

AULP Mentoring Scheme – Code of Conduct

The AULP Mentoring Scheme is designed to support professional growth through reflective conversation, constructive challenge, and shared learning. Mentors do not provide direct advice or solutions; instead, they help mentees explore their own thinking, build confidence, and make informed decisions.

This Code of Conduct sets out expectations for mentors and mentees to ensure a positive, respectful, and effective mentoring relationship.

Expectations for Mentees

- **Initiating contact** — Once matched, you will receive an email providing you with details of your proposed mentor. If you are happy to progress, please let us know via email. It is then your responsibility to contact your mentor to begin the relationship.
- **Arranging meetings** — You are responsible for scheduling meetings at mutually convenient times.
- **Setting the agenda** — Take time to reflect on what you hope to gain from the scheme and come prepared with topics or goals you would like to explore.

Expectations for Mentors

- **Mentee-led agendas** — Focus on the mentee's professional needs and priorities rather than your own.
- **Clarifying your role** — Ensure the mentee understands that your role is to support their development, not to provide direct solutions or undertake work on their behalf.
- **Confidentiality** — Agree together how confidentiality will be handled. Information should only be shared outside the relationship with explicit agreement.
- **Respecting boundaries** — Avoid intruding into areas the mentee wishes to keep private unless invited. Help them recognise when relevant issues may sit in those areas.
- **Professional competence** — Maintain awareness of relevant legislation, good practice, and your own professional boundaries. Signpost or seek guidance where issues fall outside your expertise.
- **Encouraging independence** — Create opportunities for the mentee to take increasing responsibility for shaping the relationship and their own development.
- **Transparency** — Make the mentee aware of any relevant processes, rights, or complaints procedures.

Shared Expectations for Mentors and Mentees

- **Openness** — Engage in honest, constructive conversations, including giving and receiving feedback.
- **Shared responsibility** — Work together to ensure the relationship is positive, purposeful, and free from conflicts of interest or misunderstandings.
- **Respect and inclusion** — Commit to a professional relationship that is respectful, inclusive, and supportive of diversity and equity.
- **Respect for time** — Be mindful of each other's workloads. Attend meetings punctually and give reasonable notice of any changes or cancellations.
- **Ending the relationship** — Either party may bring the relationship to a close at any time. Work together to ensure a smooth and supportive conclusion.
- **Reporting** — Respond to any requests from AULP regarding participation in the scheme. Both parties should keep their own record of meeting dates and times.