**Ethical code of practice**

By joining the mentoring scheme you agree to adhere to our code of practice. This code applies to all aspects of the mentoring scheme particularly the mentoring relationship itself.

The aims of this code of practice are to ensure accountability, consistency and good practice. Its purpose is to ensure that all those involved in the mentoring scheme are clear about the expectations around ethical conduct and behaviour.

Should you feel someone is has breached to code of conduct, you may use this document to respectfully challenge their behaviour. If you feel the breach is more severe, you may wish to contact the staff development team.

**Boundaries and Expectations**

For mentoring relationships to be successful, it is vital that all involved are aware of, and understand, the boundaries of these relationships.

- All involved are responsible for setting and keeping clear, appropriate and culturally sensitive boundaries throughout the mentoring life-cycle
- Through scheme guidelines, handbooks, training and one-to-one meetings, staff running the scheme will ensure mentors and mentees understand the boundaries and expectations around the mentoring relationship
- Mentors and mentees will be open and honest about their needs and expectations
- The mentor and mentee must make clear their own, and respect each other’s boundaries
- The relationship should remain an offline and informal one
- Mentors should be aware of and honest about their own limits and work within these
- Mentors and mentees will agree a relationship contract. It is advised that this takes the form of a written contract
- The mentoring meetings will take place in a location that puts the mentee at ease
- Both mentor and mentee will honour the meeting times and follow up agreed actions within the relationship
- Mentor’s will not impose their will on the mentee but empower them to take action and make their own decisions.
- The mentee will feel empowered to take increasing responsibility for the relationship
- Both parties are responsible for reviewing the relationship at specified points
- If the staff development team/ mentoring coordinator does not feel that mentoring is the appropriate support for a mentee/ appropriate for the mentor they will inform the mentee/mentor and, where appropriate, sign-post them to other appropriate services.
- All involved will respect and be non-judgemental the views and experiences of others, particularly of mentees
- In addition, while all experiences are valid, mentors/ coordinators will be aware that information shared may not be an objective view of actual events.
- Mentors and Mentees will be open and honest with each other and with themselves about the relationship

**Equality and Diversity**

- All involved will abide by the university’s equality and diversity policy
- All involved will act in a way that encourages equal opportunity is open to a diverse range of identities
- All involved will be aware of the possibility direct and indirect discrimination and unconscious bias within oneself and others
- All involved will commit to respectfully challenging discriminatory language and behaviour
- Participants are encouraged to practice self-awareness and to seek to challenge their own assumptions and biases

**Confidentiality**

- The mentoring relationship will remain confidential unless either party is required to share information by law or if certain information is required to be shared with a mentoring coordinator to benefit the mentoring relationship.
- If information is required to be shared beyond the relationship, both parties should be made aware of this at the earliest opportunity
- The limits of confidentiality within the scheme will be outlined clearly in both handbooks and training.
- Sign-up forms and other information relevant to a member of staff’s participation in the scheme is held securely on the SUMAC database
- Mentor and mentee will be aware that computer-based records are subject to statutory regulation under the data protection act 1984

**Training**

- Both mentor and mentee will have undertaken appropriate training before the mentoring relationship begins.
- Ongoing training and support will be available where possible

**Conflicts of Interest & Ethical Standards**

- Clear boundaries will be established to distinguish the mentoring relationship from other forms of relationships, such as a friendship or a business relationship.
- If the relationship develops beyond the parameters of a mentoring relationship (for example, if it becomes a romantic relationship), both parties are responsible for
alerting the staff development team of this, who will then discuss with you whether it is more appropriate to continue the mentoring relationship or to end it.

- All involved in the scheme are encouraged to be aware of the potential for conflicts of interest
- If anyone involved in the mentoring scheme develops a conflict of interest then they will inform their mentoring partner/staff development team as soon as possible and will be open to discussing their continued involvement in the relationship or the scheme.
- The mentoring relationship must meet the needs of the mentee and must not be used to meet the mentor’s purposes
- The mentee and mentor must not exploit each other’s ideas or pass each other’s work off as their own
- When either anyone involved in the Mentoring scheme (mentor, mentees, coordinators) is required to discuss the views of someone else, within the bounds of confidentiality, they must ensure as far as possible that they are representing the views of that person fairly and accurately and not merely expressing their own opinion.
- Mentors and mentees will be made aware of the university Complaints Procedure

**Ending the Relationship**

- Both parties are responsible for winding down the relationship and ensuring that it has a clear end point
- The staff development team will support this by contacting the mentoring pair to formally end the relationship after 12 months.
- Mentors and Mentees should conduct their relationship as a time limited one and avoid creating a dependency
- All involved will understand that either party may choose to end the relationship early without fear of blame or stigma if they feel it is not suitable
- If either party chooses to end the relationship early, both mentor and mentee have a responsibility for discussing the matter together as a learning process wherever possible.
- On ending the relationship, both parties should agree on any outstanding actions, and these should be followed up accordingly.
- After ending the relationship, all involved are still bound by confidentiality

**Ensuring quality & good practice**

- The scheme will be reviewed on an ongoing basis
- Feedback will be gathered formally at various points from various parties throughout the mentoring scheme life cycle to ensure we are providing a high standard of service and that the scheme is fit for purpose
- Participants in the scheme will also be made aware that feedback is welcomed at any stage

This ethical code of conduct was adapted from:


*Everyone Needs a Mentor* By David Clutterbuck