



RULES OF PROCEDURE of the 8th edition of the Mentoring Program of Women Leadership in Business Foundation effective from 1 February 2021

§ 1. General provisions

- 1.1 These Rules of Procedure define the rules of participation in the 8th edition of the Mentoring Program organized by the Women Leadership in Business Foundation with its registered office in Warsaw, at ul. Ogrodowa 58, NIP number 525-258-17-95, lasting from May 2021 to March 2022.
- 1.2 The terms used in these Rules of Procedure shall mean:
 - a) **Promoter** - the Women Leadership in Business Foundation with its registered office in Warsaw, at ul. Ogrodowa 58, NIP No. 525-258-17-95, KRS No. 000049253;
 - b) **Mentoring** - a service consisting of the Mentor's support for the achievement of professional objectives by the Mentee, using the Mentee's potential and the Mentor's experience;
 - c) **Mentor** - a person participating in the Mentoring Program as a non-charged participant, providing mentoring services to the Mentee free of charge;
 - d) **Mentee** - a person participating in the Mentoring Program as a paid participant, receiving mentoring services from the Mentor;
 - e) **Mentoring Process (Content) Supervisor** - a person who provides mentorship and supervises the proper execution of the Mentoring Program and the substantive workshops;
 - f) **Program** - means the mentoring program organized by the Promoter on the terms specified in these Rules of Procedure of the 8th edition of the Mentoring Program of the Women Leadership in Business Foundation
 - g) **Mentoring sessions** - individual meetings of the Mentor and the Mentee, during which the Mentor provides mentoring services for the Mentee;
 - h) **Program Applicants, hereinafter referred to as the Applicants** - a natural or legal person obliged to pay fees for his participation in the Program, or delegating Mentees from an organization;
 - i) **Administrative Fee** - fee for participation in the Program, obligatory for participants participating as a Mentee;
 - j) **Application** - completed by the Mentee and the Mentor application to participate in the Mentoring Program via the online form at: www.fundacjaliderekbiznesu.pl (submitting the application shall not be deemed to being accepted to the Program);
 - k) **GDPR** - Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46 / EC (general regulation for data protection).

§ 2. Application to participate in the Mentoring Program

- 2.1 Applications for participation in the Program may be made using the Application Form available on the Promoter's website at: www.fundacjaliderekbiznesu.pl, in the "Mentoring Program 2021" tab.
- 2.2 The submission of a completed Application Form is equivalent to the commitment to participate in the Program in the event of a positive outcome of the qualification process and to compliance with these Rules of Procedure.
- 2.3 In the case of the Mentee, submission of the Application Form is also equivalent to the obligation to pay the Administrative Fee in the event of a positive result of the qualification process.

- 2.4 After submitting the Application Form, the Applicant shall receive confirmation of receipt of the application by e-mail to the e-mail address provided in the Application.
- 2.5 The information about being qualified to participate in the Program and the data of the person selected for cooperation as a result of the Mentor/Mentee pairing process will be sent in an electronic form (to the e-mail indicated in the Application) to the Mentor and the Mentee after the pairing process is completed, i.e. by 30 April 2021 at the latest, and in case of any possible changes in mentoring pairs - by the Program start date, i.e. 18 May 2021.
- 2.6 The Mentee shall be given access to the Mentee Zone after paying the Administrative Fee.
- 2.7 In order to pay the Administrative Fee, the Applicant may either download a proforma invoice or make payment online in the Promoter's online store. A link to make the purchase will be sent to the Applicant in the notification about being qualified to the Program.
- 2.8 The Applicant is obliged to pay the Administrative Fee to the following bank account: Women Leadership in Business Foundation, account number: PL 68 1280 0003 0000 0031 7600 5031.
- 2.9 The title of the payment shall state invoice number.
- 2.10 The amount must be paid in accordance with the date of payment shown on the downloaded invoice and no later than 14 working days before the inauguration of the Mentoring Program.

§ 3. Eligibility conditions for the Program

- 3.1 In the qualification process, considered will be the Applications that meet the conditions specified in the Program description at: www.fundacjaliderekbiznesu.pl, in the "Mentoring Program 2021" tab.
- 3.2 The Mentoring Program Provider reserves the possibility that not all Applicants will be admitted to the Program, and application failure does not oblige the Promoter to explain the reasons for the refusal.
- 3.3 The important factor in the qualification of Participants to the Program will be the selection of optimal Mentor-Mentee pairs made following the work of the Program Project Team based on the Application Forms and using the method being the intellectual property of the Promoter.
- 3.4 In case of doubts as to the selection of the best person to cooperate in the mentoring pair, the Promoter reserves the right to obtain additional information by phone or by e-mail.
- 3.5 Persons who sent the Application after the recruitment closing date or who are not matched in the process of selecting mentoring pairs, will be placed on the reserve list and may be invited to participate in the Program, provided such opportunity arises at a later date, but no later than halfway through the Program.

§ 4. Conditions for the Mentoring Program implementation

- 4.1 Participation in the Program shall include:
 - a) professional support (mentorship) of Mentoring Process Supervisors, including the possibility of consultation in the event of difficulties or challenges arising in the mentoring processes,
 - b) project management by the Promoter's coordinator,
 - c) access, during the duration of the Program, to the Mentor or Mentee Zone, where substantive materials and substantive workshops recordings will be published,
 - d) min. 6 individual mentoring sessions in the Mentor – Mentee pair,
 - e) for the Mentee: 4 substantive workshops, 1 joint meeting of Mentors & Mentees and the opening and closing of the Program,
 - f) for the Mentor: 4 substantive workshops, 5 remote *intervisions*, 1 joint meeting of Mentors & Mentees and the opening and closing of the Program,
 - g) participation in moderated networking sessions prior to workshop meetings,
 - h) an individual Reiss Motivation Profile assessment,
 - i) training and process materials,

j) Diploma confirming Mentoring Program completion.

- 4.2 Workshops and meetings under the Mentoring Program are intended for all Mentees and Mentors qualified for the Program. Meetings under the Mentoring Program will be carried out:
- in accordance with Program schedule provided by the Promoter and attached to the information about qualification for the Program,
 - Program Inauguration, workshop meetings and *intervisions* for Mentors – online,
 - selected meetings: joint meetings for Mentors and Mentees and the Closing Celebration Gala - in an online or hybrid formula (subject to recent COVID-19 safety requirements effective),
 - Project participants will have access to workshops recordings in the Mentor and Mentee Zone.

4.3 The Administrative Fee applies to the Mentee. It amounts to:

- PLN 2 190,00 net (PLN 2 693,70 gross) / 1 person, private attendee;
- PLN 3 490,00 net (PLN 4 292,70 gross) / 1 person, for people nominated by their organizations/ employers, which pay Mentee's attendance fee;
- PLN 3 141, 00 net (PLN 3 863,43 gross) / 1 person for organization that nominate at least 3 Mentees – we offer 10% discount

4.4 Fee payment shall be made by the Applicant, i.e.:

- in the case of private persons - a private person applying to the Program,
- in the case of persons registered by the Employer - the Applicant, i.e. the Employer.

4.5. The Administrative Fee does not include any additional costs, such as costs of travel, accommodation or parking.

4.6. The Promoter reserves the right to cancel or postpone the launch date of the Mentoring Program for valid reasons which are independent of the Promoter, within 15 working days before the start of the Program.

4.7. The Participants shall be informed immediately by electronic means (by e-mail to the e-mail address indicated in the Application).

4.8. In the event that the commencement of the Program or Program workshops did not take place for reasons attributable to the Promoter, the Promoter shall indicate another possible date of the event. The Promoter will inform the Applicant by e-mail (to the e-mail address provided in the Application) about setting another date, and the Mentees who are private persons shall be entitled to a refund of the Administrative Fee.

4.9. Persons applying to the Program as a Mentor and Mentee, by accepting these Rules of Procedure undertake to:

- demonstrate mutual respect for the time devoted and fully involve in the mentoring process,
- fulfil the declared obligations,
- participate in training workshops included in the Program (participation in the workshops is optional, but recommended),
- accept the fact that the formula of selected meetings will reflect the recent COVID-19 safety requirements effective in Poland.

4.10. Certificates and membership of professional organisations are not required to serve as a Mentor. The qualification of Mentors for the Program shall be based on the declared competence, career development, recommendations and individual interviews with the Promoter's representatives and/or Mentoring Process Supervisors.

4.11. The 8th edition of the Program is an all-Poland edition and workshop meetings are scheduled online. If the epidemiological situation so permits, the two meetings referred to in point. 4.2.c will be held in a hybrid formula (a stationary meeting in Warsaw and a live broadcast for persons not participating in the meeting). The Mentor and Mentee may freely agree on the formula of individual mentoring sessions.



§ 5. Program quality

- 5.1 The Promoter shall ensure the substantive quality of the organized Mentoring Program by involving the Mentoring Process Supervisors and trainers as well as the Project Coordinator with relevant experience.
- 5.2 The Promoter shall be open to the comments and suggestions submitted by the Participants both during the Program and after its completion.
- 5.3 In the event of any reservations as to the quality of the Program, the designation of a Mentor or Mentee or the course of individual mentoring sessions, the Participants are requested to immediately contact the Promoter at: mentoring@liderkibiznesu.pl.

§ 6. Resignation from the participation in the Program or Program discontinuation

- 6.1 A Mentee, who is a private person, has the right to withdraw within 14 days from the conclusion of the contract, which is considered to be the provision of an e-mail information about qualification for the Program along with indication of the data of the Mentor.
- 6.2 In the event that the Mentee resigns from participation in the Program:
 - a) up to 10 business days before the Program commencement date - the Promoter shall reimburse 100% of the funds paid to participate in the Program,
 - b) within a period of less than 10 working days before or after the start of the Program, the Applicant shall be required to bear 50% of the funds paid,
 - c) after 4 months of the Program, i.e. after 18 September 2021, the Administrative Fee will not be reimbursed.
- 6.3 Resignation from participation is accepted by e-mail to the following e-mail address: mentoring@liderkibiznesu.pl. Upon notification of the intention to resign, the Applicant shall be given a resignation form by e-mail. The date of receipt of resignation shall be the date of effective delivery of the resignation form to the Promoter - from Monday to Friday (except public holidays). The receipt of the resignation form must be confirmed by the Promoter.
- 6.4 It is assumed that the Applicant may designate another participant in training, provided that the newly designated participant complies with Program participation requirements (as provided in the Program description on the website www.fundacjaliderkibiznesu.pl).
- 6.5 In the event of Mentee resignation, the Promoter will make every effort to propose the Mentor another Mentee meeting the criteria for the selection of mentoring pairs.
- 6.6 In case of important events such as illness or accident that physically prevent the Applicant to continue with the mentoring process, the Applicant is required to contact the Promoter immediately. In these cases, the Promoter may allow to postpone participation in the Program for the next edition.
- 6.7 In case of problems with contacting the Mentor or other problems for reasons on the Mentor side that preclude Program continuation, the Mentee should inform the Promoter immediately. The Promoter has the right to propose a new Mentor. If the Promoter does not find another Mentor addressing the needs of the Mentee, the resignation and return of the Administrative Fee is possible.

§ 7. Personal data

- 7.1 The administrator of personal data of Program Participants is the Women Leadership in Business Foundation, located at ul. Ogródowa 58, 00-876 Warsaw. The Personal Data Protection Officer is Jarosław Kępski, contact: iod@liderkibiznesu.pl.
- 7.2 The purpose of the processing of personal data is the implementation of the contract, the training, the handling of the application, and the basis for the processing of personal data is art. 6 section 1 point b) of

GDPR - i.e. the processing is necessary for the performance of the contract or art. 6 sec. 1 a) of GDPR - that is, the voluntary consent of the data subject.

- 7.3 Personal data recipients will be employees or associates of the Women Leadership in Business Foundation, firms in support of the Foundation to the extent necessary for the proper performance of the services provided under these Rules of Procedure, in particular, a printing company dealing with printing of certificates for the Participants and intermediaries in the procurement of courier services, Poczta Polska, courier companies for the purpose of effecting shipments, IT firms, etc.
- 7.4 The database containing personal data of Program Participants or Program Applicants shall be subject to legal protection. These data shall be particularly protected and secured against unauthorized access.
- 7.5 The personal data of Program Participants shall be temporarily stored in the Google cloud and secured by the mechanisms offered by the service provider. In addition, the Women Leadership in Business Foundation shall make every effort to ensure that the personal data of Program Participants are highly protected.
- 7.6 The Participant or the Applicant shall have the right to inspect the provided data and the possibility to request them to be completed, updated, rectified or have their processing temporarily or permanently suspended, or shall have the right to request them to be deleted.
- 7.7 The exercise of the right to have personal data deleted shall be tantamount to resignation from the services provided by the Promoter.
- 7.8 Personal data retention periods – periods of data storage:
 - a) marketing contacts shall be removed immediately after the objection has been filed against their further processing - withdrawal of the consent granted,
 - b) the financial data shall be kept for a period resulting from tax legislation,
 - c) data related to the performance of contracts shall be held for a period resulting from consumer laws - the period for the submission of complaints.
- 7.9 The Participants in the Program shall have the right to bring an action in respect of the processing of their personal data to the President of the Office for the Protection of Personal Data, whose office is located at ul. Stawki 2, 00-193 Warsaw.

§ 8. Confidentiality

8.1 The Mentor, upon receiving the application and the CV of the assigned Mentee, undertakes to maintain the confidentiality of the data on the basis of the following rules:

- 1) The content of the documents shall be strictly confidential and shall not be disclosed to third parties.
- 2) The receipt of the above-mentioned personal data by the Mentor is accompanied by an instruction from the Women Leadership in Business Foundation (WLBF) to process it and by data processing authorization from the Data Administrator, pending the completion of cooperation with the Mentee.
- 3) For the entire duration of the service, the Mentor shall undertake to maintain confidentiality of the Mentee's data, including both electronic and paper-based data. Personal data in the electronic version may only be stored in encrypted files, whereas paper data must be stored in secure locations in lockable closets or drawers.
- 4) The computer used by the Mentor to process Mentee's data should have anti-virus software, automatically and systematically updated, as well as up-to-date system software also automatically and systematically updated and secured with a login and password. If Mentor's computer is connected to the Internet, access to the computer should also be appropriately secured against unauthorized access. The computer and the programs used should be legally purchased and legally licensed.
- 5) In the case of a complaint, comments or requests by the Mentee, the employer of the Mentee or the Office for the Protection of Personal Data, or any other entity competent in the field of personal data processing, the Mentor is required to report this immediately by e-mail to the Personal Data Protection Officer of the Women Leadership in Business Foundation to the following address: iod@liderkibiznesu.pl

and provide him with all held information relating to the processing of personal data and the security of their processing.

- 6) The Women Leadership in Business Foundation and its Personal Data Protection Officer have the right to immediately receive the information, in the form of an e-mail from the Mentor, regarding personal data processed by him as part of the cooperation with the Women Leadership in Business Foundation and the security of data processing referred to above.
- 7) After completion of the work with Mentee, the Mentor shall be obliged to return all data, both in electronic and paper form, to an authorized person at the Women Leadership in Business Foundation, and to effectively destroy the data from his own data carriers or data in other paper forms; at the same time, all data relating to the Mentee and the way in which they are protected and processed are strictly confidential and cannot be disclosed.
- 8) The Women Leadership in Business Foundation has the right to control adherence to the above rules on of personal data processing and handling.

8.2. As regards confidentiality during the process:

- 1) The administrator of personal data of Program Participants is the Women Leadership in Business Foundation, located at ul. Ogrodowa 58, 00-876 Warsaw. The Personal Data Protection Officer is Jarosław Kępski, contact: iod@liderkibiznesu.pl.
- 2) The purpose of the processing of personal data is the implementation of the contract, the training, the handling of the application, and the basis for the processing of personal data is art. 6 section 1 point b) of GDPR - i.e. the processing is necessary for the performance of the contract or art. 6 sec. 1 a) of GDPR - that is, the voluntary consent of the data subject.
- 3) The Participants of the Mentoring Program at the stage of application to the Program agreed to the processing of their personal data for the purposes of qualification and participation in the Mentoring Program and the Mentee/Mentor Club of the Women Leadership in Business Foundation and contact via e-mail and phone from the Foundation
- 4) The personal data of Program Participants were given on a voluntary basis.
- 5) Program Participants shall have the right to access and correct their personal data and to receive copies thereof, to limit the processing of data, to request the deletion or transfer of data.
- 6) Personal data recipients will be employees or associates of the Women Leadership in Business Foundation, firms in support of the Foundation to the extent necessary for the proper performance of the services provided under these Rules of Procedure, in particular, a printing company dealing with printing of certificates for the Participants and intermediaries in the procurement of courier services, Poczta Polska, courier companies for the purpose of effecting shipments, IT firms, etc.
- 7) Personal data of Program participants shall be processed by the Administrator until a request for their erasure is submitted, unless otherwise provided for in other law.
- 8) Personal data retention periods – periods of data storage:
- 9) marketing contacts shall be removed immediately after the objection has been filed against their further processing - withdrawal of the consent granted,
- 10) the financial data shall be kept for a period resulting from tax legislation,
- 11) data related to the performance of contracts shall be held for a period resulting from consumer laws - the period for the submission of complaints.
- 12) The Participants of the Program shall have the right to bring an action before the supervisory authority, the President of the Office for the Protection of Personal Data, whose office is located at ul. Stawki 2, 00-193 Warsaw, as regards the processing of personal data.
- 13) Program Participants shall undertake to maintain confidentiality of the personal data received, the procedural documents and other information specified by the parties as confidential.
- 14) In particular, the Participants shall undertake not to publish on the Internet, social media, etc., information on the ongoing mentoring process, including the personal details of the other party, unless this has been agreed between the parties. Program Participants acknowledge that the following are not permitted: recording or transmitting online meetings held in the context of the project without the

knowledge and consent of the Women Leadership in Business Foundation, providing logging details to the Mentor/Mentee Zone to persons not participating in the project.

- 15) The documents signed between the parties shall be strictly confidential and shall not be disclosed to third parties unless the Employer referring the Mentee to the Program has reserved the right to access the Contract, Process Objectives and Final Report – about which the Mentee is obligated to inform the Mentor during their first meeting, and that information should be included in the Contract.
- 16) The Women Leadership in Business Foundation shall treat procedural documents as confidential and use them only to confirm the ongoing mentoring processes.
- 17) Project Participants acknowledge that all materials in the Mentor and Mentee Zone and provided as part of the project (presentations, process documents, substantive materials, videos and photos) are the property of the Women Leadership in Business Foundation or the Mentoring Process Supervisors and undertake to use them only for their own development, and not to reproduce them or disclose them to third parties.

8.3. In the case of the Mentees referred to the Program by the Employer, it is necessary that the scope of Confidentiality of mentoring processes is confirmed between the Mentee and the Employer. At the end of the Program, the Employer may – upon request - receive information about the Mentee's activity in the Program, i.e. the number of individual sessions held, attendance at the training workshops or objectives the Mentee was working on. This information will be confirmed in writing between the parties in the Contract signed at the beginning of the mentoring process.

8.4. Any procedural documents forwarded to the Promoter, including the Contract and Final Report, shall be confidential and collected solely for the internal control of the processes, and shall not be made available to the Employer or other entities, except for the situation described in point 8.3.

§ 9. Complaints

9.1 Complaints may be made in writing no later than 10 working days after the end of the Program to the e-mail address of the Women Leadership in Business Foundation: mentoring@liderkibiznesu.pl. The Promoter will consider the complaints within 5 working days of the date of receipt and then send a reply to the Participant indicating the resolution and the reasons for the decision.

§ 10. Final provisions

10.1 These Rules of Procedure shall apply from 1 February 2021 until further notice.

10.2 The Promoter reserves the right to make changes to these Rules of Procedure, subject to mandatory rules of law.

10.3 In the matters not covered by these Rules of Procedure, the provisions of the Civil Code shall apply.