Policy on Mentoring

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Version Control

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1. Purpose

This policy aims to foster a culture of continuous learning and professional development by providing employees with structured mentoring and training opportunities. This policy ensures that all employees, regardless of role or location, have access to guidance, knowledge-sharing, and career development support.

2. Scope

This policy applies to all employees within CI Global Technologies Private Limited.

3. Definition

"Employee" means all those who are directly appointed by CI Global Technologies Private Limited

"Company" refers to the entity CI Global Technologies Private Limited.

"Mentor" is an experienced individual who provides guidance, advice, and professional knowledge to a mentee.

"Mentee" is an individual who receives guidance and support from a mentor to enhance their professional growth.

"Mentoring" is a collaborative relationship that facilitates the mentee's career development and learning.

4. Mentor and Mentee Selection

4.1 Participation in the mentoring program is voluntary but encouraged for professional development

4.2 Mentees may nominate preferred mentors, subject to availability and developmental alignment

4.3 Mentors should have relevant expertise, leadership experience, and a commitment to mentoring

4.4 Mentees must demonstrate good conduct, motivation, and clear professional goals

4.5 Mentors and mentees must be from different functions, with no direct reporting relationship. The mentor must be at least one designation higher than the mentee

5. Process

5.1 The management will announce the launch of the mentoring program and invite interested employees to participate

5.2 Employees willing to join as mentors or mentees must submit an application outlining their experience, skills, or development goals

5.3 The management will review applications and match mentors and mentees based on their expertise, career aspirations, and developmental needs

5.4 Once the pairs are finalized, both mentors and mentees will receive formal communication regarding their selection

5.5 A one-day orientation session will be conducted to brief participants on program objectives, expectations, and best practices

5.6 After orientation, a formal kick-off meeting will introduce mentor-mentee pairs to ensure transparency and outline the next steps in the mentoring journey

5.7 All mentoring programs will have a standard duration of six months unless otherwise specified

5.8 In the first two months, mentors and mentees must meet at least once every 15 days, with each meeting lasting a minimum of 60 minutes

5.9 After four successful fortnightly meetings, the frequency may shift to monthly meetings at the discretion of both parties, with a minimum duration of 30 minutes

5.10 The management will schedule the first meeting, while subsequent meetings will be mutually decided. Any meeting schedules or changes must be communicated to the management

5.11 Both mentor and mentee must complete the mentoring meeting journal after each session to track progress

5.12 Mentors need to provide guidance, feedback, and career advice while maintaining confidentiality and professional integrity

5.13 Mentees should take initiative in setting goals, actively engage in the process, seek feedback, and respect the mentor's time and expertise

6. Boundaries of Mentoring Relationship

6.1 Mentors and mentees should maintain professionalism, avoid conflicts of interest and discussing personal issues

6.2 Meetings should focus on professional development and not address grievances or career promotions

6.3 Mentors must maintain confidentiality and avoid sharing discussions with the mentee's reporting manager

6.4 The mentoring process should provide guidance, not ready-made solutions to challenges

6.5 Participants are expected to dedicate at least 1-2 hours per month to mentoring discussions

6.6 Any ethical concerns or conflicts should be reported to the HR department

7. Program Evaluation

7.1 Exceptional mentors will be recognized through awards and leadership opportunities

7.2 Actively engaged mentees may be considered for career advancement programs

7.3 The HR Departments will conduct regular reviews to assess progress, ensure alignment with program objectives, and address any concerns

Review Type	Frequency	Objective
Ongoing Progress Review	Every 2 months	Assess feedback, track progress, address issues
Final Review	End of 6 months	Consolidated evaluation of all previous reviews

8. Roles and Responsibilities of the HR Department

8.1 Define the vision and direction of the mentoring program, ensuring alignment with organizational objectives

8.2 Oversee the development and finalization of the program framework, including mentor-mentee matching

8.3 Monitor mentorship progress, conduct regular reviews, and address any escalations

8.4 Ensure the effective implementation of the program and its impact on employee development

8.5 Administer the program by providing orientation, ongoing support, and necessary resources to participants

8.6 Report program progress and key insights to leadership for continuous improvement

9. Exception Clause

9.1 Any deviation from this policy will be made at the discretion of the management