

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 mentee's job for them.

Confidentiality

Agree with the mentee how they wish the relationship to work whilst 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 adherence 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 empower them to do so to promote the mentee's 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 professional.

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 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

Be able to 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.
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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.