



SUPPORTING
WOMEN ENTREPRENEURS
IN BC

Mentoring Code of Conduct

The relationship between a Mentor and a Mentee is very special. The purpose of this agreement is to maintain your relationship in a way that the integrity and privacy for all parties is clear and that you feel comfortable sharing information. Please review the following in your first meeting and add any guidelines that are agreed upon for your mentoring relationship to succeed:

- I will make a firm commitment to this relationship.
- I will maintain trust and confidentiality at all times.
- I commit to demonstrating respect and understanding for the other party.
- I will respect the time limitations and commitments of the other party.
- I commit to maintaining professional conduct at all times.
- I will exercise integrity, honesty and diligence in carrying out my duties and responsibilities.
- I will attend all meetings and appointments on time.
- I am open to advice and creative comments.
- I will follow-up on agreed upon tasks.
- If it becomes apparent that we are discussing a person or business with whom I am acquainted, I agree to acknowledge this relationship immediately.
- If I feel uncomfortable or feel there is a conflict of interest, I will disclose it immediately and request the conversation cease.
- If I am unable to fulfill my responsibilities or role in this mentoring relationship, then I will contact the Mentoring Coordinator immediately.

Mentor Signature

Mentee Signature

Date

Date