NEW TO IN-HOUSE
MENTORSHIP PROGRAM GUIDELINES

1. The New to In-House Mentorship Program (the "Program") is voluntary. Either party can end the relationship for any reason at any time by promptly notifying the program chair in writing.

2. A participant must promptly notify the program chair in writing if a participant cannot meet their obligations under the program guidelines set forth herein.

3. Mentors and mentees must each commit to a minimum of at least one (1) hour per month to the Program. The one-hour time commitment can be met as mutually agreed between mentor and mentee (e.g. in one hour-long meeting or a series of calls, video or teleconferences, or in-person meetings comprising one hour).

4. Mentors and mentees will clearly define their goals and objectives for the relationship at the initial meeting. Goals and objectives will be examined and updated as needed.

5. Participants will actively listen and engage in meetings, including creating a safe space for each participant to fully express themselves and speak openly and honestly with each other.

6. Mentees will drive the relationship by reaching out to mentors to schedule time to meet each month. Mentees should be prepared to discuss at least one specific question or topic at each meeting with their mentor. Mentees shall provide the question(s) or topic(s) to their mentor in advance of the planned meeting. Mentors can only provide the advice and guidance needed if they know the areas that will assist and guide the mentee. Some questions or topics that may be helpful are:

   a. How do you find resources for . . . (standard contract language, bank regulations, state specific laws, etc.)?
   b. How do you balance work from home with life in general?
   c. What is the best piece of advice you've ever received?
   d. How can I talk to my manager about promotion?
   e. How do I network in the time of COVID?
   f. How do I learn the business side of in-house?
   g. I want to learn a new area of law that would be beneficial in-house, how do I do that?
   h. How can I request or learn from feedback?
   i. How to best handle an issue with a business partner or team member?

7. Mentors and mentees will mutually determine action items, if any, for the next meeting.

8. Mentors must commit to responding to a mentee's questions. If a mentee's question cannot be answered by the mentor, the mentor shall assist the mentee in locating the necessary resources, whether in the form of connecting the mentee with a person with the required knowledge/experience/insight or another resource.

9. Mentors and mentees will provide and receive constructive feedback on goals, objectives, and action items in a timely manner.

10. The Program will have its own separately scheduled programming that mentors/mentees shall participate in as a part of the Program. Mentors/mentees may agree to attend such programming in order to satisfy the one-hour meeting commitment.

11. All information shared in any mentor/mentee sessions shall be kept strictly confidential unless both mentor and mentee mutually agree to such disclosure in writing.

12. The Program is not a recruitment tool. Participants must ensure the Program is not used in this manner.

13. All participants have an individual responsibility to refrain from disclosing any confidential business, proprietary, trade-secret or other company information. If such information is inadvertently disclosed, no other participant shall use that information in any manner.

14. Mentors/mentees will provide timely feedback on the Program, including prompt written notification to the program chair if the assigned pairing is not a good fit.