



Code of Conduct for Mentors - Agreement Form

This Code of Conduct for Mentors is for the benefit and protection of mentors and mentees and applies to all volunteers acting as mentors of D2S and/or its programmes.

- 1. Safe and Trusting Environment** - Mentors shall foster a safe and trusting environment in order to establish rapport with mentees. This includes modelling honesty and vulnerability; acknowledging mentees' emotions, difficulties and achievements, and validating their experiences and perspectives. Mentors should avoid making assumptions, judgements, comparisons or criticism. Be empathetic so that mentees feel seen, heard and valued to be motivated to grow.
- 2. Professional Behaviour** - Mentors shall at all times maintain professional standards of behaviour, act ethically and with respect and integrity, and demonstrate commitment to a diverse and inclusive environment. Mentors should set firm and clear ground rules with mentees at inception to improve efficiency, and ensure mentees understand and share the common vision of success.
- 3. Context** – Mentors shall respond to mentee's learning and development needs as contemplated by, and within the scope of, the relevant programme. Mentors shall create an environment in which mentees can focus and have the opportunity to learn, flourish and reflect. Mentors shall encourage self-agency by guiding mentees and refraining from carrying out the work for them.
- 4. Boundary Management** – Professional boundaries shall be maintained throughout the entire mentoring programme. Mentors shall operate within the limits of their own competence, recognise scenarios where such competence may be exceeded and if necessary refer the mentee to a more experienced mentor and/or seek professional advice via the programme or teacher lead.
- 5. Privacy and Confidentiality** - Mentors are responsible for safeguarding the personal information of mentees by treating their personal information with confidence, courtesy, inclusion and respect. Unless otherwise required by law, no personal information received by Mentors in the course of a programme shall be divulged without consent from the information provider.

Confidentiality shall be maintained beyond the termination of the mentoring relationship. If a mentor believes that there is a potential risk of harm to his/her mentee, or a crime has been or may be committed, the mentor shall promptly report to the programme or teacher lead and relevant authorities.

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Code of Conduct for Mentors (FOUNDRY 2026 edition)

6. **Conflicts and Violations** – Mentors shall refer any unresolved issue, conflict (actual or potential, financial, commercial or otherwise) or conduct violation to the programme or teacher lead. Mentors shall also adhere to other applicable guidelines or code of conduct under the relevant circumstance.

7. **Intellectual Property Rights** – Mentors are required to respect and uphold the intellectual property rights of D2S including its copyright in the syllabus and teaching materials provided. These materials are intended solely for use in the delivery of the programme and must not be copied, distributed, or utilized for any other purpose without the prior written consent of D2S.

Declaration and Signature

I, _____, have read and acknowledged the above Code of Conduct and agree to comply with all reasonable directions by D2S staff when interacting with mentees. I also declare that I have no criminal conviction record for sexual offences against children. I understand that breaching the above standards of conduct and providing a false declaration may result in my dismissal as a Mentor.

Mentor Name: _____

Mentor Signature: _____

Date: _____