

# **MENTORSHIP PROGRAM GUIDELINES**

*Summit Digital Solutions, Inc.*

*Effective Date: January 15, 2024*

*Document Version: 2.0*

## **1. PURPOSE AND SCOPE**

1. These Mentorship Program Guidelines (the "Guidelines") establish the framework and operational parameters for Summit Digital Solutions, Inc.'s ("Company") formal mentorship program ("Program").
2. The Program aims to facilitate knowledge transfer, professional development, and career advancement while protecting the Company's intellectual property and confidential information.

## **2. DEFINITIONS**

1. "Mentor" refers to a Company employee with minimum three (3) years of service, holding senior position (Director level or above), who has been approved by Human Resources to serve as a mentor.
2. "Mentee" refers to a Company employee participating in the Program as a recipient of mentorship.
3. "Mentorship Agreement" refers to the formal agreement executed between Mentor, Mentee, and the Company.

## **3. PROGRAM STRUCTURE**

### **1. Duration**

- Standard mentorship term: Six (6) months
- Optional extension: Up to twelve (12) months upon mutual agreement
- Minimum contact: Two (2) hours per month

### **2. Eligibility**

- Mentors must:
- Complete mandatory mentorship training
- Maintain good standing performance reviews
- Receive department head approval

- Mentees must:
- Complete minimum six (6) months employment
- Receive manager approval
- Have no active performance improvement plans

#### **4. ROLES AND RESPONSIBILITIES**

##### **1. Mentor Responsibilities**

- Provide professional guidance and support
- Maintain confidentiality of discussions
- Document mentorship activities
- Attend quarterly program reviews
- Report any compliance concerns

##### **2. Mentee Responsibilities**

- Actively participate in scheduled sessions
- Maintain professional boundaries
- Complete program evaluations
- Respect mentor's time and commitments
- Adhere to confidentiality requirements

#### **5. CONFIDENTIALITY AND INTELLECTUAL PROPERTY**

##### **1. All participants must comply with:**

- Company's Confidentiality Agreement
- Intellectual Property Protection Policy
- Data Security Guidelines
- Professional Code of Conduct

##### **2. Specific Restrictions**

- No sharing of proprietary technology information
- No disclosure of client-specific details
- No transfer of access credentials
- No sharing of strategic planning information

## **6. PROGRAM ADMINISTRATION**

### **1. Human Resources Oversight**

- Program coordination
- Participant matching
- Progress monitoring
- Conflict resolution
- Documentation maintenance

### **2. Evaluation Metrics**

- Monthly progress reports
- Quarterly effectiveness assessments
- Participant satisfaction surveys
- Career progression tracking
- Skills development measurement

## **7. TERMINATION AND TRANSITION**

### **1. Early Termination**

- Either party may terminate with 14 days notice
- Immediate termination for policy violations
- HR documentation required for all terminations

### **2. Transition Procedures**

- Exit interviews required
- Documentation handover
- Relationship closure plan
- Alternative mentor assignment if applicable

## **8. COMPLIANCE AND REPORTING**

### **1. Mandatory Reporting**

- Monthly activity logs
- Quarterly progress summaries

- Incident reports (if applicable)
- Annual program evaluation

## 2. Ethics and Compliance

- Adherence to Company Code of Ethics
- Regular compliance training
- Conflict of interest disclosure
- Professional boundary maintenance

## 9. AMENDMENTS AND UPDATES

1. These Guidelines may be modified by the Company at any time with written notice to participants.
2. Annual review and updates will be conducted by Human Resources in consultation with Legal Department.

## 10. ACKNOWLEDGMENT

The undersigned acknowledges receipt and understanding of these Guidelines:

**Mentor Name:** \_

**Signature:**

**Date:**

**Mentee Name:** \_

**Signature:**

**Date:**

**HR Representative:** \_

**Signature:**

**Date:**

## 11. CONTACT INFORMATION

Program Administrator:

Human Resources Department

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