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## Website Terms of Use

### Terms of use

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### Use of the web site

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Your user password and any other piece of information provided as part of our security procedures is confidential. You must not disclose it to any third party. You are responsible for making all arrangements necessary for you to have access to the site. You are also responsible for ensuring that all persons who access the site through your internet connection are aware of these conditions and comply with them. Access to the site is always at the University's discretion and the University may withdraw or amend the services provided on the site without notice. From time to time the University may restrict access to some or all users to some or all parts of the site and sometimes the site may be unavailable. You use the site and the internet in general at your own risk. We use reasonable efforts to ensure the continuous operation and availability of the site and we use technologies to keep users' data safe and accurate but we cannot and do not guarantee these things. Where possible we will post advance notice on the site where downtime is scheduled for maintenance. As is normal, you note the need to maintain backup copies of any important data.

Whilst the University aims to update its site regularly the content on the site may be out of date at any given time. If the University determines that you have breached any of these conditions, it may take such action as it deems appropriate, including disabling your password whether chosen by you or allocated by us. You agree to indemnify us for all claims brought by a third party against us arising out of or in connection with any breach by you of any warranty set out in the conditions.

### **Information about you and your visits to our site**

Through creating an online profile or mentoring profile, certain information provided by you (including your name, personal headline, biography, professional history, education details, email address and Linked-in profile) will be accessible by other individuals who have registered for the Manchester Network (depending on what information you choose to share). They will also be able to send you messages within the system, regardless of whether you choose to share your email address. The reason for this is to allow users of the Manchester Network, including alumni and students, to make connections relevant to their interests. We process information about you in accordance with our privacy policy, which forms part of these conditions and in accordance with the University's Data Protection Statement, and the Aluminati Data Protection Statement. By using our site, you consent to such processing and warrant that all data you provide is true and accurate.

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These terms of use are governed by English law. Disputes arising in connection with them shall be subject to the non-exclusive jurisdiction of the English courts.

**Miscellaneous**

No waiver by the University of any breach of these terms by you shall be considered as a waiver of any subsequent breach of the same or of any other provision. If, at any time, any provision of these terms is or becomes invalid or illegal in any respect, such provision shall be deemed to be severed from the terms, but the validity and enforceability of the remaining provisions shall not be affected as a result.

## **Terms and Conditions of The University of Manchester Mentoring Programs**

Please read these terms and conditions carefully before using The University of Manchester's Mentoring Programs ('the Mentoring Programs'). By using the Mentoring Programs, you confirm your acceptance of the terms and conditions. If you do not accept the terms and conditions, you should not use the Mentoring Programs.

### **1. Provisions relevant to mentor**

**1.1** I confirm that I have read and understand the contents of the Mentor Handbook and that I will comply in full with the guidance and requirements it contains (applicable to Manchester Gold mentors only).

**1.2** I understand that as a mentor participating in the Mentoring Programs, any advice I provide in the course of the mentoring relationship is solely for the purpose of guiding the mentee in his/her career. I understand that this relationship is an educational resource to discuss career issues confronted by the mentee and that my role is to provide relevant information, suggestions, advice and guidance. I understand that the mentee will not rely upon my advice and/or statements as legal advice, nor as a substitute for his/her own independent judgment or professional opinions.

**1.3** I acknowledge that any information, suggestions, advice or guidance I provide to the mentee is provided free of charge and in good faith.

**1.4** I agree to keep in strict confidence all and any information which I obtain about the mentee and all information, suggestions, advice or guidance I provide to the mentee, unless the mentee provides a clear consent for such information to be shared.

**1.5** I understand that the sole involvement of the University and its Alumni and Development Office will be to verify that the mentees are either current University students or University alumni and that the University has no further role in the mentor and mentee relationship.

**1.6** I understand that I may terminate my involvement in the Mentoring Programs at any time.

## **2. Provisions relevant to mentee**

**2.1** I confirm that I have read and understand the contents of the Mentee Handbook and that I will comply in full with the guidance and requirements it contains (applicable to Manchester Gold mentees only).

**2.2** I acknowledge that any information, suggestions, advice or guidance provided by the mentor is provided free of charge and in good faith.

**2.3** I understand that as a mentee participating in the Mentoring Programs, any advice I receive in the course of the mentoring relationship is solely for the purpose of guiding me in my career. I understand that this relationship is an educational resource to discuss career issues confronted by me and to receive relevant information, suggestions, advice and guidance from my mentor. I agree that I will not rely upon the mentor's advice and/or statements as legal advice nor as a substitute for my own independent judgment or professional opinions.

**2.4** I understand that I shall not at any time be obliged to act on any information, suggestions, advice or guidance given by the mentor as part of the Mentoring Programs, but if and to the extent that I do, I shall do so at my own risk. I hereby unconditionally and irrevocably waive any rights of action I may have as against the Mentor and/or the University in relation to any such information, suggestions, advice or guidance.

**2.5** I understand that the sole involvement of the University and its Alumni and Development Office will be to verify that the mentors are University alumni or other approved/selected individuals and that the University has no further role in the mentor and mentee relationship. I acknowledge that the University is not liable for information, suggestions, advice or guidance provided by the mentor or for any acts or omissions of the mentor. I understand that it is my sole responsibility to assess the professionalism, credentials and references of the mentor.

**2.6** I acknowledge that neither the University nor the Mentor will be liable to me or to any third party for any loss, damage, costs or liabilities suffered as a result of the Mentoring Programs, the existence of the mentor / mentee relationship or any the services provided. Nothing in this clause shall limit or exclude any liability for death or personal injury, or which results from fraud.

**2.7** I agree to keep in strict confidence all and any information which I obtain about the mentor and all information, suggestions, advice or guidance I receive from the mentor, unless the mentor provides a clear consent for such information to be shared.

**2.8** I understand that I may terminate my involvement in the Mentoring Programs at any time.

## Mentoring Code of Conduct

### By taking part in the programme, Mentors and Mentees agree to:

- Responding to communications in a timely manner
- Being open and truthful in communications
- Respecting each other's time availability

### Mentees agree to:

- Ensuring that the focus of the mentoring is careers related

### Mentors agree to:

- Sharing advice and experience relating to career planning and future options
- Providing honest insights and constructive support
- Responding to the needs of the mentee and not imposing their own agenda
- Ensuring the mentee accepts responsibility for managing the relationship
- Seeking advice or refer mentees to another point of contact when an enquiry is beyond the mentor's capacity, experience or expertise

### Further important particulars:

- Either party may end the relationship at any time
- Whilst work experience opportunities are valuable to mentees, there is no guarantee or requisite that mentors can or will provide this
- The mentoring relationship must be kept professional at all times
- Face-to-face meetings must be held in public places
- Mentors and Mentees must not share personal contact details
- The relationships should not be exploitive
- Mentors and Mentees must stop communicating if they feel uncomfortable or apprehensive and should use the 'report' function.