

THE MENTORING CHARTER

Introduction

Corporate mentoring is based on an interpersonal relationship of support, exchange and learning between a mentor and a mentee. The mentor is an experienced person who wants to share his or her knowledge and know-how through this activity. The mentee benefits from this expertise to accelerate their personal and professional development.

The purpose of this charter is to define the commitments and responsibilities of each party, to ensure that the mentoring relationship runs smoothly within the company.

If you have any queries about the programme over the coming months, the Pathline team can be contacted at contact@pathline.fr.

Let's get started!

Agenda

The specifics of the Mentor/Mentee relationship.

Mutual commitments in mentoring

Commitment of the parties.

Using the Pathline solution



An impartial, non-judgmental relationship

In our mentoring programme, we emphasise that the mentor-mentee relationship must be independent of any hierarchical or functional relationship. This fosters an environment of trust and openness where the mentee can feel free to discuss their challenges, ideas and ambitions without fear of judgement or repercussions. In addition, it will enable advice and support to be offered without conflict of interest or bias.

As a mentor, it is important to respect this independence and maintain a professional and respectful relationship. The risk is to fall into authority. There is no hierarchical relationship between Mentor and Mentee, only listening and support.

A strictly confidential relationship

Confidentiality of exchanges is absolutely necessary to allow the mentee to feel free and to share their ideas, concerns, challenges, failures and successes without fearing that this information will be used against them or become public. Confidentiality also covers the private lives of the mentor and mentee. Certain topics of discussion may be personal or sensitive.

The mentor should alert the mentee when the conversation enters the realm of privacy and ask for the mentee's explicit consent before continuing.

A mentoring relationship based on confidentiality will encourage the mentee to take more risks in learning and experimenting, knowing that mistakes or failures will not be exposed to others.

ROLES AND RESPONSIBILITIES OF THE MENTOR

Confidentiality: Respect the strict confidentiality of exchanges with the mentee.

Personal commitment: Actively participate in sessions, training and meetings related to the programme.

Active listening: Pay close attention and provide honest, constructive feedback.

Focus on objectives: Focus the exchange specifically on the results and objectives set.

Opening up the network: Making your network available by proposing contacts.

Collaboration with human resources: Involve HR when necessary.



ROLES AND RESPONSIBILITIES OF THE MENTEE



Responsibility for progress: Mentees are responsible for their own learning. They must be fully involved in the mentoring sessions and put into practice the recommendations received.

Putting advice into practice: Applying the recommendations and lessons received.

Define objectives: Clearly identify personal and professional development goals.

Prepare the sessions: Develop questions and discussion topics before each meeting to get the most out of the mentoring sessions by being engaged and active.

Remain open to learning: Demonstrate humility and be receptive to advice.

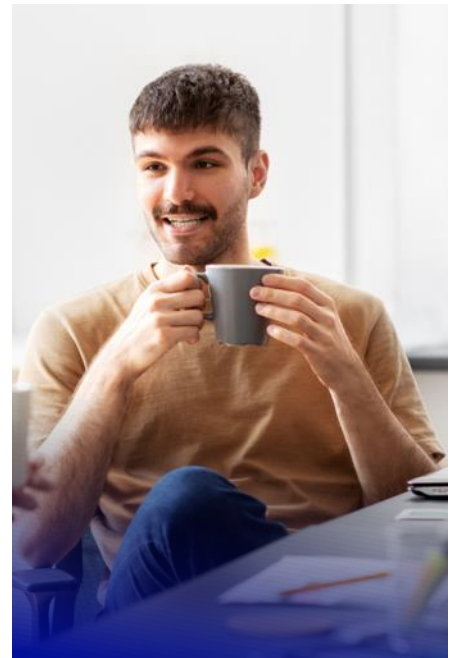
Respect the values of the organisation: Adhere to the values and ethics of the company.

Seek feedback: Seek constructive feedback and evaluation from the mentor.

Participate actively in the programme: Get involved in the mentoring programme's activities (training, events, meetings, etc.).

Respect the mentor's time: Be punctual and respect the time allocated by the mentor.

Provide feedback: Give constructive feedback to the mentor to improve the relationship.



HR ENGAGEMENT

The HR department works closely with other members of management to define the objectives and needs of the mentoring programme, and to implement it effectively. Throughout the process, the HR department monitors the progress of the programme.

Development of guidelines: Creation of rules and guidelines adapted to the company's needs.

Mentor recruitment: Identification and selection of qualified mentors for the programme.

Mentor training: Planning and implementing training for mentors, where necessary.

Support for mentors and mentees: Providing advice and assistance throughout the programme.

Evaluation and improvement: Analysis of the mentoring process and implementation of improvement measures.

Confidentiality: Strict confidentiality of exchanges between mentors and mentees.



A MUTUAL AGREEMENT

Under no circumstances can the Mentor accompany a person who does not wish to be accompanied. The full agreement of the person to whom mentoring is proposed by their leader or HR is therefore mandatory. At the first meeting, the Mentor checks that the person referred to him or her is willing to be mentored and is familiar with the process via the mentoring commitment and charter.

The Mentor is also free to refuse a new mentoring programme. The Mentor and Mentee may exercise their 'right of withdrawal' at any time and stop the mentoring process. If this is done at the Mentor's initiative, the Mentor must propose an alternative solution to the Mentee.



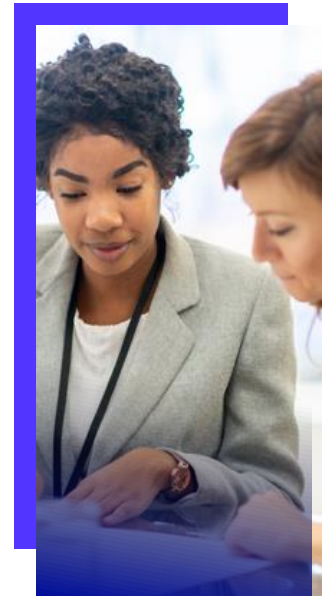
LA PLATEFORME PATHLINE

The Pathline platform has been designed to ensure the success of mentoring programmes. It engages each participant in productive sessions and ensures end-to-end management of the programme.



Sessions

Mentors and Mentees taking part in the programme benefit from tools to enrich their support, including the drafting of reports and action plans, as well as the sharing of resources.



Mentoring process

The platform is customised to suit users' needs.
Administrators can customise : The Talent / Inclusion programme theme
The programme objectives
The participation criteria
The mentoring format
The platform language



Respect for confidentiality

Participants are assured of the confidentiality of the mentoring process. Platform administrators will never have access to notes or documents shared as part of the mentoring process.

Protection of personal data

The platform is designed to comply with RGD standards, and respects data confidentiality thanks to strict security protocols. The data is hosted and processed in France to prevent any foreign jurisdiction from having a right of oversight.

Monitoring

Administrators are able to track the progress of coaching sessions without ever having access to the notes or documents exchanged: tracking session dates, session completion, absences, objectives set, objectives achieved and programme completion.



Mentorship @ACME

Hi Jessica, you're invited to Acme Mentoring Program !

You're invited to participate as a [mentorLabelLower] and [menteeLabelLower] in [organizationName]'s program, [programName]. Registration takes just a few minutes, so don't delay - submit your profile!

About de Program : We're launching a Mentoring Program to bolster skill development, promote talent retention, and facilitate knowledge transfer. This initiative is expected to spark innovation, strengthen our corporate culture, and ultimately build a more robust, engaged, and forward-thinking team

[Register](#)

SIGNATURE OF THE CHARTER

MENTOR

Signature

Name

Title

MENTORÉ

Signature

Name

Title

RH

Signature

Name

Title

This Charter is a Pathline template that you can customise to suit your needs. We can add it to the platform so that it can be signed by the participants. For more information, contact Pathline.contact@pathline.fr

The screenshot displays the Pathline mentoring platform interface. At the top, the 'Pathline' logo is visible. The main header shows the program name 'Talent Development' with a status 'In progress' and a start date 'Lancé le 23 nov. 2023'. A button 'Contacter le responsable Biablaçar' is present. The mentor's profile, 'Arnaud Bouleau, VP Marketing', is shown. A 'TERMINER CE PROGRAMME' button is in the top right.

The interface is divided into two main sections. On the left, under the 'SÉANCES' tab, there are two lists: 'Séances à valider' (Sessions to validate) and 'Séances validées' (Validated sessions). The 'Séances à valider' list includes 'Séance 2 - 02/01/24', 'Séance 3 - 18/01/24', and 'Séance 4 - À PLANIFIER'. The 'Séances validées' list includes 'Séance 1 - 20/12/23'. On the right, the 'Séance 2' details are shown, including a duration of '90 min' and a time slot 'le 20/12/23 à 14:30'. Below this, there is a section for 'Mes notes de séance' (Session notes) with a '+ AJOUTER UNE NOTE' button. A note from '12 jan.' titled 'Compte rendu' is displayed. Below the notes, there is a section 'A lire avant de commencer votre séance' (Read before starting your session) with a paragraph of text. At the bottom, there is a section 'Si vous cherchez de l'inspiration...' (If you are looking for inspiration...) with a grid of activity cards categorized under 'Pour commencer' (To start), 'Pour avancer' (To move forward), and 'Pour finir' (To finish). The cards include 'Ice breaker', 'Define Objective', 'Communication', 'Professional Growth', 'Productivity', 'Management Skill', 'Career Guidance', and 'Final Review'.

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18.02.25