

Code of Practice

Clutterbuck (2004) suggests that mentors should adopt an ethical code or a set of guidelines that are laid down by the organization and suggests the following :

- The mentor's role is to the mentee's development needs and agenda; it is not to impose his or her own agenda.
- Mentors must work within the current agreement with the mentee about confidentiality that is appropriate within the context.
- The mentor will not intrude into areas the mentee wishes to keep private until invited to do so. However, he or she should help the mentee recognise how other issues may relate to those areas.
- Mentor and mentee should aim to be open and truthful with each other and themselves about the relationship itself.
- The mentoring relationship must not be exploitative in any way, nor can it be open to misinterpretation.
- Mentors need to be aware of the limits of their own competence and operate within these limits.
- Mentors have the responsibility to develop their own competence in the practice of mentoring.
- The mentee must accept increasing responsibility for managing the relationship; the mentor should empower them to do so and must generally promote the mentee's autonomy.
- Mentor and mentee should respect each other's time and other responsibilities, ensuring that they do not impose beyond what is reasonable.
- Mentor and mentee share the responsibility for the smooth winding down of the relationship when it has been achieved its purpose – they must both avoid creating dependency.
- Either party may dissolve the relationship. However, both mentor and mentee have a responsibility for discussing the matter together as part of mutual learning.
- The mentee should be aware of his or her rights and complaints procedure.
- Mentors should be aware of any current law and work within the law.
- Mentor and mentee must be aware that all records are subject to statutory regulations under the Data Protection Act 1998*.

* Replaced by the General Data Protection Regulations 2018

Clutterbuck, D., (2004) Everyone Needs a Mentor: Fostering talent in your organization. London: CIPD