



# Code of Ethics & Conducts for Mentors

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# Code of Ethics & Conducts for Mentors

## A. Introduction

### 1. Purpose of the Code

This Code of Ethics & Conducts for Mentors (the "Code") establishes ethical principles and professional conduct standards for all mentors associated with International Professional Mentor Association (hereinafter referred to as "IPMAglobal"). The Code serves as a guide to ensure a safe, respectful, and productive mentoring environment for both mentors and mentees, fostering a culture of trust, mutual respect, and shared learning.

The principles outlined in this Code are fundamental to the success of the mentoring program and the achievement of its goals. By adhering to these principles, mentors contribute to the professional and personal growth of their mentees while upholding the reputation and integrity of IPMAglobal.

This Code aims to:

- Define ethical principles and professional conduct for mentors.
- Promote accountability and transparency in all mentoring relationships.
- Protect the welfare and best interests of mentees.
- Uphold the reputation and integrity of the mentoring profession.

### 2. Scope

This Code applies to all mentors regardless of experience level, volunteer status, or area of mentorship, who are associated with IPMAglobal, including but not limited to:

- Formal mentoring programs
- Informal mentoring relationships
- Any interaction where guidance and support are provided by a more experienced individual to a less experienced individual
- Volunteer mentors
- Paid mentors



- Mentors in training
- Individuals providing mentoring services on behalf of the organization

### 3. Fundamental Principles

- **Integrity** Mentors shall act with honesty, transparency, and fairness in all aspects of the mentoring relationship.
- **Respect** Mentors shall treat all individuals with dignity and respect, valuing diversity of perspectives and experiences.
- **Confidentiality** Mentors shall hold all information shared within the mentoring relationship in the strictest confidence, except as required by law or to protect the safety of individuals.
- **Objectivity** Mentors shall maintain impartiality and avoid conflicts of interest that could compromise their judgment or the mentoring process.
- **Professionalism** Mentors shall conduct themselves in a professional and ethical manner, upholding the reputation of the mentoring profession.
- **Growth Mindset** We believe in continuous learning and strive to develop our skills and knowledge as mentors.

### B. Code of Ethics

#### Ethical General Guidelines

We Stand on Our Values Mentors commit to upholding the values of IPMAglobal, including respect, integrity, confidentiality, inclusivity, excellence. These values guide all interactions and decisions within the mentoring relationship.

Mentors shall adhere to the following ethical principles

- **Beneficence:** Act in the best interest of the mentee, promoting their well-being and professional growth.
- **Non-maleficence:** Avoid causing harm to the mentee, both intentionally and unintentionally.
- **Respect for Autonomy:** Respect the mentee's right to self-determination and independent decision-making.
- **Justice:** Treat all mentees fairly and equitably, regardless of their background or characteristics.



- **Fidelity:** Maintain confidentiality and trustworthiness in the mentoring relationship.
- **Integrity:** Act with honesty, transparency, and ethical conduct in all professional interactions.

### 1. Act with Honesty & Integrity

Mentors shall conduct themselves with honesty, integrity, and transparency in all professional interactions. This foundational principle sets the tone for ethical behavior and underpins all other concepts.

- **Transparency & Open Communication** Mentors shall communicate openly and honestly with mentees, providing constructive feedback and guidance. They will be transparent about their limitations and potential conflicts of interest.
- **Constructive Feedback** Mentors will provide feedback that is specific, actionable, and focused on the mentee's growth. Feedback will be delivered with sensitivity and respect, emphasizing a growth mindset and encouraging continuous improvement.
- **Maintain Boundaries** Mentors shall maintain appropriate professional boundaries with mentees at all times, avoiding any behavior that could be perceived as exploitative, harassing, or abusive.

### 2. Professional Competence

Acting with honesty and integrity requires a commitment to professional competence, ensuring that individuals are knowledgeable and skilled in their fields.

- **Maintain Expertise:** Mentors shall maintain and strive to enhance their professional knowledge and skills relevant to their mentees' needs. They will accurately represent their qualifications and experience.
- **Continual Learning** Mentors are encouraged to engage in ongoing professional development activities to stay abreast of industry trends, best practices, and emerging knowledge within their field of expertise.
- **Refer When Necessary** Mentors should acknowledge the boundaries of their expertise and offer services only within their areas of competence. When suitable, they should refer mentees to other qualified professionals. Additionally, mentors should pursue appropriate training or supervision as needed.
- **Commit to the Process** Mentors will fulfill their time commitments, provide consistent guidance, and actively engage in the mentoring process

### 3. Professional Boundaries



- **Limitations & Boundaries:** Establish and maintain appropriate professional boundaries with mentees, recognizing that the mentoring relationship is distinct from personal relationships
- **Respecting Boundaries:** Respect the mentee's personal space and boundaries, avoiding any behavior that could be perceived as intrusive, exploitative, or unprofessional.
- **Dual Relationships:** Be mindful of the potential for dual relationships with mentees and avoid engaging in any relationships that could compromise professional judgment or create a conflict of interest
- Mentors shall not engage in any behavior that could compromise its objectivity or impartiality.

#### **4. Commitment & Responsibility**

- Be dependable and fulfill commitments made to the mentee.
- Establish clear expectations and agreements with the mentee.
- Dedicate adequate time and resources to the mentoring relationship.
- Address ethical concerns promptly and appropriately.
- Take responsibility for actions and decisions within the mentoring relationship.

#### **5. Accountability**

This follows responsibility, as being accountable means taking ownership of one's actions and decisions, ensuring adherence to ethical standards.

Mentors are accountable for their actions and decisions within the mentoring relationship.

They shall adhere to this Code and any relevant organizational policies and procedures.

- **Adhere to the Code** Mentors are expected to be familiar with this Code and to uphold its principles in all mentoring interactions.
- **Report Concerns** Mentors have a responsibility to report any violations of this Code or any behavior that jeopardizes the safety or well-being of themselves or their mentees to the appropriate authorities within IPMAglobal.

#### **6. Build Trust**

Accountability and responsibility foster trust among colleagues, clients, and stakeholders, as people feel confident in the actions and decisions of those who are reliable.

Mentors shall prioritize building trust and rapport with their mentees

- **Establish Rapport** Mentors will strive to create a safe and supportive environment where mentees feel comfortable sharing their goals, challenges, and aspirations.



- **Active Listening** Mentors will engage in active listening, demonstrating genuine interest and empathy towards their mentees' needs.
- **Reliability** Mentors will be reliable and consistent in their availability and communication with their mentees, building trust through their actions.

## 7. Respect

Trust is further strengthened by a culture of respect, which encompasses valuing others' opinions, contributions, and rights.

Mentors shall treat all mentees with respect and dignity, fostering a safe and supportive environment. Mentors are responsible for creating clear boundaries and maintaining a professional relationship at all times.

- **Value Diversity** Mentors shall treat all mentees with respect and dignity, valuing their unique perspectives, backgrounds, and experiences.
- **Cultural Sensitivity** Mentors will cultivate cultural sensitivity and awareness, recognizing that individuals from different backgrounds may have different communication styles, learning preferences, and perspectives.
- **Promote Independence** Mentors shall empower mentees to make their own decisions and take ownership of their development, avoiding any form of dependency or control.
- **Confidentiality** Mentors shall maintain the confidentiality of all information shared by mentees, except in cases where disclosure is required by law or to protect the mentee's safety and well-being.

## 8. Cultural Sensitivity & Inclusivity

Be aware of and sensitive to cultural differences and perspectives.

Respect leads to inclusivity, promoting a diverse environment where all individuals feel valued and included, enhancing collaboration and creativity.

Mentors shall embrace diversity and strive to create an inclusive and equitable mentoring experience for all mentees, regardless of background, identity, or beliefs.

- **Embrace Diversity** Mentors will actively promote an inclusive environment where all mentees feel welcomed, respected, and valued, regardless of their background, beliefs, or identities.
- **Challenge Bias** Mentors will be mindful of their own biases and actively work to challenge any discriminatory attitudes or behaviors.

## 9. Privacy & Confidentiality

Finally, inclusivity and respect for individuals necessitate a commitment to privacy and



confidentiality, protecting sensitive information and fostering a safe environment for all.

Mentors shall maintain the confidentiality of all information shared by mentees, except when disclosure is required by law or necessary to protect the mentee or others from harm.

Mentors shall obtain informed consent before disclosing any confidential information.

- **Respect Boundaries** Mentors will respect the privacy of their mentees and avoid prying into personal matters unrelated to the mentoring relationship.
- **Secure Information** Mentors will handle all information shared by mentees with discretion and ensure it is stored and disposed of securely.

## C. Professional Conducts

This section outlines specific professional conducts expected of all mentors

### 1. Foundational Principles

#### a. Maintaining the Reputation of the Profession

- Mentors shall actively maintain the reputation of the profession by adhering to the highest standards of ethics and conduct.
- Mentors shall act in a manner that reflects positively on the mentoring profession and upholds its values.
- Mentors shall refrain from any activity that could discredit the reputation of the profession, compromise public trust, or harm the reputation of mentoring.

#### b. Legal & Statutory Obligations & Duties

- Mentors are responsible for understanding and complying with all applicable laws, regulations, and ethical guidelines governing their profession and the mentoring relationship.
- They must stay informed about any changes to these legal and ethical frameworks.
- Mentors must report any suspected illegal or unethical behavior to the appropriate authorities.

### 2. Professional Conduct & Relationships

#### a. Contracting

- **Clear Expectations:** Establish clear, mutually agreed-upon expectations, roles, boundaries and responsibilities at the outset of the mentoring relationship. This includes defining the purpose, scope, and duration of the mentoring engagement.
- **Written Agreement:** Document the terms of the mentoring agreement in writing,





including any fees or compensation arrangements, confidentiality clauses, and procedures for termination of the relationship.

- All contracts and agreements with mentees are fair, transparent, and in the best interests of both parties in writing and mutually agreed upon.

#### **b. Organization & Employee Conducts**

- Adhere to the policies, procedures, and code of conduct of the organization or institution where the mentoring takes place.
- Respect the confidentiality of information shared within the organization and only disclose information when authorized or legally obligated to do so.

#### **c. Recognizing Equality & Diversity**

- Treat all mentees equally and with respect, regardless of their race, religion, gender, sexual orientation, national origin, age, disability, socioeconomic status, or any other characteristic.
- Promote a culture of inclusivity and diversity within the mentoring relationship, valuing and respecting individual differences and perspectives.
- Actively challenge your own biases and prejudices to ensure equitable treatment of all mentees.

#### **d. Maintaining Proper Relationships with Clients**

- **Avoid Unfair Discriminations:** It is strictly prohibited to engage in any discriminatory behavior based on race, religion, gender, sexual orientation, age, disability, national origin, or any other protected characteristic. Embrace diversity and create an inclusive and welcoming environment for all.
- **Prevent Sexual Harassment:** It is strictly prohibited to engage in any form of sexual harassment, including unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature or the creation of a hostile or offensive environment.
- **Prevent Other Harassments:** Create a safe and respectful environment free from any harassment, bullying, or intimidation based on personal characteristics or beliefs.
- **Avoiding Harm:** Take proactive steps to prevent harm to mentees, including emotional distress, financial exploitation, reputational damage, or any other form of harm. Be aware of potential risks and take appropriate steps to mitigate them.



- **Avoiding Multiple Relationships:** Avoid engaging in multiple relationships with mentees that could impair professional judgment or that could potentially create a conflict of interest or compromise the mentoring relationship. This includes, but is not limited to, romantic or sexual relationships, business partnerships, or close personal friendships.

#### **e. Consent from Clients**

- Mentors shall obtain informed consent from clients before commencing any mentoring services.
- Respect the client's right to terminate the mentoring relationship at any time.
- This consent should include a clear understanding of the nature, scope, fees (if applicable), confidentiality protocols and potential risks and benefits of the mentoring relationship.

#### **f. Conflict of Interest**

- **Identification & Disclosure:** Proactively identify and disclose any potential or actual conflicts of interest that may arise during the mentoring relationship. This includes personal, financial, or professional relationships that could compromise objectivity.
- **Managing Conflicts:** Take appropriate steps to manage or mitigate any conflicts of interest that could impact the mentoring relationship. This may involve transparent communication, seeking external guidance, or recusing oneself from the relationship if the conflict cannot be effectively managed.
- Mentors shall avoid engaging in activities that could be perceived as a conflict of interest or compromise their objectivity.

#### **g. Protections for Vulnerable Mentees**

Mentors have a fundamental responsibility to protect the well-being and best interests of their mentees. This includes

- **Additional Care:** Mentors will exercise heightened sensitivity and awareness when working with mentees who may be considered vulnerable due to factors such as age, disability, cultural background, or personal circumstances.
- **Referrals:** Mentors will recognize their limitations and make appropriate referrals when a mentee's needs exceed their expertise or when a potential conflict of interest arises due to the mentee's vulnerability.
- **Confidentiality:** All information shared during the mentoring relationship is confidential, except in cases where disclosure is required by law or to prevent harm to the mentee or others.
- **Respecting Boundaries:** Establishing and maintaining appropriate professional



boundaries with mentees at all times. This includes avoiding any behavior that could be perceived as overly personal or intimate.

- Recognizing Power Dynamics: Acknowledging the inherent power imbalance in the mentor-mentee relationship and avoiding any exploitation or abuse of this power.

#### **h. Termination of Mentoring Relationship**

- Grounds for Termination: Mentors may terminate the mentoring relationship for legitimate reasons, such as a conflict of interest, inability to meet the needs of the mentee, or ethical concerns.
- Process for Termination: When terminating a mentoring relationship, mentors shall provide the mentee with reasonable notice and, where appropriate, assist the mentee in finding alternative support.

### **3. Practice Standards**

#### **a. Maintaining Standards**

- Adhere to the highest ethical and professional standards in all mentoring activities, upholding the principles outlined in this Code.
- Participate in ongoing professional development opportunities, such as workshops, conferences, and peer supervision, to enhance mentoring skills, knowledge, and ethical awareness.

#### **b. Excellence in Practice**

- Competence to perform: Only provide mentoring services within your area of expertise and experience. Be transparent about your qualifications and limitations.
- On-going Supervision: Seek regular supervision or peer consultation to ensure ethical and effective mentoring practice.

#### **c. Continuous Professional Improvement**

Mentors have a responsibility to engage in continuous professional development to enhance their skills and stay current with best practices. This includes

- Review and Adaptation: Regularly review and adapt mentoring practices based on feedback, current research, and professional development opportunities to ensure they remain relevant and effective.
- Training and Development: Actively engage in ongoing training and professional development activities to enhance your mentoring skills and knowledge.

### **4. Communication & Information**



#### **a. Communication**

- Be responsive to inquiries and concerns.
- Maintain open, honest, and respectful communication with mentees, colleagues, clients and other stakeholder.
- Establish clear expectations for communication frequency, methods, and boundaries.
- Mentors must maintain confidentiality and only disclose information shared by mentees with their consent or when legally required.

#### **b. Feedback**

- Mentors Actively seek feedback from mentees, colleagues, and clients to improve your mentoring practice.
- Mentors should actively solicit feedback from their mentees to ensure their needs are being met and to identify areas for improvement.
- Mentors should be open to receiving and responding to feedback constructively.
- Be open to constructive criticism and use it as an opportunity for growth.

#### **c. Maintenance & Access to Records**

- Mentors shall maintain accurate and confidential records of their mentoring activities according to organizational guidelines and legal requirements.
- Maintain accurate, confidential, and secure records of mentoring sessions, interactions, and any agreements made.
- Ensure that records are stored securely and are accessible only to authorized individuals in accordance with privacy regulations and organizational policies.

#### **d. Research & Publications**

- Mentors engaging in research or publications related to mentoring shall do so with integrity and adhere to all ethical guidelines for research involving human subjects.
- Obtain informed consent from mentees before using any information obtained during the mentoring relationship for research or publication purposes.
- Anonymize any identifiable information about mentees in research publications, unless explicit consent for disclosure is granted.

### **5. Branding & Intellectual Property**

#### **a. IPMA Global Logo Usage**

- Utilize the IPMAglobal logo only as permitted by the organization's brand guidelines and upon receiving explicit authorization.



- Ensure the logo is used in a respectful and professional manner, representing the values of IPMAglobal accurately.
- Mentors shall not use the logo in a manner that could be misconstrued as an endorsement or misrepresent their affiliation with IPMA Global.

## **D. Ethical Standards for Teaching, Training & Supervision**

### **1. Professionalism**

- This forms the foundation. It encompasses all the other principles and sets the expectation of ethical conduct, respect, and adherence to professional standards. This acts as the umbrella under which all other principles operate.
- Mentors are expected to maintain the highest standards of professionalism in all interactions with mentees, colleagues, and the broader community. This encompasses treating everyone with respect and courtesy, employing appropriate language, and fostering an inclusive environment free from any form of harassment, discrimination, or bias.

### **2. Power Dynamics**

- Within a professional context, acknowledging the inherent power imbalance between mentor and mentee is crucial. Understanding this dynamic is essential to prevent abuse and ensure ethical interactions. This must be acknowledged to ensure Integrity in Teaching and prevent abuse.
- Mentors will be mindful of the power dynamics inherent in the mentor-mentee relationship and will avoid any behavior that could be perceived as exploitative or abusive. This includes using their position to influence a mentee's decisions or actions for personal gain.

### **3. Integrity in Teaching**

- This principle flows from professionalism and the awareness of power dynamics. It emphasizes honesty, transparency, accuracy in information, and a commitment to the mentee's growth without personal gain.
- Mentors serve as role models for their mentees. As such, they are expected to provide accurate and up-to-date information, properly acknowledge the contributions of others, and uphold academic integrity by refraining from plagiarism or any other form of academic dishonesty.

### **4. Objectivity and Fairness**

- Building upon integrity, this concept ensures decisions and guidance are based on merit and unbiased judgment, free from personal feelings or prejudices. This is essential for



providing Constructive Feedback.

- Mentors will provide objective and unbiased feedback, guidance, and support to all mentees, regardless of their background, beliefs, or personal attributes.

## **5. Constructive Feedback**

- Effective mentoring requires honest, supportive, and specific feedback. This principle emphasizes delivering feedback in a way that fosters growth and avoids unnecessary harm.
- Mentors will provide constructive and actionable feedback that focuses on the mentee's development and growth. Criticism will be delivered respectfully and in a manner that encourages improvement.

## **6. Confidentiality**

- Trust is paramount in mentoring relationships. This principle establishes clear boundaries about what information shared will be held confidential, promoting open communication and vulnerability. This builds trust, which is crucial for open communication and effective mentoring.
- Mentors will treat all mentee information, including personal details, project ideas, and work product, with strict confidentiality, unless legally required to do otherwise.

## **7. Conflict of Interest**

- This concept overlaps with several others, particularly power dynamics and objectivity. It demands transparency and proactive management of any situation where personal interests could potentially compromise the mentor's judgment or actions. This has the potential to undermine all of the other principles if not managed ethically.
- Mentors will disclose any potential or actual conflicts of interest that may arise in their mentoring relationships and will recuse themselves from situations where their objectivity could be compromised. This includes personal or professional relationships, financial interests, or any situation where their objectivity could be compromised. In such cases, recusal from specific decisions or interactions may be necessary.

## **E. Writing & Publishing**

### **1. Honesty in Research**

- This is the foundational principle that underpins ethical writing and publishing. It involves accurately representing research processes, findings, and the contributions of others.
- Mentors are expected to uphold standards of honesty and integrity in research practices, avoiding plagiarism, self-plagiarism, or any other form of academic misconduct. All submitted work must be original or properly cited using accepted citation styles.



## **2. Data Integrity**

- Building on honesty, data integrity refers to the accuracy and reliability of the data collected and reported in research. It ensures that the research is conducted and presented truthfully.
- Accurate and reliable data form the foundation of credible research and publication. Mentors will ensure the accuracy, integrity, and ethical collection and use of any data used in publications or presentations. Data fabrication, falsification, or manipulation will not be tolerated.

## **3. Permissions**

- Permissions are necessary for ethical compliance, particularly when utilizing data or work from other authors. This ensures respect for intellectual property rights and further supports the ethical standards established in the previous concepts.
- Respect for intellectual property is paramount. Mentors will obtain necessary permissions before using, adapting, or sharing materials created by others, including text, images, data, or any other copyrighted material.

## **4. Collaboration**

- Collaboration involves working with others in the research process. Ethical collaboration respects the contributions of all parties and maintains transparency, reinforcing honesty and data integrity.
- Mentors should encourage collaborative efforts in writing and publishing, ensuring that all contributors are acknowledged appropriately.

## **5. Authorship**

- Authorship signifies accountability for the work presented. It is crucial that all contributors to a research project are appropriately acknowledged, reflecting their true contributions. This ties back to the principles of honesty and data integrity.
- When collaborating on written work, mentors will adhere to ethical guidelines regarding authorship, ensuring that all contributors are appropriately acknowledged and credited for their intellectual contributions. The order of authorship will reflect the level of contribution to the work.

## **F. Reporting Mechanisms and Consequences of Violations**

### **1. Reporting Procedures**

- This is the first step in addressing any violations of the Code. Clear procedures must be established to guide individuals on how to report unethical behavior or violations.



- Concerns can be reported to IPMAglobal ethical committee via [whistleblower@IPMAglobal.org](mailto:whistleblower@IPMAglobal.org)
- Reports can be made anonymously if preferred.
- All reports will be taken seriously and investigated promptly and thoroughly.
- They will be investigated promptly and thoroughly by trained personnel.

## **2. Whistleblower Protection**

- After reporting, it is crucial to ensure that individuals who come forward are protected. This protection encourages reporting by safeguarding whistleblowers from retaliation or negative consequences.
- IPMAglobal is committed to providing a safe and confidential environment for reporting suspected violations of this Code. We encourage anyone who witnesses or experiences unethical behavior to report it without fear of retaliation. Retaliation against anyone who reports a concern in good faith is strictly prohibited and will be subject to disciplinary action.

## **3. Consequences of Breaching the Code**

Once a report is made, it is important to outline the potential consequences for those who violate the Code. This sets clear expectations and underscores the seriousness of breaches.

Any violation of this Code of Conduct will be taken seriously. Consequences for violations may include, but are not limited to

- Formal reprimand
- Suspension from mentoring activities
- Termination of mentoring relationship

## **4. Disciplinary Actions**

- Following an investigation, appropriate disciplinary actions must be implemented based on the severity of the violation. This can include warnings, suspension, or termination, depending on the situation.
- Violations of this Code may result in disciplinary actions, which could include reprimand, suspension, or termination of mentoring relationships and removal from the program. The severity of the disciplinary action will be determined on a case-by-case basis considering the nature and severity of the violation.
- Disciplinary procedures will be fair and conducted in a timely manner, allowing for an opportunity to respond to allegations.

## **5. Rehabilitation**





- Finally, after disciplinary actions, there may be a process for rehabilitation. This can involve training, mentoring, or other support mechanisms to help the individual understand the breach and prevent future violations.
- Mentors found in violation of this Code may be offered rehabilitation options, including additional training or counseling, to help restore ethical conduct.
- Successful completion of rehabilitation programs will be considered in future evaluations of the mentor's conduct.

## G. Acknowledgment

### 1. Sign-off

All mentors are required to sign an acknowledgment form confirming they have read, understood, and agree to abide by this Code of Ethics & Conduct.

I have read, understood, and agree to abide by this Code of Ethics & Conduct for Mentors.

---

Mentor's Signature

---

Date

### 2. Annual Confirmation

Mentors must undergo annual training and confirm their understanding and adherence to this Code of Ethics. This process is compulsory to ensure the validity of your accreditation, ongoing compliance and awareness of ethical standards.

If you have any questions/suggestions, please contact: [contact@ipmaglobal.org](mailto:contact@ipmaglobal.org)

Sterring Committee  
of Code of Ethics & Conducts for Professional Mentoring  
International Professional Mentor Association (IPMAglobal)