

## The Alliance Transplant Mentorship Program – Code of Conduct

Please read this document in its entirety, date and sign it, and return it to  
Deanna Fenton, [dfenton@odt-alliance.org](mailto:dfenton@odt-alliance.org).

### General Information and Guiding Principles

The conduct govern the behavior of the participant's during the course of their voluntary mentorship. All Voluntary Participants (a Participant refers to a Mentor or a Mentee) in the Mentorship Program shall read the Codes of Conduct in its entirety to understand the standard of behavior expected and to know which actions constitute violations that shall be reported.

### Guiding Principle for the Mentorship Program

The primary purpose of a mentorship is for a Mentor to foster the professional success of a Mentee.

### Guiding Principle for Mentors

The Mentor shall always strive to act in the best interests of the Mentee. In practice, any course of action will usually present specific advantages and disadvantages, and the optimum course of action will often not be clearly defined. Under no circumstances, however, shall the Mentor further other interests by intentionally advising the Mentee to follow a course of action that is clearly detrimental to the best interests of the Mentee; for example, the Mentor shall not place the interests of the Mentor, the Mentor's employer, a professional society, a sponsor, or any other party above the interests of the Mentee.

### Guiding Principle for Mentees

The Mentee is ultimately responsible for the Mentee's own actions. The Mentor provides guidance for pursuing a specific course of action. This guidance will be based on the Mentor's specific knowledge, experience, preferences, and biases. In practice, any course of action will usually present specific advantages and disadvantages, and the optimum course of action will often not be clearly defined. The responsibility for choosing a specific course of action belongs to the Mentee, not to the Mentor.

### Code of Conduct for Mentors and Mentees

As a participant, I agree to abide by the Codes of Conduct. I agree that if I violate any rule of the Code of Conduct, The Alliance may suspend or terminate my participation as a mentor or mentee in this program.

- The Mentor's role is to respond to the Mentee's needs and agenda; it is not to impose their own agenda.
- Mentors must be aware of any current law(s) and work within the law(s).
- The participants is responsible for exercising care in the treatment of all electronic data shared by the other party and ensure that such information is not disclosed to any unauthorized person.
- Participants must adhere to respective facility policies for email communication and professional communication.
- Mentors and mentees should respect each other's time and other responsibilities, ensuring they do not impose beyond what is reasonable.

- The mentee must accept increasing responsibility for managing the relationship; the mentor should empower them to do so and must generally promote the learner's autonomy.
- Either party may dissolve the relationship.
- Mentors need to be aware of the limits of their own competence in the practice of mentoring.
- The mentor will not intrude into areas the mentee wishes to keep private until invited to do so. However, they should help the mentee to recognize how other issues may relate to these areas.
- Mentors and mentees should aim to be open and truthful with each other and themselves about the relationship itself.
- Mentors and mentees share the responsibility for the smooth winding down of the relationship when it has achieved its purpose – they must avoid creating dependency.
- The mentoring relationship must not be exploitative in any way, neither may it be open to misinterpretation.
- Mentors cannot act as an advocate, witness or provide advice on disputes that the mentee may be involved in. However, they can help develop plans for coping or developing new opportunities.
- Mentor will not make any promises to the mentee that cannot be kept.
- The confidentiality of the client remains paramount at all times without violating the law or ethical principles. The mentor will inform the mentee as to the limitations on the mentor's ability to keep his/her confidence. If necessary to disclose anything relating to the mentee, the mentor will attempt to do so in a manner least harmful and most beneficial to the mentee and the program.
- The mentee should be made aware of their rights and any complaints procedures.
- Mentors and mentees will maintain their professional competence through participation in continuous professional development.

I acknowledge that I have read and will abide by the Code of Conduct of The Alliance Transplant Mentorship program.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

