

Rules of Cooperation and Ethical Rules of the Mentoring Programme for Mentees and Mentors

A. The mentee commits to adhering to the following rules for cooperation and participation in the mentoring relationship:

01 I will always observe the rules of fair and decent conduct and at the same time equal treatment of all persons regardless of gender, sexual orientation, race, nationality, social background, disability, religion and age.

02 I will take an honest and active approach to my commitments set out in the mentoring programme whilst striving to achieve the stated objectives of the programme.

03 I will be open to new things and new opportunities in my professional and human development.

04 I will be polite and open in communication with the mentor.

05 I will keep the set deadlines for meetings and cooperation with the mentor. If I am unable to attend a meeting, I will contact the mentor well in advance and arrange a reschedule with the mentor. I will respond to pre-arranged communication as soon as possible.

06 I will not take advantage or abuse the mentoring relationship in any way, financially, sexually, or professionally, in my mentoring activities. I will not take advantage of the mentor's trust.

07 I will never use my mentor's opinions, results or achievements as my own.

08 I will treat information obtained from the mentor as confidential during and after the mentoring programme. The only exception is information that the mentor gives me explicit consent to disclose.

09 In any situation arising out of the mentor-mentee relationship that could lead to a conflict of interest, I will conduct myself in such a way as to avoid any detriment to the mentor or his/her employer, or to me or my employer, or my thesis supervisor.

10 If the mentoring programme becomes unprofitable or unsatisfactory for me, I will communicate this information in an appropriate manner to the mentor and the mentoring programme coordinator, with whom we will try to find a solution to the satisfaction of all involved.

B. The mentor commits to adhering to the following rules for cooperation and participation in the relationship with the mentee:

01 I will always observe the rules of fair and decent conduct and at the same time equal treatment of all persons regardless of gender, sexual orientation, race, nationality, social background, disability, religion and age.

02 I will participate as a mentor in a field in which I have expertise and life experience that matches the requirements and expectations of the mentee. I will not create false expectations of mentoring beyond what I can realistically bring to the mentee.

03 I will establish a professional and equal relationship with the mentee that leads to mutual cooperation and provides a supportive and collegial environment. I will also support and motivate the mentee to achieve the set goals of the programme.

04 I will be polite and open in communication with the mentee.

05 I will keep the set deadlines for meetings and cooperation with the mentee. If I am unable to attend a meeting, I will contact the mentee well in advance and arrange to reschedule. I will respond to pre-arranged communication as soon as possible.

06 I will not take advantage of or abuse the relationship with the mentee in any way, financially, sexually, or professionally, in my actions as a mentor. I will not take advantage of the mentee's trust.

07 I will never use my mentee's opinions, results or achievements as my own.

08 I will treat information disclosed by the mentee as confidential during and after the mentoring programme. The only exception is information that the mentee gives me explicit consent to disclose.

09 In any situation arising out of the mentor-mentee relationship that could lead to a conflict of interest, I will conduct myself in such a way as to avoid harm to the mentee, the thesis supervisor, or the mentee's employer, or to my person or my employer.

10 If the mentee finds the mentoring programme unhelpful or unsatisfactory, I will fully respect the mentee's decision to end the relationship. If the mentoring programme becomes unprofitable or unsatisfactory for me, I will communicate this information in an appropriate manner to the mentee and to the mentoring programme coordinator, with whom we will try to find a solution to the satisfaction of all involved.