiate a phone call, or an email, expressing the wishes for a change, or any other issue the Mentor or Mentee wishes to address. Most situations should be possible to solve as the mentoring involves to mature and motivated individuals. If the problem persists, and either side feels that a third party should be involved, the escalation point is the Nordic Chamber of Commerce and any of its representatives (employees of the Chamber, or its Board Members).
9. The process of pairing Mentors with mentees is confidential. A list of mentors will be available on the Nordic Chamber web site, but the list of Mentees is confidential, and will be known only to the employees of the Chamber and the members of the HR Working Group (currently Andrea Colantoni, head, and Olli Torvinen).
10. For a mentee to successfully join the program, he or she will select an available mentor and communicate this choice to the Chamber. The Chamber will then approach the Mentor and ask for his or her confirmation.
11. It is at the sole discretion of the Mentor to accept or decline a request for mentoring.



The obligations of the Mentee:

1. The Mentee must provide a written approval from his/her superior confirming that the Mentee has been giving the necessary time off (including travel time) and resources, to participate in the mentoring program.
2. The Mentee is responsible for contacting the Mentor about scheduling of mentoring sessions and to drive the process forward after the common kickoff meeting
3. The Mentee shall make every effort to be concise in his/her needs, so that the mentoring can be maximally effective.
4. The Mentee agrees to prepare for the sessions in such a way that they are useful and engaging for both sides, by preparing questions and problems, or completing agreed-upon tasks.
5. A Mentee must be an individual member, or work for a company that is member of the Nordic Chamber of Commerce to be eligible to participate.

The obligations of the Mentor:

1. The Mentor commits to make him/herself available for the Mentee on a regular basis and is aware of the fact that once a commitment is made, the program needs to be taken to its successful completion.
2. The Mentor will willingly share his knowledge on the subject matter and will make every reasonable effort to help the Mentee achieve his or her goal related to the mentoring program.
3. A Mentor may not commit to more than one Mentee at a time within the boundaries of the Nordic Chamber Mentoring Exchange.