

Merton Society Pilot Mentoring Scheme: code of conduct

Introduction

The Merton Society Council has decided to launch a pilot mentoring scheme which will involve undergraduate leavers from 2020 and 2021 being mentored by members of the Merton Society. This is the "Mentoring Pilot".

In order to ensure successful outcomes from the Mentoring Pilot, mentor and mentees must agree to the following code of conduct. This code of conduct 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 mentee will not knowingly discriminate on any grounds and will be aware of the potential for unconscious bias. Both mentor and mentee agree to take a respectful and inclusive approach, which embraces individual differences.
2. The mentor and mentee agree to hold all meetings remotely via an application such as Zoom, Teams or other communication systems and not to meet in person.
3. The mentor or mentee should immediately alert the Alumni and Development office development@merton.ox.ac.uk of any safeguarding issues that arise during the mentoring relationship.
4. The mentor or the mentee can end the mentoring relationship at any point if either believes the relationship is not working for any reason. If this does happen, please alert the Alumni and Development Office development@merton.ox.ac.uk.
5. The mentor and 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 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 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 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 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. Merton College and the Merton Society are not liable for any loss, damage, costs or expenses arising from the mentoring.
10. The mentor and mentee agree to respond to surveys sent out by the Merton Alumni and Development Office for the purposes of assessing the success of the Mentoring Pilot, without sharing any confidential information from the mentoring conversations.

I have read, understood and agree to the terms contained in the Merton Society Pilot Mentoring Scheme code of conduct.