

MENTOR PARTICIPATION AGREEMENT

1. Your commitment to us

As a Mentor, you hereby agree to:

- a) Commit to the full duration of the Programme as notified to you by Creative Access;
- b) Dedicate the necessary time to engage with your allocated mentee;
- c) Attend scheduled mentoring sessions with your allocated mentee;
- d) Not disclose any confidential information received and/or discussed in connection with your mentee or Creative Access;
- e) Be respectful of others and receptive to feedback;
- f) Not make any statement or act in any way that is knowingly defamatory, disparaging or derogatory in nature to Creative Access but will, if preferred, engage and follow the Creative Access Complaints Procedure at clause 2;
- g) Conduct yourself in a consistently professional manner during all interactions related to the mentoring programme;
- h) Where relevant comply with all safety rules and instructions from Creative Access in relation to attending live events or sessions linked to the mentoring programme; and
- i) Provide all information in connection with your participation in the mentoring programme, as reasonably requested by Creative Access.

2. Support

If you have a genuine concern regarding your participation in the mentoring programme, please contact the programme manager. If this cannot be resolved a formal request for support can be raised under the Creative Access Complaints Procedure, a copy of which can be provided to you on request (please request this in writing to Emma Shah at finance@creativeaccess.org.uk). Harassment, discrimination, or inappropriate behaviour of any kind will not be tolerated.

3. Intellectual Property

- a) Creative Access will own all rights to any materials or content created by them for the mentoring programme, even if they include you ("programme content");
- b) If you want to use or reference the programme content, you must first ask for prior written approval from Creative Access. This includes content created by us at an event which may include you, for example group images or on-stage photos.

4. Termination

- a) Creative Access can end the mentoring partnership at any time by giving you written notice. If that happens, your involvement in the mentoring programme and Creative Access responsibilities to you will stop right away.
- b) If you break the terms of this agreement, Creative Access can end it right away by giving you written notice. If that happens, your participation in the programme will stop immediately.
- c) Ending the mentoring partnership, for any reason, won't affect any rights or claims Creative Access already have against you. You're still responsible for anything you were required to do before the agreement ended.
- d) You can end the mentoring partnership at any time by giving us seven (7) days' written notice. Once the agreement ends, your participation in the programme and our responsibilities to you will stop immediately.

5. Confidentiality

During the programme and afterwards, neither you or Creative Access should share any private or confidential information they learn through this Agreement or the mentoring programme, without the other party's written permission. The only exceptions are when:

- it's reasonably necessary to share that information with professional advisors, employees, consultants, or agents for purposes related to this agreement;
- if required by law or a government or regulatory body; or
- if one party thinks the other is at risk of harming themselves or others.