

The GC Internal Mentoring Programme (iMentor) Mentor Code of Conduct

A mentor does not give advice as such, but rather helps the mentee to explore options, through a process of reflection, questions, challenge and feedback allowing the mentee to come to a decision themselves.

The mentor will conduct themselves with dignity and will act in a way that promotes inclusion, respects diversity and promotes equal opportunities.

Mentoring code

- The mentor's role is to respond to the mentee's needs and agenda; it is not to impose their own agenda.
- Mentors will agree with the mentee about how they wish the relationship to work adopting the most appropriate level of confidentiality.
- Mentors and mentees will respect each other's time and other responsibilities, ensuring they do not impose beyond what is reasonable.
- The mentor will ensure the mentee accepts increasing responsibility for managing the relationship; the mentor will empower them to do so and will promote the mentee's autonomy.
- Either party may dissolve the relationship at any time throughout the period of the mentoring relationship but they must inform the [learning and development team](#) so that the record can be updated providing any relevant feedback as requested.
- The mentor will not intrude into areas the mentee wishes to keep private until invited to do so. They should, however, help the mentee to recognise how other issues may relate to these areas.
- Mentors will be open and truthful with themselves and their mentee whilst participating in the mentoring relationship.
- Mentors will share the responsibility for the smooth winding down of the relationship with the mentee, once it has achieved its purpose – they must avoid creating dependency. The mentoring relationship should not be exploitative in any way, nor may it be open to misinterpretation.
- Mentors should never work beyond the bounds of their capability, experience and expertise to the point where they do not feel confident in providing the mentee with relevant support. Where appropriate, mentors should seek advice or refer mentees to another point of contact or support professional.
- The confidentiality of the mentee remains paramount always. At no time will a mentor disclose any part of the relationship to any person whatsoever, without the explicit agreement of the mentee. Any notes or other records of mentoring sessions should be stored confidentially.
- If a mentor has any **safeguarding concerns** about a mentee, they should speak to their **HR Business Partner** or a **Designated Safeguarding Officer (DSO)** for further guidance and signposting to professional support.
- Mentors have a responsibility to highlight any ethical issues (such as conflicts of interest) that may arise during a mentoring relationship at the earliest opportunity.
- Mentors should not attempt to do the mentee's job for them - the mentee has the ability and the potential, and the mentor's job is to help them realise it.