

## General Agreement on the Mentoring Program

between

Johnsenskillz AG  
Bahnhofstrasse 23  
6300 Zug

(hereinafter "Johnsenskillz" or "we")

and

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
e-mail: \_\_\_\_\_  
phone number: \_\_\_\_\_

(hereinafter "the Mentee" or "you")

agree on the following terms and conditions of the Mentoring Program:

### 1. Introduction

#### 1.1. General

Johnsenskillz AG ("Johnsenskillz" or "we") is the owner of the website <https://www.sheskillzglobal.com/> and any subdomains of it ("website" or "SHESKILLZGLOBAL"). We stand for equality and our vision is a world where talent has no gender. Thus, we created SHESKILLZSGLOBAL where we provide different Services and tools for female talents ("you" or "User") that may help women accelerate their careers and may help promote their skills, competences and experiences. One of these Services is the Mentoring Program. As a registered User (a Candidate) of SHESKILLZGLOBAL you are eligible for the Mentoring Program. The Mentoring Program relies on experienced professionals who volunteer to be a Mentor.

This General Agreement on the Mentoring Program ("Agreement") governs the general terms and conditions of the Mentoring Program.

The use of our Services (as defined below) with SHESKILLZGLOBAL is also subject to the privacy policy which covers how we collect, use, share and store your personal data. When using our Services you agree to all of the terms of our privacy policy in its latest version, as available under the following link: [Privacy Policy](#), which form integrated part of this Agreement.

#### 1.2. Contact details

If you have any questions or comments regarding this Agreement, please do not hesitate to contact us. You can reach us as follows:

Johnsenskillz AG  
Guro Johnsen  
c/o B&P tax and legal AG  
Bahnhofstrasse 23  
6300 Zug



[info@sheskillzglobal.com](mailto:info@sheskillzglobal.com)

We will do our best to assist you in your inquiries.

## **2. Mentoring Program**

### **2.1. General**

If you are interested in participating in the Mentoring Program you must apply for a place in the Mentoring Program. As places are limited, a participation in the program is not guaranteed.

You are only entitled to have one Mentor and one Mentoring Program.

If you are admitted to the Mentoring Program you must sign the present agreement and send it to [info@sheskillzglobal.com](mailto:info@sheskillzglobal.com). In due time after signing the Mentoring Agreement you get access to the platform. On the platform you will enter the topics for which you wish to be mentored for. You will also set your goals. After entering all the information required is filled in your profile is complete. Mentors who have entered the same information/topics as the Mentee will see the Mentees' profile and will send a mentoring request to the Mentee. After receiving the request, the Mentee will see the profile of the Mentor. It is up to the Mentee to decide if she wants to accept the request. Once the request is accepted, the Mentee and the Mentor can connect and agree on the first online session. If the Mentee declines the request of the Mentor, the Mentor will no longer be available and will mentor another Mentee.

Should the Mentee refuse more than two Mentors, it is in the sole discretion of JohnsenSkillz to propose another Mentor or to terminate this Agreement with the Mentee with immediate effect. The Mentee has no right to allocation of a specific Mentor.

It is not possible to complete the Mentor Program in an anonymous way. During the participation at the Mentor Program you may interact with other Mentees and Mentors and third parties, especially during webinars. During the webinars all the participants may see your name, video and/or picture and your email address, depending on the service used for the webinar.

If you already completed a Mentoring Program you are not eligible for another Mentoring Program. Should you have terminated a Mentoring Program early, it is in the sole discretion of JohnsenSkillz to determine if you are still eligible for another Mentoring Program.

### **2.2. Mentor/Mentee-Relationship**

The Mentor and Mentee individually determine the content, tasks and goals of the Mentoring program based on their needs and experiences. The agreement on the content of the Mentoring Program can be concluded in writing as well verbally. JohnsenSkillz suggests that the Mentor and Mentee determine the content, tasks and goals in writing.

The Mentee will fill out a Session Agreement for each mentoring session and will send it to the Mentor/or add on their "Dashboard" (see hereinafter and Session Agreement in Attachment 1 of this Agreement).

### **2.3. Session Agreement**

The purpose of the Session Agreement is to assist the Mentor and the Mentee in documenting what parameters and goals will serve as the foundation of the mentoring relationship.

#### **2.3.1. Goals**

Under the title "Goals" you determine what you hope to achieve as a result of the mentoring Program. The goals may be (non exhaustive list) daily operational issues/topics that you would like to discuss, explore new career opportunities/alternatives, obtain knowledge of organizational culture, networking and leadership skill development.

### 2.3.2. Meeting frequency

The Mentoring Program consists of a total of 4 Sessions. The Sessions will take place online. Each Session lasts from 45 minutes to 1.5 hours.

You and the Mentor determine the frequency, the duration and the digital location of the Sessions.

### 2.3.3. Duration / Termination

This mentorship relationship will continue as long as you and the Mentor feel comfortable with its progress and results or until all four sessions have been held.

You or the Mentor may terminate the Mentoring Program at any time and we agree to honour your decision to stop the Mentoring Program. In order to terminate the Mentoring Program please contact us by email (contact details in 1.2. here above).

## 2.4. Webinars

During the Mentoring Program you will assist at least 2 to 3 webinars for which you must register in advance. The registration and information you will take from the invitation for the webinar.

We encourage you to actively participate in the webinars as you may benefit from it. You agree and confirm that you agree that your personal information (such as first name, last name, email address) are disclosed through invitations and/or during the webinars and that other participants may see this information. Webinars are not held anonymously.

## 3. Obligations

### 3.1. Eligibility for the Mentoring Program

To be eligible for the Mentoring Program, you represent and confirm that:

- (1) you are of the age of 18 years or older;
- (2) you have a profile on SHESKILLZGLOBAL;
- (3) you will only have one profile on SHESKILLZGLOBAL, which must be in your real name;
- (4) it is your first time participating in the Mentoring Program; and
- (5) you are not already restricted by JohnsenSkillz from using the Services.

JohnsenSkillz reserves the right to unilaterally decide whether a User will participate in the mentoring program.

### 3.2. Your responsibilities

Having registered as a Mentee, you represent and confirm to:

- (1) be committed to the Mentoring Program and your professional development;
- (2) identify realistic goals and timeframes with the Mentor;
- (3) send the Session Agreement no later than 7 days after the last Session to the Mentor;
- (4) adhere to the commitments and tasks determined by the Mentor and you;
- (5) attend 2 to 3 webinars during the course of the Mentoring Program;
- (6) inform the program committee at least five business days in advance of the webinar that you are not attending a webinar.
- (7) be solely responsible for the decisions you make based on the Mentoring Program.
- (8) comply to all applicable laws including without limitation, privacy laws, intellectual property laws, tax laws and regulatory requirements;

(9) participating in the Mentor Program in a manner and with a behaviour suitable and expectable when using a platform like SHESKILLZGLOBAL;

If the Mentee does not comply with the obligations set out in this Agreement as well as agreements determined by the Mentor and the Mentee, you may lose your spot in the Mentoring Program. JohnsenSkillz and / or the Mentor may individually terminate the Mentoring Program.

### **3.3. Payments**

The Mentoring Program fee is EUR 250.

The fee is payable in advance by [please specify your desired payment method] on the platform. In due time after paying the fee you will get access to the platform.

### **3.4. Tips and advice of the Mentor and SHESKILLZGLOBAL**

The goal of JohnsenSkillz is to provide an environment on SHESKILLZGLOBAL where the Users can boost their competences. Consequently, you will find tips and advice throughout the website and you will receive tips and advices from your Mentor. It is up to you to decide and in your sole responsibility if you wish to follow an advice or tipp that you receive on the platform. If an advice or tipp given should turn out negatively or bring disadvantageous results (e.g. termination of employment contract), neither JohnsenSkillz nor the Mentor assume responsibility or liability.

## **4. Disclaimer and Limit of Liability**

### **4.1. Exclusion of Liability**

Johnsenskillz, to the extent permitted by applicable law, excluded all liability for damages caused to the Mentee (safe when Johnsenskillz caused any damage acting in gross negligence or wilful misconduct). In particular, the Mentee notes and accepts that Johnsenskillz cannot guarantee that the Mentor Program will work optimally or be a success.

## **5. Miscellaneous**

### **5.1. Governing law and place of jurisdiction**

This Agreement shall be governed by and construed in accordance with Swiss law, excluding the United Nations Convention on Contracts for the International Sale of Goods of 11 April 1980 and conflicts of law rules. The Parties to this Agreement irrevocably agree that, unless statutory law provides otherwise, the competent courts at the registered office of Johnsenskillz in Switzerland are to have jurisdiction to settle any disputes which may arise out of or in connection with this Agreement and that accordingly any proceedings may exclusively be brought in those courts. Alternatively, Johnsenskillz also has the right to conduct legal proceedings against the User before the competent courts at the User's domicile.

### **5.2. Severability**

Should individual provisions of this Agreement in whole or in part be or become unenforceable or if a loophole becomes apparent, the Agreement shall in terms of the remaining content remain unaffected. The ineffective, unenforceable or missing provision shall be replaced by one such provision which in legal terms comes closest to the commercial purpose of this Agreement.

**With your signature you confirm that you read and accept the terms and conditions of this Agreement:**

Date / Place: \_\_\_\_\_

Full Name: \_\_\_\_\_

Signature: \_\_\_\_\_

# Attachment 1

## Session Agreement

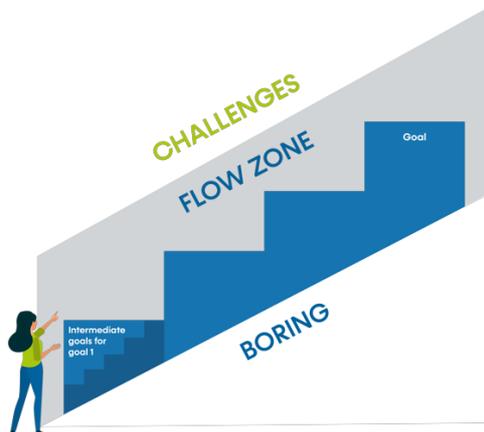
### SESSION1

Date for the session:

Name of the mentee:

Name of the mentor:

Put in a picture of your development stair:



What are the development are as you and your mentor agreed you will focus on until next session?

Area(s) of development	Why is it important that you focus on this development(s) to reach your main goal?	Do you need support from somebody special, whom?

When will your next session be:

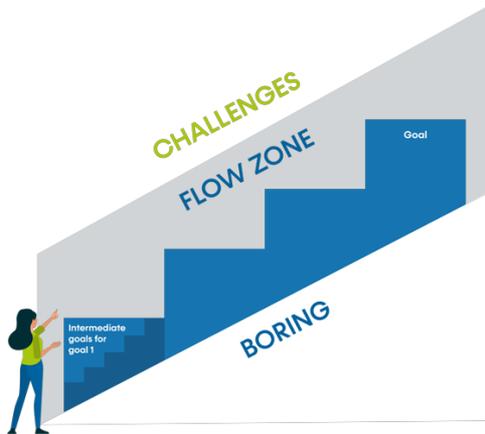
## SESSION2

Date for the session:

Name of the mentee:

Name of the mentor:

Put in a picture of your development stair:



You have now worked on what you agreed with your mentor in session1. How will you evaluate your work?

Area(s) for development you agreed about in last session?	How did it go? What went well, what was challenging, was there some thing that was not possible to do and why? What encouraged you? What was an obstacle?	Did you get the support from those you needed support from?

What do the mentor think of the work you have put down since last time?

- What are the main inputs from her/him?



What are the development areas you and your mentor agreed you will work on until next session?

Area(s) for development	Why is it important that you focus on this development(s) to reach your main goal?	Do you need support from somebody special, whom?

When will your next session be:

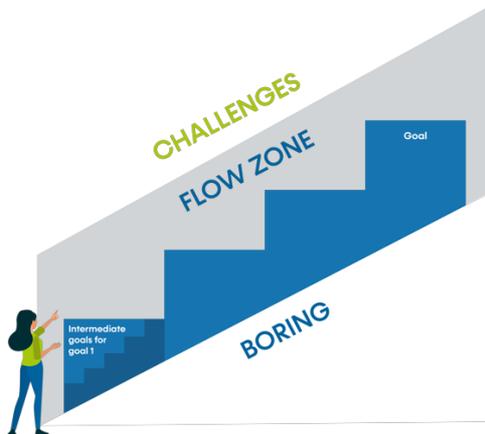
## SESSION3

Date for the session:

Name of the mentee:

Name of the mentor:

Put in a picture of your development stair:



You have now worked on what you agreed with your mentor in session2. How will you evaluate your work?

Area(s) for development you agreed about in last session	How did it go? What went well, what was challenging, was there something that was not possible to do and why?	Did you get the support from those you needed support from

Are there something you need to change in the way you working towards your goal? Are you meeting some special challenges?

What do the mentor think of the work you have put down since last time?

- What are the main inputs from her/him?

What are the development areas you and your mentor agreed you will work on until next session?

Area(s) for development	Why is it important that you focus on this development(s) to reach your main goal?	Do you need support from somebody special, whom?

When will your next session be:

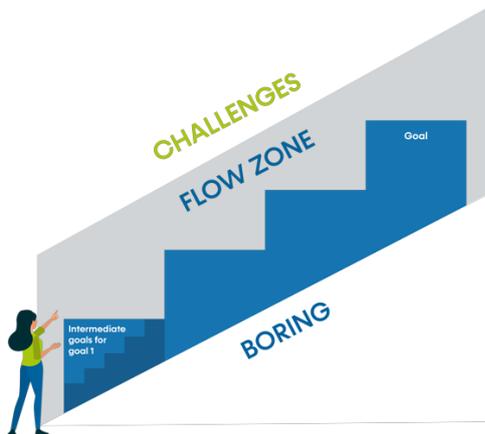
## SESSION4

Date for the session:

Name of the mentee:

Name of the mentor:

Put in a picture of your development stair:



You have now worked on what you agreed with your mentor in session3. How will you evaluate your work?

Area(s) for development you agreed about in last session	How did it go? What went well, what was challenging, was there something that was not possible to do and why?	Did you get the support from those you needed support from

What do the mentor think of the work you have put down since last time?

- What are the main inputs?

Are you getting closer to your goal? If yes, what factors that you worked on helped you?

If you are not closer to your goal, what went wrong/or what challenges did you meet that was not do easy to overcome as you might thought?  
Is the goals till reachable, with making some changes in the way youwork towards it/your strategy?

What are the development areas you and your mentor agreed you willwork on in the future.

Area(s) for development	Why is it important that you focus on this development(s) to reach your main goal?	Do you need support from somebody special, whom?



The mentor's evaluation words, recommendations and tips to the mentee for the future:

Dear.....

Your mentor: