

# The Corporate IT Forum Mentoring Scheme Ethical Code of Conduct

Mentoring is an initiative of The Corporate IT Forum to help professionals within its member organisations to develop their skills and become more successful.

There are numerous ethical issues surrounding a business mentoring relationship. As part of the Forum's community, we ask that you agree to a basic set of guidelines and principles that are outlined below. Though not exhaustive, we hope these guidelines will assist you in establishing an honest, trusting and rewarding relationship.

## **General**

This Code is based on an adaptation of the Code of Practice published by the European Mentoring and Coaching Council. The Ethical Code sets out what Mentors and Mentees can expect from the mentoring relationship and should form the starting point for any contract agreed.

Mentors and Mentees are committed to:

1. Promoting mutual respect and trust
2. Maintaining confidentiality
3. Being diligent in providing knowledge, wisdom, and developmental support
4. Maintaining vigilance with regard to the mentee-mentor relationship
5. Acknowledging skills and experiences that each of them brings to the mentee-mentor relationship.
6. Carefully framing advice and feedback
7. Following organisational rules, regulations, and policies
8. Being aware of the potential for conflicts of interest of either a commercial or emotional nature to arise through the mentoring relationship and dealing with them quickly and effectively to ensure there is no detriment to either party
9. Acting within applicable law and not encouraging, assisting or colluding with others engaged in conduct which is dishonest, unlawful, unprofessional or discriminatory
10. Understanding that professional responsibilities continue beyond the termination of any mentoring relationship. These include the following:
  - Maintenance of agreed confidentiality of all information
  - Avoidance of any exploitation of the former relationship
  - Provision of any follow-up which has been agreed
  - Safe and secure maintenance of all related records and data e
  - Ensuring that any claim of professional competence, qualifications or accreditation is clearly and accurately explained to other party and that no false or misleading claims are made or implied in any published material.

# The Corporate IT Forum.

## Breaches of the Code

12.1 The Corporate IT Forum members will at all time represent mentoring in a way which reflects positively on the IT profession and the Forum.

12.2 Where a mentee/mentor believes that the other party has acted in a way which is in breach of the Ethical Code, they should first raise the matter and seek resolution with the member organisation concerned.

12.3 Either party can ask the Executive Director of The Corporate IT Forum to assist in the process of achieving resolution.

All mentors, mentees and the staff of The Corporate IT Forum will conduct themselves with dignity and will respect the Forum's Code of Conduct and promote diversity and equality of opportunity.

Date

Signed by mentor

Signed by mentee