

# MENTOR :: ME

## CODE OF CONDUCT

Mentoring is a voluntary partnership where a mentor provides support and guidance to a mentee to help them achieve agreed goals and objectives.

### The code

1. The mentee's role is to drive the partnership and be accountable for progressing their goals and objectives, agreed to with the mentor.
2. The mentor will encourage and empower the mentee to drive the partnership and will support and guide the mentee, not impose an agenda on them. The mentor will empower the mentee to act with autonomy.
3. The mentee and the mentor will agree how they want the partnership to work, ensuring that both sides have reasonable expectations and respect for each other's time.
4. The mentee and the mentor will be open and truthful with each other for the duration of the mentoring partnership.
5. The mentor and mentee will share the responsibility for smoothly winding down the partnership when it has achieved its purpose.
6. The mentoring partnership will not be exploitative in any way, and there should be no ambiguity about either person's role.
7. The mentor will not work beyond their capability, experience, and expertise. If they do not feel confident in supporting the mentee, the mentor should seek advice or refer the mentee to Engineering New Zealand.
8. The confidentiality of the mentee will always be respected. The mentor will not disclose any part of the partnership 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.
9. The mentor and the mentee have a responsibility to inform Engineering New Zealand of any ethical issues (such as conflicts of interest) that arise during a mentoring partnership. They should do this at the earliest opportunity.
10. The mentor and the mentee share the responsibility to report any code of conduct violations.