



## **MENTORING PROGRAMME**

### **CODE OF CONDUCT FOR MENTEES AND MENTORS**

#### **Definition**

*“Mentoring is a developmental process which may involve a transfer of skill or knowledge from a more experienced to a less experienced person through learning dialogue and role modelling, and may also be a learning partnership between peers.”*

Professional Charter for Coaching and Mentoring

#### **The aims of the mentoring program are:**

- to create a safe environment for ECAs who seek guidance, support and feedback regarding their professional development.
- to create an intergenerational support network for ECAs available to everyone, irrespective of their age, gender, ethnicity and socio-economic background. Depending on who signs up for the mentoring, we hope to make the programme available to archaeologists in the academic, commercial and heritage sectors.
- to help ECAs establish themselves professionally, gain skills and experience.

## General principles of a positive mentoring relationship

The relationship between mentee and mentor should be based on trust and open dialogue; this should be agreed upon at the beginning and maintained throughout the mentoring process.

The participants should cultivate healthy relationships with their mentoring peers, respect their privacy and personal boundaries.

### What we expect of the mentees:

- To maintain strict **confidentiality** on all information shared, both during and after the mentoring process.
- To be proactive and take initiative.
- To make clear what their needs are and their expectations.
- To take responsibility for their own work and seek guidance only when necessary. Having a mentor is no alternative to hard work and self-reliance!
- To disclose any issue encountered during the mentoring process or any potential conflict of interest whenever arising.
- To maintain contact with the members of the ECA Community and participate in periodic surveys, which allow us to evaluate how successful the mentoring program is and how it can be improved.

### What we expect of the mentors:

- To maintain strict **confidentiality** on all information shared, both during and after the mentoring process.
- To be available when needed, at least via e-mail.
- To show empathy and understanding to the mentee, who may be going through a rough time.

- To offer support and guidance based on their experience and knowledge. The scope of the mentoring relationship is to be agreed between the mentors and the mentees.
- To not take advantage of the mentoring relationship for professional and/or personal gain.
- To disclose any issue encountered during the mentoring process or any potential conflict of interest whenever arising.
- To maintain contact with the members of the ECA Community and participate in periodic surveys, which allow us to evaluate how successful the mentoring program is and how it can be improved.

This code of conduct provides the basic guidelines of the mentoring relationship. By signing the document I acknowledge that I have read, understood and agreed to follow them.

Date:

Name:

Signature