

## **Code of Ethics for Mentors in the Professional Mentoring Scheme at University of the Arts London (UAL).**

### **Introduction and purpose**

This Code of Ethics has been developed to help clarify the role of Professional Mentors at UAL, and the expected behaviours within a mentoring relationship. It is designed to protect both Mentors and Mentees, set the expectation of best practice and excellence in mentoring, and to ensure that each mentoring relationship is conducted in ways that are as productive as possible for all concerned.

Its purpose is to:

- Provide appropriate guidelines, accountability and enforceable standards of conduct for all Professional Mentors at UAL.
- Set out how our Mentors are expected to act, behave and perform when working with their UAL student Mentees
- Where Mentors fall short of these expectations and guidelines when working with students, this code of ethics will be used as the basis of any complaint, and further action taken, following UAL Careers and Employability's complaints procedures.

The code of ethics is arranged into 3 sections and covers UAL's general expectations of professional behaviour and conduct:

1. Mentoring UAL Students (and recent graduates)
2. Professional Conduct
3. Excellent Practice

### **1. Mentoring UAL Students (and recent graduates)**

1.1 Mentors will do their utmost to understand their mentees' expectations and reach agreement on how they plan to meet them, by discussing and completing UAL's Professional Mentoring Learning Agreement in the first meeting.

1.2 Before they start working with a student, Mentors will explain, and make explicit, their commitment to abide by this Code of Ethics.

1.3 Before starting to work with a client, Mentors will explain and strive to ensure that the Mentee fully understands the nature, and terms and conditions, of the mentoring relationship, including confidentiality arrangements.

1.4 To avoid any conflict of interest, Mentors will distinguish this mentoring relationship from other forms of relationships, such as a friendship or a business relationship.

1.5 Mentors will accurately and honestly represent their relevant professional qualifications, experience, training, certifications and accreditations to Mentees and UAL.

1.6 Mentors will attribute ownership of work, ideas and materials of others to the originator, and not claim it as their own.

1.7 Mentees should be reassured that the supervision relationship is itself a confidential relationship. Mentors should also make it clear to Mentees about the conditions under which confidentiality will not be maintained (e.g. serious discriminatory behaviour which will impact other students, illegal activity, danger to self or others, etc) and gain agreement to that limit of confidentiality.

1.8 When working with a Mentee, Mentors will maintain the strictest level of confidentiality, unless there are specific concerns (as outlined above), or where the release of information is required by law.

1.9 Where the Mentor has any such specific concerns, they must share these (in confidence) with UAL's Mentoring and Projects Coordinator, at the earliest possible opportunity. These specific concerns will be logged by UAL, as will any materials relating to the concerns, and the Mentor will be advised by UAL, both verbally and in writing, on how to proceed.

1.10 Mentors will inform Mentees that in the case of them having any concerns, they may receive guidance from UAL's Careers and Employability team, as outlined above.

1.11 Mentors will store, and dispose of, any records regarding Mentees, including electronic files and communications, in a manner that promotes confidentiality, security and privacy, and complies with all applicable laws and agreements.

## **2. Professional Conduct**

2.0 Mentors are responsible for setting and keeping clear, appropriate and culturally sensitive boundaries that govern interactions, physical or otherwise, with Mentees.

2.1 Mentors will avoid any romantic or sexual relationship with current Mentees, and will recognise that any intimate feelings from Mentor or Mentee are inappropriate within the mentoring relationship. Mentors must take active steps to ensure that their behaviour cannot be misconstrued to suggest that another sort of relationship may evolve.

2.2 If the Mentor sees any inappropriate attachments developing, they will contact the Mentoring Coordinator for advice, in order to provide a safe mentoring environment.

2.3 Mentors will not exploit a Mentee, or seek to gain any inappropriate advantage from the relationship – financial or non-financial.

2.4 Mentors will be aware of the potential for conflicts of interest, of either a commercial or personal nature, arising through the mentoring relationship, and deal with them quickly and effectively to ensure there is no detriment to the Mentee or UAL.

2.5 Before agreeing to a mentoring match, the Mentor must consider if there could be any potential negative impact of this relationship, on the Mentee or other students. If in any doubt, the Mentor should discuss any concerns with the Mentoring Coordinator.

2.6 Mentors will disclose any conflict of interest openly to the Mentoring Coordinator, and agree to withdraw from the relationship if a conflict arises which cannot be managed effectively.

2.7 Mentors may contact the Mentoring Coordinator to request support and/or mediation, should the mentoring relationship not be progressing as expected, or they deem that the Mentee requires other forms of support (e.g. from UAL's Student counselling, Disability Support, or Student Advice services).

2.8 Mentors will respect the Mentee's right to terminate the mentoring at any point in the process, subject to the provisions of the Professional Mentoring Learning Agreement.

2.9 Mentors will encourage the Mentee to stop the mentoring engagement if it is believed that the Mentee would be served better by another Mentor

2.10 Mentors understand that their professional responsibilities continue beyond the termination of any professional relationship. These include:

- Maintenance of agreed confidentiality of all information relating to Mentees.
- Safe disposal of all related records and data.
- Avoidance of any exploitation of the former relationship, which could otherwise call into question the professionalism or integrity of the Mentee, UAL, UAL's Professional Mentoring programme, or the Careers and Employability team.

### **3. Excellent Practice**

**3.1 The University does not tolerate any form of bullying, harassment or violence.** Any reports made by a mentor or mentee will be treated seriously and with sensitivity. If you wish to raise a concern, please contact the Mentoring Coordinator in the first instance at [professionalmentoring@arts.ac.uk](mailto:professionalmentoring@arts.ac.uk) UAL students can also access confidential advice through the University's [Tell Someone service](#). For more information visit: [www.arts.ac.uk/tellsomeone](http://www.arts.ac.uk/tellsomeone)

3.2 Mentors are expected to behave in a way that at all times reflects positively upon, and enhances the reputation of, UAL's Professional Mentoring programme and UAL as an institution. Mentors will recognise UAL's commitment to diversity and inclusion, and work within UAL's diversity statements and policies, particularly:

**Promoting diversity, individuality and innovation is at the heart of what we do here at University of the Arts London.**

**We are proud of our diverse student communities and we are committed to ensuring the University is an inclusive and supportive environment for everyone.**

(from UAL's Student Diversity webpage)

3.3 Mentors will avoid knowingly discriminating on any grounds, and will constantly seek to enhance their own awareness of possible areas of discrimination.

3.4 Mentors will be aware of the potential for unconscious bias, and ensure they take a respectful and inclusive approach that embraces and explores individual difference.

- 3.5 Mentors will challenge, in a supportive way, any Mentee who is perceived to be using discriminatory behaviour.
- 3.6 If a Mentee's discriminatory behaviour is of concern, Mentor should follow the steps outlined in 1.8, 1.9 and 1.10
- 3.7 Mentors will monitor their language, spoken, written and non-verbal, for inadvertent discrimination.
- 3.8 Mentors will accept that any breach of this Code of Ethics that is upheld by UAL, may result in sanctions including withdrawal from UAL's Professional Mentoring scheme. UAL may share details of such breaches within its institution, in the interest of student safety, upholding quality standards and maintaining the reputation of the University.
- 3.9 Mentors will ensure that no false or misleading claims are made, or implied, about their professional competence, qualifications or accreditation in any published, promotional material or otherwise.
- 3.10 Should a Mentor have reasonable cause to believe that another Mentor is acting in an unethical manner which contravenes this Code of Ethics, they must report that person to the Mentoring Coordinator.
- 3.11 Mentors will be fit and healthy enough to practice as a Mentor. If they are not, or are unsure if they are able to practice safely for health reasons, they will seek professional guidance/support. Where necessary/appropriate, the Mentor should contact the Mentoring Coordinator to withdraw from the Professional Mentoring scheme (on a permanent or temporary basis).
- 3.12 Mentors will reflect regularly on their mentoring practice and competence, and will participate in relevant and appropriate amounts of training, as provided by UAL's Professional Mentoring scheme.
- 3.13 Mentors will self-evaluate the quality of their work, e.g. through feedback from Mentees and general evaluation feedback offered by UAL's Professional Mentoring scheme.
- 3.14 Mentors may submit relevant training needs to the Mentoring and Projects Coordinator, at any time.
- 3.15 If Mentors are unsure about any of this Code of Ethics, they should ask the Mentoring Coordinator for advice and clarification.