

## INTRODUCTION AND PURPOSE

### CODE OF ETHICS

At MOSAIC, we are committed to maintaining and promoting excellent practice in coaching, mentoring and supervision, a field that is becoming increasingly professionalised. All our members, in their roles as mentors or mentees, as part of joining MOSAIC and their continuing membership, agree to adhere to the elements and principles of this Code of Ethics (“**Code**”).

The Code is a guidance document rather than a legally binding one that in detail spells out what a member can and cannot do. The Code sets the expectation of best practice in mentoring and in promoting the development of professional excellence. Its purpose is to:

- Provide appropriate guidelines, accountability and standards of conduct for all our members
- Set out how our members are expected to act, behave and perform when mentoring; and
- Be used as the basis of any complaint.

### GENERAL: MENTORING RELATIONSHIPS

1. When mentoring in any capacity, MOSAIC members will conduct themselves in accordance with this code, committed to delivering the level of confidentiality and support that would be reasonably expected in a professional mentoring relationship.
2. Members will ensure that the setting in which any mentoring takes place offers optimal conditions for learning and reflection and therefore a higher likelihood of achievement of the mentoring goals of the mentee.
3. Members will accurately and honestly represent their relevant professional qualifications, professional body to which they belong, experience, training, certifications and accreditations.
4. Members will ensure that no false or misleading claims are made, or implied, about their professional competence, qualifications or accreditation in any published, promotional material or otherwise. Members will attribute ownership of work, ideas and materials of others to the originator and not claim it as their own.
5. Members will act within applicable law and not in any way encourage, assist or collude with conduct which is dishonest, unlawful, unprofessional or discriminatory.

### CONFIDENTIALITY

6. When in a mentoring relationship in MOSAIC, members will maintain the strictest level of confidentiality unless release of information is required by law.

### INAPPROPRIATE INTERACTIONS

7. Members are responsible for setting and maintaining clear, appropriate and culturally sensitive boundaries that govern all physical and virtual interactions with other members of MOSAIC.

## CONFLICT OF INTEREST

8. Members will not seek to gain any inappropriate financial or non-financial advantage from the mentoring relationship.
9. Members will be aware of the potential for conflicts of interest of either a commercial or personal nature arising through the working relationship and address them quickly and effectively in order to ensure that there is no detriment to mentor or mentee.
10. Members will be aware of the sensitive nature of the work they do in their legal roles (outside of their mentoring relationship) and act with due care not to breach the confidentiality of their employer or clients.
11. Members will disclose any conflict openly with their mentor or mentee and agree to withdraw from the relationship if a conflict arises which cannot be managed effectively.

## TERMINATING MENTORING RELATIONSHIPS

12. Members will respect a mentor or mentee's right to terminate an engagement at any point in the process.
13. Members will encourage the mentee to terminate the mentoring engagement if it is believed that the mentee would be better served by another mentor or a different form of professional help, such as counselling or therapy.
14. Members understand that their professional responsibilities continue beyond the termination of the mentoring relationship. These include the maintenance of agreed confidentiality of all information and the avoidance of any exploitation of the former relationship, which could otherwise call into question the professionalism or integrity of the member or of MOSAIC.

## PROFESSIONAL CONDUCT

15. Members will behave in a way that at all times reflects positively upon and enhances the reputation of an increasingly professionalised service.
16. Members will demonstrate respect for the variety of practising members and other individuals in the profession and for the different approaches to mentoring.

## RECOGNISING EQUALITY AND DIVERSITY

17. Members will avoid knowingly discriminating on any grounds and will seek to enhance their own awareness of possible areas of discrimination.
18. Members will be cognisant of the potential for unconscious bias and seek to ensure that they take a respectful and inclusive approach, which embraces and explores individual difference.
19. Members will monitor their spoken, written and non-verbal communication for inadvertent discrimination.
20. Members will engage in developmental activities that are likely to increase their self-awareness in relation to equality and diversity.

## BREACHES OF PROFESSIONAL CONDUCT

21. Members accept that any breach of the code that is upheld in a complaints procedure may result in removal from MOSAIC on a temporary or permanent basis. This is at the discretion of MOSAIC team.
22. By agreeing to be a member of MOSAIC you agree to operate within the technology system that underpins the MOSAIC program. You will not apply as a mentor then register as a mentee or vice versa. You agree to check-in periodically into the system (at least twice within a 12-month period) so we know that you are, and continue to be, an active member of MOSAIC.