

## **Code of Conduct BOSS NextGen Mentoring Programme**

The purpose of this document is to provide clarity on what is required of both the mentor and the mentee. It also serves to protect the integrity of the BOSS NextGen Mentoring Programme whilst ensuring the safety of our mentor and mentees. Please read these carefully. Please note that by signing this document you are committing to adherence to these rules and any infringement may result in your removal from the programme.

1. The mentoring relationship is first and foremost a business relationship. If the mentor feels that their mentee needs support regarding personal issues such as mental health, personal relationships, substance reliance etc. then please refer them to the appropriate support network. The mentor must not engage with the mentee on such issues. This proviso is there to protect both the mentor and the mentee
2. The mentoring relationship will last for 6 months. Any extension of this time period will be outside of this BOSS NextGen Mentoring Programme framework.
3. Recommended meeting intervals are every 6 weeks. The interval between meetings must be no longer than 2 months. Meeting times, once agreed, should not be cancelled unless this is unavoidable. At the end of each meeting a date for the next meeting should be agreed.
4. At the first meeting the mentor and the mentee will agree on the topics/issues for discussion during the mentoring sessions.
5. The mentor agrees to be honest and provide constructive feedback to the mentee. The mentee agrees to be open to the feedback given.
6. Mentors and mentees will respect each other's time and other responsibilities, ensuring they do not impose beyond what is reasonable.
7. 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.
8. Either party may dissolve the relationship at any time throughout the period of the mentoring relationship.
9. 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.
10. Mentors will open and truthful with themselves and their mentee whilst participating in the mentoring relationship
11. Mentors will agree with the mentee how they wish the relationship to work adopting the most appropriate level of confidentiality. Confidentiality remains paramount at all times. At no time will a mentor disclose any part of the relationship to any person whosoever, without the explicit agreement of the mentee. Any notes or other records of mentoring sessions shall remain, at all times, the property of the mentee. They may, for convenience, be retained by the mentor but may be requested by the mentee at any time. If the confidentiality requirements of either the Mentor's or Mentee's company require it, please utilise the company Non-Disclosure Agreement to ensure it meets the company needs.

12. Mentors will be aware of and adhere to any current legislation relating to activities undertaken as part of the mentoring service.
13. The mentoring relationship should not be exploitative in any way, neither may it be open to misinterpretation.
14. 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 proper support. Where appropriate, mentors should seek advice or refer mentees to another point of contact or enterprise support professional.
15. 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.
16. The BOSS NextGen Mentoring Programme has been created solely to connect individuals within the industry for the purposes of support and development of individuals. The scheme must not be used to recruit/poach individuals from their current positions and any such impropriety will result in both the mentor and the mentee being removed from the programme and being barred from future involvement.
17. Failure to comply with any of the codes outlined here may result in either the mentor or the mentee or both being removed from the programme. In some circumstances it may result in them being barred from future engagement with the programme. Please note that the decision on this will be taken by an independent arbiter whose decision will be final and not subject to appeal.
18. BOSS is unable to advise mentees or mentors on any legal risk that may be incurred, if you have concerns about your potential legal risks or obligations you should take independent advice.