



University of Washington Information School Mentoring Programs Code of Conduct

The success of the University of Washington Information School iMentorship program is due to the dedication, planning, and initiative of both the Mentors and Mentees, who participate in these programs on a volunteer basis in pursuit of professional and educational goals for the Participants. The following Code of Conduct outlines the appropriate behavior of a Mentor and a Mentee during their mentorship experience with an iSchool mentoring program.

All Participants shall read the Code of Conduct in its entirety to understand the standard of behavior expected by the iSchool mentoring programs from all Participants and to know which actions constitute violations that shall be reported to the respective iSchool mentoring program coordinators.

Purpose

To foster meaningful, respectful, and professional relationships between mentors and student mentees that support personal, academic and career development.

Mentor Responsibilities

The Mentor's role and primary objective is to provide guidance, support, constructive feedback, industry insights and connect the mentee with relevant professional connections.

1. Be Respectful and Inclusive

Treat your Mentee with respect, regardless of background, identity, or experience. Foster an inclusive and supportive environment.

2. Commit to the Relationship

Honor your time commitments and be responsive. If you need to reschedule or pause the mentorship, communicate clearly and promptly with both the iSchool mentoring program coordinator and Mentee in an agreed-upon method.

3. Maintain Professional Boundaries

Mentor agrees to communicate with the Mentee in a respectful, professional and timely manner. Keep interactions appropriate and focused on the Mentee's growth. Avoid offering personal opinions that may be inappropriate or unconstructive.

4. Share Constructively

Offer honest, thoughtful feedback and share your experiences in a way that empowers and encourages your Mentee.

5. Protect Confidentiality

Respect the privacy of your Mentee. Do not share personal or sensitive information without consent.

Mentee Responsibilities

The Mentee's role is to actively engage in the mentoring relationship by setting goals, seeking feedback, being open to guidance and taking initiative in their personal and professional development.

1. Be Respectful and Open-Minded

As a Mentee, you understand that your Mentor is a volunteer who provides guidance and support to help you achieve your professional goals. Approach your Mentor with curiosity and respect for their time and expertise. Be open to feedback and different perspectives.

2. Take Initiative

Come prepared to meetings, set goals and follow through on action items. Your growth is your responsibility.

3. Communicate Clearly

Be proactive in scheduling meetings and respectful of your Mentor's time. Decide on the best communication methods between you and your Mentor around check-ins or to changes in your participation to the program. You agree to utilize available resources to ensure that all outreach emails and communications are professional, honor all commitments and seek to achieve goals as jointly agreed-upon with your Mentor.

4. Maintain Professionalism

Treat the mentorship as a professional relationship. Be courteous, punctual and mindful of boundaries.

5. Show Appreciation

You agree to be open-minded, receptive to feedback, and willing to learn from your Mentor's experiences and insights. Actively listen to stories shared by Mentor and ask questions about their career journey.

Mutual Expectations

1. Boundaries

The Mentor and the Mentee are encouraged to discuss boundaries at their first mentoring meeting.

- **Communication:** Neither Mentor nor Mentee shall use offensive language and shall not transmit offensive images.
 - Offensive language includes but is not limited to: profanity; verbal abuse; sexually suggestive comments; derogatory remarks.
 - Offensive images include but are not limited to: images that are sexually suggestive; lewd; pornographic; images that include offensive language as described above.
- **Topics for Discussion:** if any participant (Mentor or Mentee) expresses unwillingness, reluctance, or discomfort in discussing any topic that has been raised, the person who raised the topic shall promptly cease pursuing that topic.
 - The specific personal issues and the degree of personal detail that are appropriate for discussion will depend strongly on the specific Mentor, Mentee or the specific circumstances. The Mentor and the Mentee should agree on the topics that they are comfortable discussing and on the degree of personal details that they are comfortable sharing.
- **Title IX** of the Education Amendments of 1972 is a federal law that protects people from sex discrimination in educational programs and activities at institutions that receive federal financial assistance. The University of Washington is committed to providing an environment free from discrimination on the basis of sex. **To review training materials and the procedures of reporting violations on Title IX please visit [Civil Rights Compliance Office](#).**

2. Concerns and Grievances

- If any concerns or grievances arise, the Mentor/Mentee should communicate openly and honestly with each other in an attempt to resolve the issue. If resolution is not possible it is your responsibility to communicate concern or grievance immediately with the appropriate program coordinator.
- If the Mentor/Mentee is not reachable, please contact the appropriate iSTAMP or iMentorship Program coordinator via email as soon as possible.
- University employees are required to share information about potential prohibited conduct with the Civil Rights Compliance (CRC) Office in specific situations. Please visit the University of Washington CRC website for more information about [Employee Reporting Obligations – Civil Rights Compliance Office](#).

3. Termination

- Either party may dissolve the mentoring relationship at any time, but it must be communicated to your Mentor/Mentee and to the appropriate program coordinator as soon as possible.

- If any participant engages in behavior that violates this code of conduct, the iSchool mentoring programs may take any action deemed appropriate, including a written warning and temporary or permanent expulsion from the program, events and its communications. Additional actions may be considered on a case-by-case basis.
 - All actions will be communicated to the affected party.
- If any participant engages in behavior that violates this code of conduct, they will be banned from participating in all iEngage program engagement activities, including the iMentorship program. Additional actions may be considered on a case-by-case basis.
 - All actions will be communicated to the affected party.