

## **Merton Society Mentoring Programme: Code of Conduct**

### **Introduction**

The Merton Society Council has decided to implement a mentoring Programme for Mertonians (the "Programme").

In order to ensure successful outcomes from the Programme, mentors and mentees must agree to the following Code of Conduct which is based on the Global Code of Ethics created by the Association for Coaching and the European Mentoring and Coaching Council for those working in the world of coaching, mentoring, and supervision. For more information visit <https://www.globalcodeofethics.org>.

### **Code of Conduct**

1. The mentor and the mentee will not knowingly discriminate on any grounds and will be aware of the potential for unconscious bias. Mentors and mentees agree to take a respectful and inclusive approach which embraces individual differences.
2. The mentor and mentee are responsible for setting and maintaining clear, appropriate, and culturally sensitive boundaries that govern all physical and virtual interactions, including contacting or following each other on private social media accounts.
3. The mentor or the mentee will immediately alert the Development and Alumni Relations Office ("DO") [development@merton.ox.ac.uk](mailto:development@merton.ox.ac.uk) of any safeguarding issues that arise during the mentoring relationship.
4. The mentor or the mentee may end the mentoring relationship at any point if they (both or either) conclude that the relationship is not working. However, before ending the mentoring relationship, careful consideration should be given to the possibility of resolving difficulties with the help of the DO [development@merton.ox.ac.uk](mailto:development@merton.ox.ac.uk).
5. The mentor and the mentee agree to disclose any conflict of interest openly and transparently and if a conflict arises that cannot be managed effectively agree to withdraw from the mentoring relationship.
6. The mentor and the mentee agree to maintain appropriate levels of confidentiality and not to reveal the details of their discussions except in exceptional circumstances (for instance, where illegal activity has been revealed, or there is danger to self or others, or where the release of information is required by law).
7. The mentor and the mentee agree not to use each other's personal data for any reason apart from the pursuit of the mentoring partnership and not to transfer any personal data to third parties without the consent of the mentor/mentee.
8. The mentor and the mentee agree to take appropriate measures to keep any notes or records of discussions safe from accidental loss. Mentors agree not to retain notes for any longer than is necessary for the mentoring partnership.
9. The mentor and the mentee enter into the mentoring relationship voluntarily and at their own risk, taking responsibility for any actions taken as a result of the mentoring discussions.
10. The mentor and the mentee agree and understand that Merton College and the Merton Society are not liable for any loss, damage, costs or expenses arising from the mentoring.

**May 2023**