

UCL School of Management Mentoring Programme

Code of Conduct

This year, a group of School of Management MBA students and UG/PGT students have the opportunity to participate in the Careers Mentoring Programme. The mentor will share their wealth of knowledge and expertise with the mentee, and provide tailored support that will help them achieve their goals during their studies and as they begin to enter the world of work.

Expectations

On selecting their preferred mentor, the mentee will also select a time for an initial Zoom meeting from the options available. Together they will decide on how often and by what method they will keep in touch. The mentee will be expected to have clear objectives that their mentor can help them achieve.

Conduct and confidentiality

- The Careers Mentoring Programme accepts a diverse range of participants. Mentors and mentees must agree to treat all members of the programme with respect regardless of their race, religion, sexual orientation, gender identity, age, etc.
- It is vital to the mentoring relationship that information about your mentor/mentee divulged over the course of your relationship be kept absolutely confidential

Data Protection

- By participating in the programme, the mentor and mentee are consenting for their details to be shared with each other
- Please note that any personal data passed on to the mentor or mentee during the duration of the scheme should be used only for the purposes of the programme and should not be shared beyond this.

Once the programme is over, please delete any personal data which is no longer required any more.

Data which is obtained by the mentor or mentee should be stored in conjunction with GDPR regulations.

More information is available from the ICO - <https://ico.org.uk/>.

Safety

Students have come forward voluntarily for the programme and are not necessarily endorsed by UCL. All mentors and mentees have a joint responsibility to ensure their safety is paramount throughout the programme.

Both sets of participants should ensure that any risk harm or damage is identified and reduced to an acceptable level or eliminated. Please be aware of the following elements



- You are responsible for accepting responsibility for your health and safety throughout the programme.
- If you meet in person, we recommend that you always meet in a public place.
- We recommend that you do not share any personal information with your mentee.

If you have any issues or feedback, please contact:
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