

Introduction

This Code of Conduct establishes the responsibilities of and expected attitude and behaviour for the participants in the MSF Mentoring Programmes, operated by the MSF Operational Centres in collaboration with the Mentoring and Coaching Hub (MCHub).

Mentee Responsibilities

The Mentee:

- Acts in accordance with the MSF Charter and principles
- Is responsible for their own performance in their role in MSF
- Is responsible for managing their own learning (e.g. identifying and achieving their goals), leveraging the mentor as support for this learning
- Is responsible for any action they choose to take or decision they make as a direct or indirect result of the mentoring and will not attribute this action or decision to the mentor
- Is aware that confidentiality would need to be breached by the mentor in the event that there is risk of harm to the mentee or others, or a serious breach of MSF's Ethical Guidelines
- Is aware that the mentor remains alert to indications that there might be a shift in the value received from the mentoring relationship. If so, the mentor makes a change in the relationship or encourages the mentee to seek another professional or use a different resource
- Is aware of the joint responsibility with the mentor in maintaining a healthy balance in the relationship and in respecting personal boundaries and privacy (the mentor and mentee's)
- Is aware of the role of the Mentoring Programme and the MCHub in the mentoring relationship (maintaining contact, reporting, supervision, evaluation and sharing of know-how, expertise and lessons learned)
- Ensures that their capability to operate in accordance with this Code of Conduct is sufficient
- Demonstrates respect for the variety of approaches and methods used during the mentoring relationship
- Understands that professional responsibilities continue beyond the termination of the mentoring relationship including: maintaining the agreed confidentiality, avoidance of any exploitation of the former relationship and any follow-up upon which has been agreed

Mentor Responsibilities

The Mentor:

- Acts in accordance with the MSF Charter and principles
- Uses their mentoring skills to support the mentee in their personal development
- Even though participation is voluntary, commits to the requirements of the programme as specified by the OC
- Participates in any identified relevant induction or training the MCHub organizes in order to provide the best possible support to their mentee
- Respects confidentiality during and after the mentoring relationship
- Is aware that confidentiality would need to be breached by the mentor in the event that there is risk of harm to the mentee or others, or a serious breach of MSF's Ethical Guidelines
- Remains alert to indications that there might be a shift in the value received from the mentoring relationship. If so, make a change in the relationship or encourage the mentee to seek another professional or use a different resource
- Is aware of the joint responsibility with the mentee in maintaining a healthy balance in the relationship and in respecting personal boundaries and privacy (the mentor and mentee's)
- Is aware of the role of the Mentoring Programme and the MCHub in the mentoring relationship (maintaining contact, reporting, supervision, evaluation and sharing of know-how, expertise and lessons learned) and reports required data to the Mentoring Programme in a timely manner
- Ensures that their capability to operate in accordance with this Code of Conduct is sufficient
- Does not interfere in the operational strategy at field or HQ level
- Complies with the EMCC Global Code of Ethicsⁱ
- Ensures that the duration of the mentoring agreement is only as long as is necessary for the mentee and is agreed upon with the Mentoring Programme
- Understands that professional responsibilities continue beyond the termination of the mentoring relationship including: maintaining the agreed confidentiality, avoidance of any exploitation of the former relationship, provision of any follow-up upon which has been agreed and safe and secure maintenance of all related records and data

ⁱ <https://www.emccglobal.org/quality/ethics/>

