

Agreed Terms and Conditions

1 Parties to this Agreement

This agreement sets out the Terms and Conditions undertaken by :

- 1.1 The **MTA Guild**
- 1.2 The **Mentor** (A person appointed by MTA Guild to provide help and guidance to the Participant who may use some or all of the advice to reach any goals the Participant wishes) and
- 1.3 The **Participant** (A Motor Trade Association member seeking mentoring advice and guidance)
- 1.4 The **Co-ordinator** (the person appointed by The Guild to administer the Mentoring Programme)

2 Term and Termination

- 2.1 The Term of the Agreement is twelve (12) months from the date of signing by the Co-ordinator of the MTA Guild Mentoring Programme.
- 2.2 Either party may withdraw at any time by notice in writing to the other parties.

3 Appointment of a Replacement Mentor

Should the Mentor wish to withdraw from the agreement/programme, The Co-ordinator and the MTA Guild will do their best to find a suitable replacement Mentor acceptable to the Participant to complete the term of the agreement.

4 Confidentiality

- 4.1 The Mentoring process shall be conducted in the *strictest confidence* at all times
- 4.2 Immediately following the completion or termination of this agreement, the Mentor shall destroy all notes relating to the Participant.
- 4.3 The above obligations and conditions of confidentiality will not apply to information which is already known to the receiving party, publicly available, is rightly received by the receiving party from a third party, is disclosed pursuant to any legal process or is used for the purpose of evaluating the Mentoring process by the Co-ordinator of the MTA Guild or the MTA Guild Executive.

5 Good Faith

Any advice or counsel given by the Mentor to the Participant is based on the views and opinions of the Mentor and do not necessarily reflect the views and opinions of the MTA Guild.

6 Reporting

Mentors and Participants shall report to the Co-ordinator every three months from the commencement of the mentoring relationship, on the progress of the mentoring relationship, and a final report completed at the end or termination of this agreement. Evaluation forms will be sent out quarterly to the Participant.

7 Meetings

Mentoring meetings will be held at a time and place to suit both Mentor and Participant.



8 Exclusions

The Mentoring Programme is **not** :

- 8.1 an introduction service, or
- 8.2 a way of resolving personal problems, or
- 8.3 a technical consulting service, or
- 8.4 a way of generating sales leads.
- 8.5 neither the MTA Guild nor the Mentor shall be liable to the Participant for any loss, damage, cost or expenses suffered or incurred by the Participant, wholly or partly arising from or in connection with this agreement including but not limited to consequential loss of any kind.

9 Mentoring Plan

It is recommended that the parties agree to complete the attached Mentoring Plan at the first mentoring session.

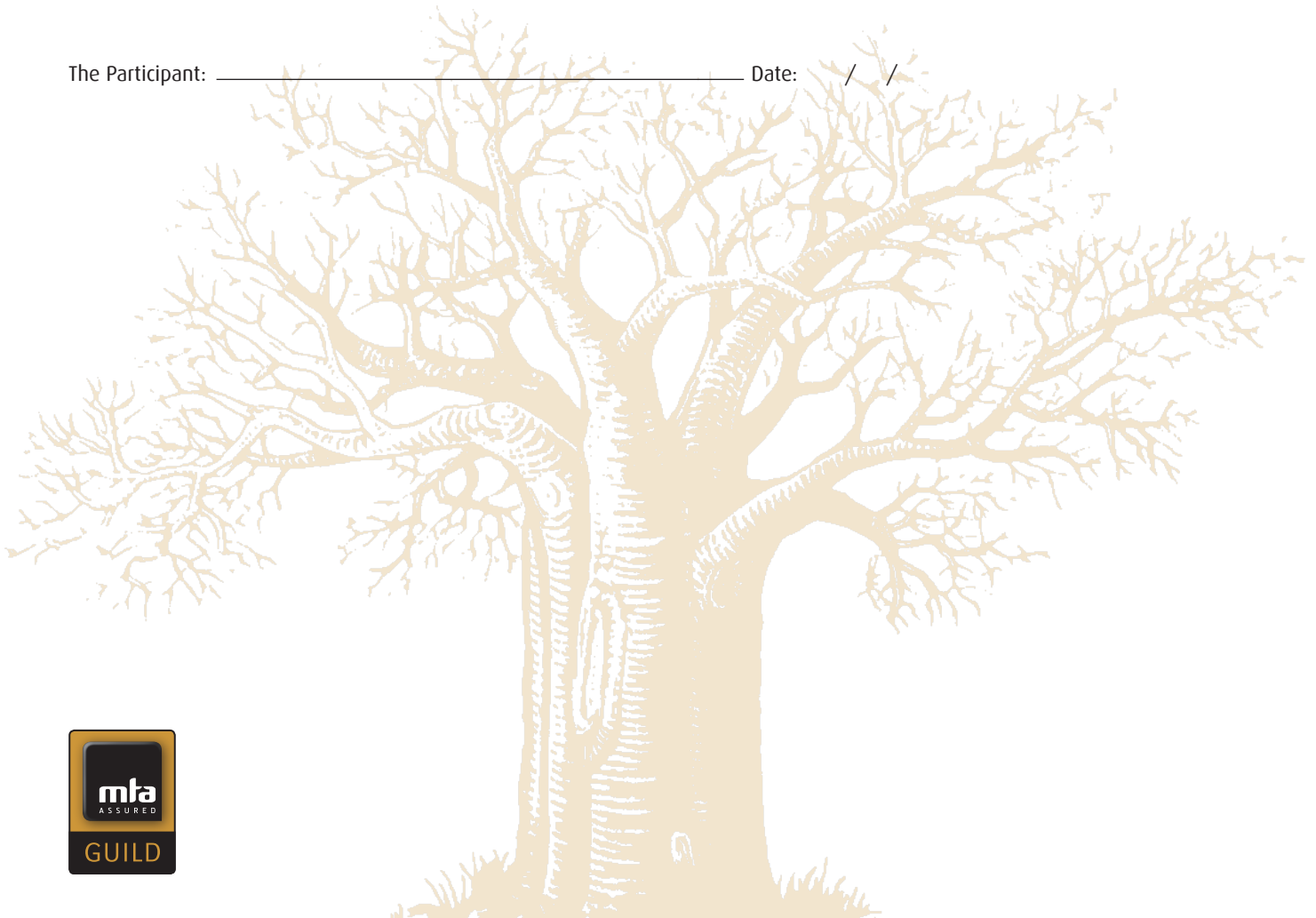
We the undersigned agree to abide by the above Terms and Conditions as they apply to the MTA Guild Mentoring Programme.

The Participant hereby agrees to indemnify the MTA Guild and its officers, the Coordinator and the Mentor against any claim, whatsoever, under this agreement. This indemnity shall continue on the termination of this agreement.

The MTA Guild Co-ordinator: _____ Date: / /

The Mentor: _____ Date: / /

The Participant: _____ Date: / /



Mentoring Plan - Final Goals

1. TASK	
Action	
Completion	

2. TASK	
Action	
Completion	



3. TASK	
Action	
Completion	

