



## **THINK Mentor Scheme Code of Conduct**

Participants in the THINK Mentor Scheme will agree to the following relationship terms:

- Treat all those in the Mentor Scheme community with respect.
- Commit sufficient time and effort towards each mentoring relationship established.
- Do not promote any goods or services in which you have a personal interest without first declaring it.
- Represent yourself honestly.
- Maintain a high standard of personal and professional conduct.
- Support the goals established within the relationship.
- Maintain confidentiality within the mentoring relationships.
- Refer any questions of issues for which you feel unqualified to THINK [think@aber.ac.uk](mailto:think@aber.ac.uk)

The purpose of THINK's Mentor Scheme is to connect THINK members with shared interests and to provide a communication platform to aid members in developing a meaningful mentoring relationship. The scope and goals of your mentoring relationship should be done within the recommendations outlined below.

- Mentoring relationships are currently one year in length.
- The relationship period begins once the match has been made and accepted by both parties.
- The mentor must communicate with the mentee a minimum of three times during the one year period.
- Communication method should be mutually decided upon in the first communication and may include e-mail, phone, or online chat, etc.
- Mentee replies to the messages from the mentor should take place within five business days.
- The mentor and mentee must complete the exit survey within one month of the relationship period ending.

In starting the mentor scheme both mentors and mentees agree to respect these recommendations for communication and inform THINK at [think@aber.ac.uk](mailto:think@aber.ac.uk) if issues or questions arise.