The Code of Mentoring Conduct

A mentor helps the mentee to review their situations through a process of reflection, questions, support, signposting challenge and feedback. Mentoring is undertaken this way rather than by advice to allow the mentee to come their own decisions. A mentor is simply there to help the mentee on their own journey

Mentors will undertake the following:

Agendas - Always be responsive to the mentees needs and agenda rather than their own agenda

Role - Ensure that the mentee understands they are there to support the mentee in their own development, capability and confidence and not to do the mentees job for them

Confidentiality - Agree with the mentee how they wish to relationship to work adopting the most appropriate level of confidentiality. Any information shared outside the relationship must be by express agreement.

Privacy - Respect privacy by not intruding into areas the mentee wishes to keep private until invited to do so. They will aim however to ensure that the mentee recognises issues that may relate to these areas.

Relevance - Maintain a professional competence through participation in continuous professional development. This includes awareness of and adhere to any current legislation relating to activities undertaken as part of the mentoring service.

Responsibility - Create opportunities for the mentee to take increasing responsibility for managing the relationship and will empower them to do so to promote the mentees ability to grow and develop beyond the mentoring relationship

Boundaries - Ensure they work within the boundaries of their capability experience and expertise to provide the mentee with proper support. If it is outside these boundaries the mentor will seek guidance or signpost where possible the mentee to another point of contact or an enterprise support profession.

Protocols - Ensure the mentee is made aware of any processes, rights and any complaints procedures.

Mentors and mentees will undertake the following:

Openness - Hold open and truthful conversations to ensure the best outcomes and be comfortable with discussing constructive feedback

Responsibility - Share joint responsibility for the success of the mentoring relationship by ensuring the mentoring relationship is a positive one for both parties. It will not be exploitative or open to misinterpretation. They will take responsibility to highlight any ethical issues such as conflicts of interest that may arise during mentoring relationship

Respect - Agree a respectful professional relationship that is relevant, inclusive and promotes diversity and equal opportunities

Time - Respect each other's time and the responsibilities ensuring they only ask what is reasonable and attend any planned meetings in a timely manner with good notice of any changes or cancellations

Finish - can dissolve the relationship at any time throughout the period of the mentoring relationship. They will share the responsibility for the smooth winding down of the relationship and the mentees future independence

Created by Leapfrog Mountain the UK's accredited Mentoring and Enterprise Academy www.leapfrogmountain.com

Code based on the UK national standards for business and enterprising people support written by SFEDI the government recognised standard setting body for Business Enterprise and Business Support