**ASMCF Mentorship Scheme**

**CODE OF ETHICS**

This sheet sets out a code of ethics to be followed by those acting as mentors and being mentees under the ASMCF Mentorship Scheme. It is based on an adaption of the Code of Practice published by the European Mentoring and Coaching Council, available at: <https://www.emccglobal.org/wp-content/uploads/sites/6/2018/01/4.pdf>.

* Mentoring is a confidential activity in which both participants have a duty of care towards each other. The mentor will only disclose information when explicitly agreed with the mentee or when they believe there is a serious danger to the mentee or others if the information is withheld. Responsibility lies with the mentor, who for the purposes of this legislation, is the joint Data Controller.
* In keeping records of mentoring meetings, consideration needs to be given with regard to the Data Protection Act of 2018. The Act governs the collection, retention and transmission of information about living individuals and the rights those individuals have to see this information. Please see the ASMCF Data Protection Policy for guidance.
* For personal information to be considered fairly processed, you need the person’s permission. Any meeting notes or emails should be treated confidentially and appropriately. There is the possibility that notes or emails could be used as part of a discussion between a mentor and the mentee’s supervisor/appropriate colleague if the mentee requires support, or in order to protect the interests of the mentee or another person. Any meeting notes or emails need to be stored securely.
* The mentor will not impose their own agenda, nor will they intrude into areas that the mentee wishes to keep off-limits.
* Both participants will respect each other’s time and other responsibilities, ensuring they do not impose beyond what is reasonable.
* Both participants will be honest with each other about how the relationship is working.
* Bullying or harassment of any kind will not be tolerated, and participants in the Mentorship Scheme should conduct themselves in line with the Terms and Conditions of being a member of the ASMCF.

*Name: Signed: Date:*