

Warwick Mentoring Scheme Code of Ethics

The University recognises its responsibility in ensuring that all mentoring provided and received by staff is ethical and as such the University recognises the European Mentoring and Coaching Council's Global Code of Ethics. Everyone undertaking a mentoring role within the University's Mentoring Scheme is expected to adhere to the University's Mentoring Scheme Code of Ethics, which has been adapted from the EMCC Global Code of Ethics:

Mentoring is a confidential activity in which both parties have a duty of care towards each other. The mentor will only disclose information when explicitly agreed with the mentee or when they believe there is a serious danger to the mentee or others if the information is withheld.

Mentors may keep notes about their mentoring meetings. All notes should be stored and disposed of in a manner that complies with GDPR and the University's Data Protection Policy.

Participation of both parties is voluntary. Either party may break off the relationship if they feel it is not working. Both parties share responsibility for the smooth winding down and proper ending of the relationship.

Both parties will be honest with each other about how the relationship is working.

The mentor will not impose their own agenda on the mentee, nor will they intrude into areas that the mentee wishes to keep off-limits.

Mentors will be aware of their own level of competence and ensure they operate within the limits of their competence. Mentors should be aware of and should signpost the mentee to other support services within the University if appropriate.

Mentors are responsible for setting and maintaining clear, appropriate and culturally sensitive boundaries with clients.

Mentors should be aware of the potential for unconscious bias and seek to ensure they take a respectful and inclusive approach.

Mentors will be aware of any potential conflicts of interest arising through the mentoring relationship and address them quickly and effectively to ensure that there is no detriment to the client, themselves or to the University. If the conflict cannot be managed effectively the mentor will end the mentoring relationship.

Both parties will respect each other's time and other responsibilities, ensuring they do not impose beyond what is reasonable. Both parties will also respect the position of third parties (for example, the client's line manager).

Mentors will raise any ethical dilemmas arising from their mentoring with the Mentoring Scheme Programme Manager.

Mentors will evaluate the quality of their mentoring through feedback from mentees and Organisational Development.

Mentors understand that their responsibilities continue beyond the end of the mentoring relationship in terms of confidentiality, secure storage and disposal of records, conflict of interest and avoidance of any exploitation of the former mentoring relationship.