



Mentor Code of Conduct:

Thank you for applying to become a mentor on our award-winning mentoring programme at Ektaa CIC. In order to confirm your application to join the programme, all potential mentors must read and accept the following code of conduct.

A mentor guides their mentee by using reflection, questions, support, direction, challenges, and feedback, rather than giving advice. Their role is to assist the mentee in making their own decisions and achieving their goals. Mentors uphold dignity, respect diversity, and promote equal opportunities. If chosen as a mentor, your full commitment is expected. For any questions about your match, unfamiliar situations, or concerns, contact Ektaa at equalrepresentationacademia@gmail.com for immediate assistance.

Code of Conduct Agreement between mentors and Ektaa CIC.

By submitting an application form to join the mentoring programme, I agree to abide by the regulations detailed in this document.

1. Application Screening and Matching Process:

- 1.1. I understand that *Ektaa's team* will screen my application form and, if further information is required, I will be contacted to arrange a phone call conversation with a member of the team.
- 1.2. I understand that *Ektaa's team* will use the information I have provided in my application form to match me to the most suitable mentee(s).
- 1.3. I understand that I may be matched to more than one mentee, if I have indicated that I can work with more than one on my application form.

2. As a mentor:

- 2.1. I agree to attend the mentoring sessions on the agreed days and times with my mentee(s), and in the event that I am unable to attend I will contact my mentee(s) as soon as possible.
- 2.2. I understand that I must act respectfully towards my mentee(s), and thus I agree to try my best to respond to any emails/ phone calls from my mentee within a 5 working day period.
- 2.4. I understand that my mentee(s) will have identified different areas of personal and professional development and I may be supporting them in a range of areas which could include, and is not limited to:
 - a. Providing an insight into work and career pathways
 - b. Providing information and guidance on different career options or further study
 - c. Reviewing CVs, cover letters or application forms
 - d. Preparing for interviews
 - e. Searching for work experience/ internships or jobs opportunities
 - f. Developing skills such as networking, communication, and public speaking
- 2.5 I understand that I should not work beyond the bounds of my capability, experience and expertise to the point where I do not feel confident in providing my mentee(s) with proper support. Where this is the case, I understand that I should refer my mentee(s) to *Ektaa's team*.



2.6 I understand and agree to not use any ideas, products or materials that my mentee(s) has, or may develop, to further my business or financial interests; and maintain the confidentiality of all ideas, products or materials that have been entrusted to me by my mentee(s).

2.7 While I understand that most mentoring relationships progress without any problems, I agree to advise *Ektaa's team* (via email at equalrepresentationacademia@gmail.com) at the earliest opportunity of any difficulties encountered during the mentoring relationship that cannot be resolved with my mentee(s).

2.8. I understand that *Ektaa's team* will fully investigate any problems I report about my mentoring relationship and will liaise between myself and my mentee to resolve any issues; I will be kept informed about the outcome of this process.

3. After the Mentoring Cycle:

3.1. I agree to complete the end of scheme evaluation form before the given deadline. By completing this feedback form I will be able to inform *Ektaa's team* of how many mentoring sessions I have completed with my mentee(s) and provide feedback on the rest of the scheme.

4. Withdrawal from the Mentoring Scheme:

4.1. In the event that I can no longer participate in mentoring programme, I agree to inform *Ektaa's team* and my current mentee at the earliest possible opportunity.

Declaration:

I am aware that by choosing to sign this document I agree to abide by the regulations detailed herein. Should I have any questions in regards to this code of code of conduct agreement or any other aspect of the scheme, I understand that I can contact Ektaa's team at equalrepresentationacademia@gmail.com.