



# CODE OF CONDUCT

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# Code of Conduct for Mentors and Mentees

## Purpose

This code sets the expectation for best practice in mentoring and is intended as a guidance document to promote the development of excellence and ethical principles in mentoring. The primary purpose of this document is to guide both mentors and mentees in understanding their roles within the mentoring relationship.

A mentor helps create and provide a supportive, safe, and productive environment, by encouraging professional and personal growth through a process of reflection, questioning, signposting, challenge and feedback for the mentee.

This General Code of Conduct sets out the framework of how mentors are expected to perform their role when working with mentees, and guides mentees on what they should expect from a mentor.

## Expectations for Mentors

### Professionalism:

- Be punctual and committed to respecting each other's time.
- Communicate clearly and always be respectful.
- Be open to giving and receiving feedback.
- Ensure the mentees' needs are met rather than your own agenda.
- Mentors will be transparent and willing to share information.
- Mentors will not exploit or take advantage of their position.

### Integrity:

- Demonstrate ethical behaviour and integrity.
- Mentors will openly disclose any conflict of interest.
- Mentors will ensure they make no false or misleading claims.
- Provide constructive feedback and support positive development.

### Boundaries:

- Create clear and appropriate boundaries, by defining and setting clear expectations at the start of the relationship.
- Ensure you work within the boundaries of your capability and experience.
- Seek guidance or signpost where appropriate.



### **Inclusivity:**

- Avoid any form of discrimination and bias based on age, gender, race, sexual orientation, disability or religion, by providing equality of opportunity.

### **Respect:**

- Be kind, courteous and practice compassion.
- Listen to others and respect differences in beliefs and opinions.

### **Safeguarding:**

- Always prioritise your mentees' welfare.
- Make sure your mentee is aware of when information may be communicated to third parties without consent – for example, for their safety or the safety of others.
- Note any safeguarding concerns and discuss these with your mentee where appropriate, to gain clarification.
- Be aware of organisations locally and nationally who can support you, if any safeguarding concerns arise.

### **Confidentiality and Privacy:**

- Keep all shared information confidential unless consent is given to share.
- Maintain trust and respect confidentiality at all times.
- Keep or store all confidential data and information in a manner that ensures confidentiality, security and privacy.

### **Exiting the Relationship:**

- The mentor or mentee must be able to dissolve the relationship at any time.
- The mentor will prepare the mentee for the ending of the mentoring relationship by discussing a continuity plan or follow up process, if applicable.





## **Expectations for Mentees**

### **Engage Actively:**

- Be proactive in seeking guidance and feedback.
- Prepare for meetings and set clear objectives.

### **Respect the Mentor's Time:**

- Be punctual and respectful of the mentor's availability.
- Communicate any changes in availability in advance.

### **Be Open to Feedback:**

- Accept constructive criticism gracefully.
- Implement feedback and demonstrate progress.

### **Maintain Confidentiality:**

- Respect the confidentiality of shared information.

### **Cultivate a Learning Attitude:**

- Stay open to new ideas and be willing to learn from the mentor's experiences.



## For Mentors and Mentees

### Unacceptable Behaviours:

- Any form of harassment, discrimination, or inappropriate conduct.
- Sharing confidential information without permission.
- Falsifying information or misrepresenting oneself.
- Engaging in activities that could harm the reputation of any person or organisation involved in the mentoring relationship.

### Guidance for Organisations:

- Ensure your mentoring programs are aligned with your current policies and procedures.
- Ensure all mentors and mentees are aware of any policies and procedures outside of this general code of conduct.
- Consider your mentoring program within the wider organisation.
- Create a support structure for your mentors and mentees.
- Ensure you have a suitable feedback and complaints process in place to support the mentor and mentee.

### For Individuals:

- Consider your needs as a mentor when supporting your mentee.
- Ensure all mentees are aware of any policies and processes you have in place within your agreements and where to find them.

**By adhering to these guidelines, mentors and mentees can build a productive and respectful mentoring relationship, ultimately leading to successful outcomes for both parties.**



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