

MENTORING CODE OF CONDUCT

The purpose of mentoring is to share wisdom gained from experience and learning. The mentor's principal function is to listen and to ask questions. The mentor may offer advice and opinion, but the mentor is not a consultant. Responsibility for decision-making rests solely with the client.

A mentor must maintain strict confidentiality about the commercial and financial affairs of an assigned business.

The Mentor shall:

1. At all times act in the best interests of the client.
2. Accept only those assignments for which they consider themselves suitable.
3. Withdraw from an assignment, where there exists a conflict of interest, a possible conflict of interest, or any ethical matter which is contrary to the law, or which makes it inadvisable to continue.
4. Refuse to accept, during the period of the assignment, any direct payment from the client for services, any offer of office, or any offer to invest in the business. Subsequent to the assignment, the mentor should seek permission from the Local Enterprise Office (LEO) to accept any such offer. Such permission will not be refused unless, in the opinion of the LEO Executive, it would be at variance with the spirit of the mentor programme. The LEO is given the opportunity to seek written acknowledgement from the client that the LEO assignment is completed and that there was no coercion by the mentor towards the client requesting to engage in any further arrangements. Any further arrangements are a matter for themselves and the Mentor.
5. Maintain the highest ethical standards. Should the mentor become aware of unethical practices within the assigned enterprise, which the proprietors are unable or unwilling to rectify, the mentor shall resign from the assignment.
6. Refuse to accept or give any gift, favour or hospitality intended as, or having the effect of, bribery and corruption.
7. Perform mentor duties in a time-efficient fashion.

8. Shall submit timely and meaningful mentor reports.
9. Give reasonable notice of cancellation of appointments.
10. Not canvass for assignments.
11. Not make promises of financial support on behalf of the Local Enterprise Office.
12. Be aware of, and sensitive to, the cultural environment in which they are working.
13. Ensure the mentee understands the nature and purpose of the mentoring assignment.
16. Be reliable in carrying out commitments made to the mentee.
17. Not recommend or write references for a mentee or the mentee's products or services.
18. Inform the programme manager whenever an assignment is beyond their capacity and brief any subsequent mentor on progress to date.
19. The Company represents and warrants that it is not directly or indirectly, by way of funding or shareholding, covered by the European Council decisions, (2014/386/CFSP) and (2014/512/CFSP), concerning restrictive measures in respect of actions undermining or threatening the territorial integrity, sovereignty and independence of Ukraine.
20. The Company represents and warrants that it is not directly or indirectly, by way of trading (exports and/or imports), funding, self-financing arrangements, ownership, control, shareholdings, investments, financing of, and financial interactions with, others, participation in projects, operations, provision of access to ports, or otherwise, in breach of the restrictions, measures or sanctions provided for under European Council Decisions and European Council Regulations, including, but not limited to, those adopted in 2014 and in 2022, each of which are concerning restrictive measures or sanctions in respect of or arising from actions undermining or threatening the territorial integrity, sovereignty and independence of Ukraine, including those which were adopted consequent upon Russia's actions destabilising the situation in Ukraine and the Russian invasion of Ukraine in February, 2022, and thereafter, or in response to the military conflict in Ukrainian territories in 2014 and subsequently, or in response to the illegal annexation of Crimea and Sevastopol by Russia, or in view of the situation in Belarus and the involvement of Belarus in the Russian aggression against Ukraine, or in response to the recognition by Russia of the

non-government controlled areas of the Donetsk and Luhansk oblasts of Ukraine and the ordering of Russian armed forces into those areas.

Mentor 1

Signed:

Print:

Date:

Mentor 2

Signed:

Print:

Date: