

YLC MMF Code of Conduct

For Both Mentor and Mentee:

1. It is the responsibility of both participants to maintain a completely professional & cordial relationship.
2. Please ensure complete confidentiality of the discussions.
3. The tenure of the engagement should not exceed one year.
4. It would be ideal to connect at least once a month with a specific agenda and some desired goals.
5. Both mentor and mentee should give their feedback to YLC Mentoring Program coordinator once in 3 months.

Member/Mentee Responsibilities:

1. Members are expected to send request to Mentors for MMF program with a clear understanding on what they are expecting to learn/ seeking from Mentor.
2. Respect and honor the integrity of your Mentor/Mentee relationship.
3. Maintain absolute professional communication written or verbal.
4. The mentee should have the best interest at heart to participate in the program, respecting the mentor as a support to their development, taking into consideration the mentor personal experience, work-related knowledge and the fact that the mentor is a volunteer in the program.
5. The mentee is responsible to manage his/her own learning, identify and achieve the goals, using the mentor as a support for this learning.
6. Throughout the period of engagement, the mentee and mentor will maintain a high level of confidentiality which is appropriate and is agreed at the start of the relationship

Mentor Responsibilities

1. It is the primary responsibility of the mentor to provide support to the mentees in their personal development.
2. The mentor will use his/her personal experience and knowledge to meet the needs of the mentee, while suggesting additional references or resources where they may not have relevant knowledge or experience.
3. Throughout, the mentor and mentee will maintain a high level of confidentiality which is appropriate and is agreed at the start of the relationship.
4. The mentor will respect personal boundaries to ensure preserved privacy and promote a healthy balance in the relationship.