



MENTORING CODE OF CONDUCT

Version 1.01

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Introduction

By participating in the BPA Mentoring Programme, both Mentors and Mentees agree to abide by the Code of Ethics:

They also agree to Professional Code of Conduct, and Confidentiality/ Mentoring data is stored in compliance with GDPR regulations

It is expected that Mentor and Mentee will treat each other with mutual respect and take personal responsibility for their own needs. If meetings are held face-to-face, then it is advised that they are held in a public and safe place to which both parties have agreed acceptable. If any issues arise, please contact the Mentoring team.

In addition, the following summary is advised:

- The Mentor must acknowledge the dignity of all.
- They must conduct themselves in a way which respects diversity and promotes equal opportunities.
- It is the primary responsibility of the Mentor to provide the best possible support to the Mentee and to act in such a way as to cause no harm to the Mentee.
- The Mentor is committed to functioning from a position of dignity, autonomy, and personal responsibility.

This Ethical Code covers the following:

- Competence
- Context
- Boundary Management
- Integrity
- Professionalism
- Confidentiality



Competence

The Mentor will:

- a. Ensure that their level of experience and knowledge is sufficient to meet the needs of the Mentee.

- b. Ensure that their capability is sufficient to enable them to operate according to this Code of Ethics and any standards that may subsequently be produced.

Context

The Mentor will:

- a. Understand and ensure that the Mentoring relationship reflects the context within which the Mentoring is taking place.

- b. Ensure that the expectations of the Mentee are understood and that they themselves understand how those expectations are to be met.

- c. Seek to create an environment in which the Mentee is focused on and has the opportunity for learning.

Boundary Management

The Mentor will:

- a. At all times operate within the limits of their own competence, recognise where that competence has the potential to be exceeded and where necessary refer the Mentee either to a more experienced Mentor, or support the Mentee in seeking the help of another professional.
- b. Be aware of the potential for conflicts of interest of an academic, professional, commercial, operational or emotional nature to arise through the Mentoring relationship and deal with them quickly and effectively to ensure there is no detriment to the Mentee.
- c. Mentors are prohibited from directing business development, marketing and sales activity towards the Mentees that have direct benefit to themselves during the time of Mentorship engagement. Any business agreements shall be negotiated and decided upon after the engagement ends.
- d. Mentors will use discretion when deciding how much and with whom they discuss the Mentee's intellectual property or personal information. When in doubt they will err on the side of caution and nondisclosure (and checking in first with the Mentee).
- e. Mentors will proactively disclose any potential conflicts of interest to the Mentee. Examples of a conflict of interest include, but are not limited to, the following:
 - Director, officer or senior role within a competitive entity • 10% or greater shareholder in the competitive entity
 - Relationship with a competitive entity that risks the inadvertent disclosure of confidential information
 - Mentor is working for or with a current or potential competitor. If the Mentor has questions or concerns about these guidelines, please feel free to contact the Mentoring team.
- f. In case of doubt, the Mentor should be prepared to sign a non-disclosure agreement
- g. Mentors will refrain from carrying out the work for the Mentee.

Confidentiality

The relationship between the Mentor and the Mentee is based on confidentiality. This means that anything discussed within the Mentoring relationship is private and that the Mentor will not repeat any of the content of the Mentoring meetings to other people. There are certain exceptions to this which need to be agreed at the beginning of the Mentoring relationship.

If both partners agree that the Mentor can speak to someone else about an issue or problem. The Mentor and Mentee will agree who the Mentor will speak to and the boundaries of the discussion

If the Mentor believes that there is a risk of harm to the Mentee or any other person, based on something the Mentee has said, or that a crime has been or is going to be committed. In any of these cases the Mentor will be obliged to report the issue to the Mentoring team.

Integrity

The Mentor

- will:
- a. Maintain throughout the level of confidentiality which is appropriate and is agreed at the start of the relationship.
 - b. Disclose information only where explicitly agreed with the Mentee, unless the Mentor believes that there is convincing evidence of serious danger to the client or others if the information is withheld.
 - c. Act within applicable law and not encourage, assist or collude with others or engage in conduct which is dishonest, unlawful, unprofessional or discriminatory.



Professionalism

The Mentor will:

- a. Respond to the client's learning and development needs as defined by the agenda brought to the Mentoring relationship.
- b. Not exploit the Mentee in any manner, including, but not limited to, financial, sexual or those matters within the professional relationship. The Mentor will ensure that the durations of the Mentoring Agreement are only as long as necessary for the Mentee.
- c. Understand that professional responsibilities continue beyond the termination of any Mentoring relationship. These include the following: Maintenance of agreed confidentiality if all information relating to Mentees Avoidance of any exploitation of the former relationship Provision of any follow-up which has been agreed to Safe and secure maintenance of all related records and data. Demonstrate respect of the variety of different approaches to Mentoring.
- d. Never represent the work and views of others as their own. Ensure that any claim of competence and training undertaken is clearly and accurately explained to potential Mentees and that no false or misleading claims are made or implied.

Compliance with the Mentoring Code The Mentor and Mentee should be familiar with this Mentoring Code of Conduct and use this as the basis for the Mentoring relationship. Should the Mentee feel that the Mentor is not operating within the code, they should raise this with their Mentor or discuss with the Mentoring team at joanna.b@britishparking.co.uk.

I confirm I will abide by the Mentoring Code of Conduct and by signing below confirm my commitment.

.....
Mentor Signature

.....
Mentee Signature

Print Name

Print Name

.....
Date