**ASMCF Mentorship Scheme**

**CODE OF ETHICS**

This sheet sets out a code of ethics to be followed by those acting as mentors and being mentored 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. Any meeting notes or emails should be treated confidentially and appropriately. 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.
* 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.
* The mentor/mentee will not impose their own agenda, nor will they intrude into areas that the mentor/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.