



Ethical Code of Conduct

Purpose

The Code of Ethics and Conduct of MABC (Mentor a Boy Child) establishes a set of guidelines to help participants to conduct the organisation with integrity and honesty. The main goal of MABC is to ensure that participants (Mentees and Mentors) conduct their practice in a professional and ethical manner. The Code also outlines the values and principles on which these standards are grounded.

Key Definitions

Mentoring - Mentoring is described as a developmental process which may involve a sharing of skill and knowledge from a more experienced person to a less experienced person through teaching dialogue and role modelling. Mentoring may also be a learning partnership and networking between peers.

Mentors - A mentor is a person who gives advice and imparts knowledge over a period of time. This knowledge may be through sharing of experiences, career guidance or providing workplace mentoring.

Mentee - a person who is advised, guided and counselled by a Mentor.

MENTOR A BOY CHILD VALUES

- **Responsible & Accountable** - Conscientious, disciplined & accountable. Taking responsibility for your actions, following through on your word

Accountability is the cornerstone of any mentoring relationship; both on the part of Mentors and of their Mentees. Both parties should undertake their tasks and responsibilities with an unwavering commitment to be held accountable for their actions and activities.

To this effect, Mentors will be accountable for their actions, behaviours and the direct results thereof; The primary accountability of Mentors is to their Mentees; A secondary, but equally important, accountability of members is to Mentor a Boy Child. Conducting oneself in a honest and ethical manner at all times.

- **Continuously empower themselves** - Always seek to be better in what they do.

They are 'consciously incompetent', and dedicated to the success of Mentees, Mentors, partners and stakeholders.

- **Inspired to lead in society** - Committed to seek a better lives for themselves and for others

Trust is at the core of the mentoring relationship. It is expected that MABC members will always act with integrity and commitment towards their Mentees, Mentors and office bearers. They commit to the time required for the success of the program, commit to the goal and commit to using the experience and knowledge



- **Seek to positively change the world they live in** - They do not divorce themselves from challenging societal ills
- **Ambitious** - They want to succeed in their chosen fields. They are inspired

Inspirational people lead and listen to what is said to respond appropriately. We inspire our internal and external stakeholder to work together to achieve the objectives we have set ourselves. In order to achieve our goals, we need ambition. We encourage our staff, mentees, mentors and partners to work hard towards their goals.

Professional Competence

Professional competence pertains to qualifications, skills, attitude and behaviour that coaches/Mentors bring to the coaching/mentoring relationship. Professional competence and disposition should be embedded in and reflect in all dealings, interaction, processes and activities, without exception.

Continuous Professional Development

Mentors shall undertake ongoing efforts to develop and maintain their competence through relevant education and training. Mentors shall maintain ready access to a more senior and/or more experienced coach or mentor, whom they should consult on a regular basis whilst active on mentoring programmes. These consultations shall focus on areas such as supporting and clarifying issues arising from mentoring practice with Mentees and helping to ensure ethical and professional conduct and continuous professional development.

COMMITMENT TO A CODE OF ETHICS

Mentors shall abide by a Code of Ethics which shall include the need for Mentors to:

- a. Operate at all times within the limits of their own professional competence
- b. Seek to create the right environment for the mentoring to take place
- c. Make and honour clear agreements with MABC
 - ✓ Such agreements shall cover: - Context and agreed aims for the programme;
 - ✓ Role of the Mentor - Ethical Code provisions;
 - ✓ Programme details: duration, number of sessions, location etc.
 - ✓ Right of the organisation to terminate;
 - ✓ Maintain strict levels of confidentiality with all information which may be acquired during participation or exposure to the programmes or members, unless required by law to disclose certain information;
 - ✓ Not make untrue or misleading statements (for example, concerning qualifications, competence levels, outcomes from the coaching or mentoring process, etc.);
 - ✓ Not take advantage of Mentees in any manner (e.g. financial, sexual, etc);



- ✓ Avoid any conflict of interest, maintain, store, and dispose of any records created during their activity in a manner that promotes confidentiality, security, and privacy, and complies with any applicable laws and agreements.

MENTORS CODE OF CONDUCT

Principle One – Reputation

Every mentor will act positively and in a manner that promotes the public's understanding and acceptance of mentoring.

Principle Two – Continuous Competence Enhancement

Every Mentor accepts the need to continuously enhance their experience, knowledge, capability and competence on a continuous basis.

Principle Three - Mentee Centred

The Mentor's role is to keep the development of the Mentee central to his/her work, ensuring all services provided are appropriate to the Mentee's needs. The Mentor should ensure that the expectations of the Mentee are understood and that they themselves understand how best the expectations can be met and managed. Where appropriate the Mentor should seek to establish an environment, within the context of the mentoring activity, in which the Mentee has the opportunity to acquire the skills and knowledge needed to meet their needs.

Principle Four - Confidentiality and Standards

Every Mentor has a professional responsibility (beyond the terms of the contract with the Mentee) to apply high standards in their mentoring provision and behaviour. The Mentor needs to be open and frank about methods and techniques used in the mentoring process and maintain all appropriate records. Furthermore, the Mentor needs to respect the confidentiality of their work with their Mentee, the work of their Mentee's organisation and the work of their respective organisation.

Principle Five - Law and Diversity

Every Mentor will act within the Laws of the jurisdictions within which their respective practice and organizations. The Mentor will acknowledge and promote diversity at all times. A mentor will not exploit the Mentee in any manner, including but not limited to financial, sexual or intellectual property rights.

Principle Six - Boundary Management

Every Mentor will recognise their own limitations of competence and the need to exercise boundary management. The Mentee's right to terminate the mentoring process will be respected at all times, as will the need to acknowledge different approaches to mentoring which may be more effective for the Mentee than their own. Every endeavour will be taken to ensure the avoidance of conflicts of interest. Where a conflict of interest exists or may arise, it should immediately be declared and dealt with in a way that ensures that it is not to the detriment to the Mentee.

Principle Seven - Personal Pledge



Every Mentor will undertake to abide by the above principles, codes of ethics and conduct themselves as set out by their representative governing bodies.

MENTEES CODE OF CONDUCT

Principle One - Reputation

Every Mentee will act positively and in a manner that increases the public's understanding and acceptance of the mentoring process.

Principle Two - Continuous Competence Enhancement

Every Mentee accepts the need to enhance their experience, knowledge, capability and competence on a continuous basis.

Principle Three – Proactivity

Every Mentee will endeavour to set realistic goals for themselves and manage their expectations of the mentoring relationship. They will share these goals with their Mentor and attempt to be open to and accepting of different points of view. They will also take the lead in managing of the mentoring sessions and structuring of meetings, this includes confirming of dates, time and agendas.

Principle Four - Confidentiality and Standards

Every Mentee will maintain all appropriate records with respect to their mentoring sessions and will respect the confidentiality of their work with their Mentor, the work of their Mentor's organisation and the work of their own respective organisation.

Principle Five - Law and Diversity

Every Mentee will act within the Laws of the jurisdictions within which their respective practice and organizations. The Mentee will acknowledge and promote diversity at all times. A mentor will not exploit the Mentor in any manner, including but not limited to financial, sexual or intellectual property rights

Principle Six - Boundary Management

Every endeavour will be taken to ensure the avoidance of conflicts of interest. Where a conflict of interest exists or may arise, it should immediately be declared and dealt with in a way that ensures that it is not to the detriment to the Mentee.

Principle Seven - Personal Pledge

Every Mentee will undertake to abide by the above principles that will complement the principles, codes of ethics and conduct set out by their respective governing bodies. .

The Committee shall formally review the operation of the Code of Conduct on an annual basis, and shall communicate their findings to all other subscribing organisations with a view on opening discussing and agreeing on possible changes to this Code of Conduct.