

MENTOR :: ME

CODE OF CONDUCT

A mentor's role is to help their mentee make their own decisions. Mentors help mentees weigh up situations through a process of reflection, questions, challenges and feedback, rather than giving advice. The mentor will act with honesty, objectivity and integrity, respecting diversity and promoting equal opportunities.

The code

1. The mentor's role is to respond to the mentee's needs and agenda, not to impose an agenda on the mentee.
2. Mentors will agree with the mentee how they wish the relationship to work, and the appropriate level of confidentiality to adopt.
3. The mentor should explain the mentee's rights and any complaints procedures.
4. Mentors and mentees will respect each other's time and other responsibilities, ensuring that both sides have reasonable expectations.
5. The mentor will ensure the mentee gradually accepts responsibility for managing the relationship. They will empower them to do this and will encourage the mentee's autonomy.
6. Either party may end the relationship at any time during the mentoring relationship.
7. The mentor will not intrude into areas the mentee wishes to keep private unless invited to do so. However, they should help the mentee to recognise how other issues may affect these areas.
8. Mentors will be open and truthful with themselves and their mentee for the duration of the mentoring relationship.
9. Mentors will share the responsibility for smoothly winding down the relationship with the mentee, once it has achieved its purpose – they must avoid creating dependency.
10. The mentoring relationship should not be exploitative in any way, and there should be no ambiguity about either person's role.
11. Mentors should never work beyond the bounds of their capability, experience and expertise. If they don't feel confident about supporting the mentee, mentors should seek advice or refer their mentees to another point of contact or a support agency.
12. The confidentiality of the mentee should be respected at all times. The mentor will not disclose any part of the relationship to another person without the mentee's agreement. Any notes or other records of mentoring sessions will belong to the mentee. The mentor may retain them for convenience, but the mentee may request them at any time.
13. Mentors have a responsibility to highlight any ethical issues (such as conflicts of interest) that arise during a mentoring relationship. They should do this at the earliest opportunity.
14. Mentors shouldn't attempt to do the mentee's job for them. The mentee has the ability and the potential, the mentor's job is to help them realise it.
15. Mentors will maintain their professional competence through their annual commitment to 40 hours of CPD.