

## Mentoring Code of Conduct

1. The purpose of mentoring is to share wisdom gained from experience and learning. The mentor's principal function is to listen and to ask questions. The mentor may offer advice and opinion, but the mentor is not a consultant. Responsibility for decision-making rests solely with the client.
2. A mentor must maintain strict confidentiality about the commercial and financial affairs of an assigned business.

### **The Mentor shall:**

3. At all times act in the best interests of the client.
4. Accept only those assignments for which they consider themselves suitable.
5. Withdraw from an assignment, where there exists a conflict of interest, a possible conflict of interest, or any ethical matter which is contrary to the law, or which makes it inadvisable to continue.
6. Refuse to accept, during the period of the assignment, any direct payment from the client for services, any offer of office, or any offer to invest in the business. Subsequent to the assignment, the mentor should seek permission from the Local Enterprise Office (LEO) to accept any such offer. Such permission will not be refused unless in the opinion of the LEO Executive it would be at variance with the spirit of the mentor programme. The LEO is given the opportunity to seek written acknowledgement from the client that the LEO assignment is completed and that there was no coercion by the mentor towards the client requesting to engage in any further arrangements. Any further arrangements are a matter for themselves and the Mentor.
7. Maintain the highest ethical standards. Should the mentor become aware of unethical practices within the assigned enterprise, which the proprietors are unable or unwilling to rectify, the mentor shall resign from the assignment.
8. Refuse to accept or give any gift, favour or hospitality intended as, or having the effect of, bribery and corruption.
9. Perform mentor duties in a time-efficient fashion.

10. Shall submit timely and meaningful mentor reports.
11. Give reasonable notice of cancellation of appointments.
12. Not canvass for assignments.
13. Not make promises of financial support on behalf of the Local Enterprise Office.
14. Be aware of, and sensitive to, the cultural environment in which they are working.
15. Ensure the Mentee understands the nature and purpose of the mentoring assignment.
16. Be reliable in carrying out commitments made to the Mentee.
17. Not recommend or write references for a Mentee or the Mentee's products or services.
18. Inform the programme manager whenever an assignment is beyond their capacity and brief any subsequent mentor on progress to date.

**Mentor No 1:**

**Signed:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Mentor No 2:**

**Signed:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_