

Mentoring Code of Conduct

Both mentor and mentee will abide by the following code of conduct and act in a way which respects diversity and promotes equality of opportunity.

- The mentor will respond to the needs of the mentee and not impose their own agenda.
- Mentors and mentees will respect each other's time availability, as agreed in the Mentor Contract, ensuring that they do not impose beyond what is acceptable to each other.
- Either party may end the relationship at any time.
- The mentor will not pry into areas that the mentor wishes to keep private. They should help the mentee to recognise how these areas may impact on professional areas.
- Mentors and mentees will share the responsibility for the smooth winding down of the relationship, once it has achieved its purpose.
- The relationship should not be exploitive in any way.
- Mentors should never work beyond the bounds of their capability, experience and expertise. Where appropriate, mentors should seek advice or refer mentees to another point of contact.

Confidentiality Statement

The successful partnership between the mentor and mentee is based on trust, honesty and confidentiality. Both mentor and mentee agree that they will:

- Keep any information shared between themselves confidential (unless any issues are raised which may place either party in a vulnerable situation).
- Immediately pass on any information which makes either party concerned about the personal safety of the other or another individual.
- Maintain confidentiality about all personal issues discussed, both during the relationship and also once it has ended.
- Understand that if either party chooses to end the relationship, that both parties are still expected to keep shared information confidential at all times and must never discuss the details of any mentoring relationship in which they have been involved.