

CODE OF ETHICS FOR MENTORING PROGRAMMES

Implemented by
the Business Cooperation Centrum at the Wrocław University of Economics and Business

Introduction

The Business Cooperation Center at the Wrocław University of Economics and Business, as the Organiser of the Mentoring Programmes is particularly committed to the implementation of good practices that support ongoing processes in a spirit of ethics and mutual respect. The Code of Ethics of Mentoring Programmes refers to the "Global Code of Ethics for Coaches, Mentors and Supervisors" ("Global Code of Ethics"), whose signatories are international organisations associating experts-practitioners of mentoring, coaching and supervision, including Association for Coaching AC and the European Mentoring and Coaching Council EMCC, as well as the "Universal Declaration of Ethical Principles for Psychologist" of the International Union of Psychological Science.

The Code addresses the behaviours and attitudes that should be applied by both the persons in mentoring roles and those being mentored. It contains principles, recommendations and guidelines that relate to best practice in the delivery of mentoring processes. The Code is not a legal document, it indicates the expectations for the persons participating in the Programme.

1. KEY DEFINITIONS

Programme: Mentoring Programmes Implemented by **the Business Cooperation Centrum at the Wrocław University of Economics and Business**.

Organiser: Business Cooperation Center, Wrocław University of Economics and Business.

Mentor/Mentoress experienced professionals with the skills and willingness to share their knowledge and experience with students of Wrocław University of Economics and Business.

Mentee: student of Wrocław University of Economics and Business joining the Programme.

Programme Participant: Mentor/Mentoress or Mentee participating in the Programme.

Process: Mentoring process carried out by Mentor/Mentoress and Mentee in the Programme.

Code: Code of ethics for Mentoring Programmes.

Discrimination: unequal treatment experienced by specific individuals or groups on the basis of their sex, colour, national and/or ethnic origin, religion or belief (as well as creed or irreligion), degree of physical ability, state of health (physical and mental and mental), age, sexual orientation, social and economic status.

Discrimination means any differentiation, exclusion or restriction on the basis of a listed characteristic or characteristics which has the effect of making it difficult or impossible to exercise equally with others in the enjoyment of rights, freedoms and various goods..

2. CORE VALUES AND ETHICAL PRINCIPLES

- 2.1. The fundamental principle of the Programme is **respect for the rights and dignity** of all participants. This means recognising the value and equality of every human being irrespective of their differences and ensuring equal treatment of persons regardless of gender, age, nationality, ethnic origin, religion, disability, economic status, language and sexual orientation.
- 2.2. Respect for dignity includes the **right to confidentiality** and the **right to informed and free consent** to the cooperation and any activities carried out in the process of cooperation.
- 2.3. **Beneficence and harmlessness.** This means working for the wellbeing of others by applying one's knowledge and skills to maximise benefit and minimise harm.
- 2.4. **Personal and social responsibility.** Personal responsibility means adherence to ethical standards, fulfilment of commitments made and professionalism. Social responsibility is understood as the awareness of a specific social impact relating to the formation of attitudes, values and skills.

3. ETHICAL STANDARDS

RESPONSIBILITY

- 3.1. Participants will make every effort to act in accordance with this Code and to fulfil their role with commitment.
- 3.2. Participants declare their availability to participate in the Programme.
- 3.3. Participants in the Programme avoid consciously discriminatory behaviour and are guided by fairness and equality in all actions. Participants are committed to respectful and open-minded behaviour which includes and takes into account all individual differences.
- 3.4. Participants are responsible for establishing and maintaining clear and appropriate boundaries that apply to all interactions.
- 3.5. Participants will act within the law and will not in any way encourage, assist or be associated with conduct that is unfair, unlawful, unprofessional or discriminatory.
- 3.6. Mentors/Mentoreesses present their professional qualifications, experience, training, certificates and accreditations fairly and honestly.
- 3.7. Mentors/Mentees commit to improving in their role through training, courses and supervision.
- 3.8. In case the scope of cooperation exceeds the competence of the Mentor/Mentoreess he/she should refer the Mentee to a properly qualified specialist.

IMPLEMENTATION OF COOPERATION

- 3.9. Before the cooperation starts, the Mentor/Mentoreess and the Mentee jointly agree on the terms, conditions and objectives of the cooperation in the form of a contract. The arrangements should include clear definitions of the process and the roles involved, rules of confidentiality, verification and fulfilment of the objectives. The agreement will also cover the thematic areas in the process. The contract can be modified during the process by mutual agreement of both partners.

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- 3.10. Mentors/Mentorees will use all their knowledge and experience to understand and fulfil the purposes and expectations of the Mentee and the Programme in a professional manner.
- 3.11. Participants are bound by the principle of confidentiality, which means that they will keep all information obtained during the process confidential, unless the release of this information is required by law. Exemptions from confidentiality include acts that are unlawful, threaten security or involve a conflict of interest.

RELATIONSHIPS

- 3.12. Participants apply the principle of benevolence, and conscious of their influence, take action that results in the growth and wellbeing of individuals and society.
- 3.13. Participants will not use relationships in the process to gain undue advantage - financial or non-financial. If a conflict of interest arises, participants will take steps to resolve it effectively.
- 3.14. Participants avoid relationships of an emotional or sexual nature with the person with whom they are carrying out the mentoring process in the Programme. If the possibility of an intimate relationship arises, they will take appropriate measures to prevent it or end the relationship.
- 3.15. Participants will respect each other's right to terminate the process at any time, taking into account the provisions laid down in the contract, as well as the right to receive feedback on the cooperation.

REGULATIONS

- 3.16. Prior to joining the Programme, the Organiser will make the Code available to participants. A declaration to participate in the Programme will be a formal agreement to abide by its provisions.
- 3.17. Any breaches of the provisions of the Code shall be reported immediately to the Organiser who will take the appropriate measures.
- 3.18. Any misconduct that is disclosed may result in sanctions, including exclusion from the Programme and notification to the mentors' accreditation organisation when the offender has the relevant accreditation.