



Mentoring Code of Ethics and Good Practice

Introduction

Charity Mentoring Network (CMN) are committed to delivering the highest possible standards and we aim to ensure that the mentor/mentee relationship is one that is professional and that the mentoring environment provides the greatest opportunity for learning, development and progression of each individual.

Purpose

This code of ethics sets out clear expectations for any individual who is accessing mentoring as part of their progression and development. It explains what both parties (mentor and mentee) can expect and will be discussed before starting the mentoring relationship. We are committed to ensuring that all mentors have clear boundaries so that they spark brilliance as part of the mentoring relationship. Equally we are committed to making sure that any breaches to this code of ethics will be investigated and handled appropriately.

The Code

The Mentor will conduct themselves in a way that respects the diversity of each individual and promotes equality and inclusion. Charity Mentoring want to ensure the best possible service is provided and that mentors act in a way that promotes the autonomy of each mentee, so that they feel safe and protected as part of the mentoring relationship.

Each mentor will:

Mentoring Context

- ✓ Ensure that the expectations and boundaries are clear from the outset and all parties clearly understand the context of a mentoring assignment and what mentoring is and what it doesn't involve.
- ✓ Clearly define and agree objectives of the mentoring relationship and agree that all parties are happy that objectives will be met through this development opportunity.
- ✓ Seek to create an environment in which mentoring activity allows the mentee the opportunity for progression and learning in line with individually agreed objectives.

Introductory meeting - Contracting and setting expectations

- ✓ Conduct a contracting conversation at the beginning of the mentor/mentee relationship to manage expectations and limitations during mentoring relationship. Ensuring what has been agreed is clearly documented
- ✓ Clearly explain that you commit to Charity Mentoring Code of ethics and good practice ahead of any formal mentoring activity.
- ✓ Agree a timeframe for mentoring relationship, dependent on agreed objectives. For a balanced mentoring relationship, we recommend that 6 x 1 hour sessions are initially scheduled with clear agreed time-frames.



- ✓ Consider and clearly identify any relationships that you have with stakeholders within the organisation that may cause a potential conflict of interest for each mentoring assignment and agree how you will prevent any potential impact on the mentoring relationship.
- ✓ If the mentoring agreement needs to be paused, postponed or stopped, both parties need to be informed and are clear on next steps.

Professional Integrity

- ✓ Agree a level of confidentiality during the first formal meeting in the mentoring relationship and maintain this throughout the mentoring relationship. Consider
 - What is Confidentiality? - a situation in which you expect someone to keep information secret
 - What will be shared? – Consent for sharing, with who, how, when
 - What will not be shared?
- ✓ Ensure that reporting is agreed with mentee and line manager ahead of formal mentoring activity and that actual outputs from mentoring activity remains the responsibility of mentee to discuss with line manager.
- ✓ Agree to only disclose information when agreed with the mentee unless there is a breach of organisational policy or law during mentoring conversations. In such cases this is to be escalated to the HR and/or People Departments for review.
- ✓ Ensure that each mentoring relationship ends with a review against agreed objectives and appropriate advice, guidance and signposting takes place based on individual needs.
- ✓ Ensure that termination of the mentoring relationship is clearly discussed at the start of each mentoring relationship.
- ✓ Ensure that professional responsibilities continue beyond the termination of mentoring relationship and that any records are secured safely and in line with Charity Mentoring GDPR data protection procedures.
- ✓ Recognise own level of competence and in situations where you feel the context of mentoring exceeds these limits, refer to HR and/or People Departments

Each mentee will:

- ✓ Coordinate and schedule mentoring meetings
- ✓ Take ownership and responsibility for outcomes.
- ✓ Be open and honest during discussions.
- ✓ Find the time and space to make the mentoring process effective.
- ✓ Undertake any actions agreed as “homework/reflection” and be prepared to discuss at the following meeting.
- ✓ Provide feedback to your mentor at the end of the relationship.



Breaches

Any identified breaches of this code of ethics must be reported to the relevant person within your organisation, typically HR and/or People Departments. Cases will be reviewed appropriately, and actions will be taken for example; further training to rectify if appropriate or termination of the mentor from formal mentoring activity.

If any organisational policy is breached outside of this code of ethics as part of the mentoring relationship then this will be escalated to HR and/or People Departments and dealt with in line with organisational procedures.

Supporting resources

Video resources are available via the [Charity Mentoring Network – PushFar website](#). You will need to set up an account and register to access these resources

Video resources

The Mentor	The Mentee
An introduction to Mentoring	Introduction to Being a Mentee
The benefits of Mentoring	The Benefits of Mentoring
The introductory meeting	Setting Expectations & the First Meeting
Building rapport	Setting Mentoring Meeting Agenda
Asking the right questions	Setting Mentoring Goals
Setting mentoring goals	Asking Your Mentor the Right Questions
Ending a Mentorship	Ending a Mentoring Relationship
Common pitfalls to avoid	What's Next?

Downloadable resources

- Guidelines for Mentees
- Guidelines for Mentors
- Mentoring FAQs
- 6 Questions to ask a Mentee
- 6 Questions to ask a Mentor
- Diversity and Inclusion Worksheet
- Career Progression Worksheet
- Leadership Development Worksheet



- Onboarding Worksheet
- Reverse Mentoring Worksheet
- Cross-Departmental Worksheet
- Remote Mentoring Guidelines
- Pushfar Platform Guidelines