

Code of Conduct

Mentoring Programme

Introduction

This document is to set the social norms and responsibilities between the participants in the MSF Mentoring Programme, under the Mentoring and Coaching Hub. This is an important step to establish an inclusive view, where all the participants are aware of the attitudes and behavior expected between them.

Mentoring Programme

Mentee Responsibilities

- The mentee will act according to the stated MSF Charter and principles
- The mentee should have the best interest at heart to participate on 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.
- The mentee is responsible to manage his/her own learning, identify and achieve the goals, using the mentor as a support for this learning.
- The mentee should be aware that this relation is confidential on the content, but the need for capitalization and the supervising role taken by the Mentoring Programme Coordinator, will naturally imply a sharing of know-how, expertise and lessons learned.
- Throughout, the mentee and mentor will maintain a high level of confidentiality which is appropriate and is agreed at the start of the relationship.
- The mentee will ensure that his/her capability is sufficient to enable him/her to operate according to this Code of Conduct and any standards that may subsequently be produced.
- A member of the Mentoring and Coaching Hub (MCHub) will maintain contact with the mentee, on request, in order to evaluate progress in accordance with the programme aims and objectives.
- The mentee will be focused on and have the opportunity for learning.
- The mentee will respect personal boundaries to ensure preserved privacy and promote a healthy balance in the relationship.
- The mentee understands that professional responsibilities continue beyond the termination of any mentoring relationship. These include the following: maintenance of agreed confidentiality of all information relating to stakeholders; avoidance of any exploitation of the former relationship; provision of any follow-up which has been agreed; and, safe and secure maintenance of all related records and data.

- The mentee demonstrates respect for the variety of different approaches to mentoring and other individual's mentor's methods.

Mentor Responsibilities

- The mentee will act according to the stated MSF Charter and principles.
- The mentor should have the best interest at heart to participate on the program.
- It is the primary responsibility of the mentor to provide support to the mentees in their personal development.
- Even though the participation is volunteer, the mentor should commit with the programme and take the responsibility of what is agreed as a relation.
- It is the new mentor responsibility to participate on the workshop that MCH organizes (in order to support the mentors in their upcoming role).
- 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.
- The mentor will ensure that his/her capability is sufficient to enable him/her to operate according to this Code of Conduct and any standards that may subsequently be produced.
- A member of MCHub will maintain contact with the mentor, on request, in order to evaluate progress in accordance with the project aims and objectives.
- The mentor will operate within the limits of their own competence, seeking to recognize when it is appropriate to say he/she does not have the experience in an area and, where possible, referring the mentee to other possible sources of information, taking advice from MCHub if necessary.
- The mentor should never interfere in the operational strategy at field or HQ level.
- The mentor will be focused on and have the opportunity for learning.
- Throughout, the mentor and mentee will maintain a high level of confidentiality which is appropriate and is agreed at the start of the relationship.
- The mentor will respect personal boundaries to ensure preserved privacy and promote a healthy balance in the relationship.
- The mentor will respond to the mentee's learning and development needs.
- The mentor will not exploit the mentee in any manner, including, but not limited to, financial, sexual or those matters within the professional relationship.
- The mentor will ensure that the duration of the mentoring contract is only as long as is necessary for the mentee and agreed with MCHub.
- The mentor understands that professional responsibilities continue beyond the termination of any mentoring relationship. These include the following: Maintenance of agreed confidentiality of all information relating to stakeholders; avoidance of any exploitation of the former relationship; provision of any follow-up which has been agreed; and, safe and secure maintenance of all related records and data.



- The mentor demonstrates respect for the variety of different approaches to mentoring and other individual's methods.

Mentoring & Coaching Hub Responsibilities

- The MCHub is responsible to organize and facilitate a workshop for all new mentors, in order to support the mentors in their upcoming role. It provides information around mentoring in MSF and about the process, as well as practical exercises and reflection time designed to allow the mentor to explore his/her new role and feel secure.
- The MCHub will ensure all participants receive a full briefing about the programme and prior to commencing the mentoring relationship, and around the context of the mentoring scheme, intended aims, objectives and outcomes.
- MCH will ensure that the Codes of Conduct is available to stakeholders and participants and that the latter have the opportunity to discuss any concern and issues that may arise within this context.

