

Joondalup Learning Precinct

Mentoring Program Code of Conduct

This Code of Conduct applies to Mentors and Mentees in the Joondalup Learning Precinct (JLP) Mentoring Program. The participants will observe this Code of Conduct in conjunction with respective organisations' staff codes of conduct, organisation values and other behavioural expectations.

Mentoring is a professional partnership where one person provides guidance, support and expertise (Mentor) to the other (Mentee).

The aim of this Code of Conduct is to ensure that Mentors and Mentees are clear about their boundaries and responsibilities in the JLP Mentoring Program.

- Mentors and Mentees will act professionally and ethically at all times in relation to their mentoring role.
- Mentoring is a confidential activity, in which both parties have duty of care towards each other.
- The Mentor's role is to respond to the Mentee's development needs and agenda; and prompt the Mentee to draw up their own development plan. Mentor is not to impose their own agenda.
- Mentors and Mentees must keep commitments made to each other (meetings and events) and provide adequate notice and reasoning when cancelling pre-arranged appointments.
- Both Mentors and Mentees must be volunteers; equally, either party may dissolve the partnership if they feel it is not working for them. The JLP Mentoring Program observes *No Fault Exit Clause*.
- Mentors and Mentees must observe boundaries regarding their mentoring role, and exercise self-care. If the need for personal counselling arises, refer to respective organisations' Employee Assistance Program.
- Mentors and Mentees must respect the position of third parties, such as their line managers, colleagues, program facilitators and other participants in the program.
- Mentors and Mentees must attend relevant mentoring training or professional development as required.
- Participants must advise the Program Coordinator in a timely manner of their need to change their involvement in the Program.
- Participants must disclose any unresolved concerns; actual or potential conflict of interest relating to their involvement in the Program to the Program Coordinator as soon as it arises.
- Both partners share responsibility for smooth closure of the relationship.
- Mentors and Mentees must not offer or accept fees, commission, honoraria or things of value as payment for mentoring activity.

Breaches of the Code of Conduct are viewed as a serious matter. All reported complaints of Mentor or Mentee misconduct or suspected breach of the Code will be investigated by the JLP Mentoring Program Working Party. The Working Party will take appropriate action as necessary. Breaches of serious nature will result in the removal of the participant from the JLP Mentoring Program.