

Mentoring Program Code of Conduct

As part of the ATDChi Chapter (ATDChi), we ask that you agree to a basic set of guidelines that our outlined below. This pertains to the involvement with the mentoring program. We hope these guidelines will assist you in establishing an honest, trusting and rewarding relationship.

We reserve the right to change, modify, add, or delete portions of this Code of Conduct at any time without further notice. Your continued use of the Website and voluntary mentoring relationship after any such change constitutes your acceptance of the new Code of Conduct.

As a participant in the ATDChi mentoring community, I agree to:

- Put an honest effort and commit sufficient time towards each mentoring relationship established
- Not promote goods or services from sources in which I have a financial or personal interest
- Not accept fees or commissions
- Recognize the diversity of the ATDChi community and respect the variety of cultural norms, beliefs, practices, and values it contains
- Recognize this is a voluntary commitment that I may terminate at any time and do not hold ATDChi or any of its board members liable for mentoring relationships or any issues that may result from my voluntary commitment.

Mentee and Mentor Expectations

Commitment: Whether you are starting your career or have been in the business for 20 years, the most important requirement is that you are seriously committed. Plan to dedicate at least 20 minutes a week for 13 weeks to each mentoring relationship.

Open mind: Mentors will use their professional experience and expertise to share honest feedback and candid advice with you. Entering each mentoring relationship with an open mind and ready for constructive feedback is essential to solving your business challenges.

Respect: We ask that all participants treat others within the CCASTD Mentoring community with respect and abide by our Code of Conduct.

Mentors

As a mentor within the ATDChi community, I agree to:

- Not use any ideas, products or materials that a protégé has, or may develop, to further my business or financial interests; and maintain the confidentiality of all ideas, products or materials that have been entrusted to me by my protégé
- Maintain a high standard of personal and professional conduct with my protégé

- Avoid the intent or appearance of unethical or compromising practice in relationships, actions and communications
- Always communicate in a truthful manner
- Support the goals of my protégé
- Accept only assignments for which I am qualified by experience and competence

Mentee

As a mentee within the ATDChi community, I agree to:

- Maintain confidentiality of my mentoring relationships
- Communicate regularly and openly with my mentor
- Honor my commitment to my mentor
- Complete any tasks agreed upon between my mentor and myself
- Avoid the intent or appearance of unethical or compromising practice in relationships, actions, and communications