

Code of Conduct for the Mentoring Women in Business Programme

March 2024

Introduction

(Mentoring Women in Business Programme henceforth “the Mentoring programme”, and the Mentoring Women in Business LinkedIn group henceforth ‘LinkedIn Group’)

The Cherie Blair Foundation for Women has developed a [Non-Staff Code of Conduct](#) that all programme participants must adhere to whilst engaged in the Foundation’s work. In doing so, you undertake to discharge your duties and to regulate your conduct in line with the requirements of this Code. The Code is designed for your guidance and protection, although a breach may result in the termination of our contract/agreement with you/your organisation. In some circumstances the issue may be so serious that it will lead to criminal prosecution, or we may choose (and in some cases be obliged) to report you to any relevant professional or legal body or authorities.

This specific Mentoring Women in Business programme Code of Conduct details mentors’ and mentees’ obligations while participating on the Mentoring Women in Business programme in order to facilitate healthy, effective and beneficial mentoring relationships. Programme participants must adhere to the content of the Non-Staff Code of Conduct and this programme specific code. If you have any questions, please send an email to mentoring@cherieblairfoundation.org.

Confidentiality

1. Each mentor and mentee agrees that all written and oral information exchanged between them during the mentoring relationship is confidential unless otherwise stated, including after the mentoring relationship.

Financial compensation or requests

2. Neither mentors nor mentees will receive financial compensation or expense reimbursement as a result of their participation in the Programme and/or for the use of the LinkedIn group.
3. Mentors are strictly forbidden from charging mentees for the provision of advice or guidance. Mentees will not ask mentors for any investment, loans or support with personal finances under any circumstances. Any requests for money need to be reported to the Mentoring team and may result in expulsion from the Programme.
4. The Cherie Blair Foundation for Women is not a grant making organisation and will not be able to provide funding to any Mentoring programme participant for any reason whatsoever.

Ethical code

5. Mentors and mentees must respect each other's boundaries, commitments and engagements, ensuring they do not impose on these beyond what is reasonable.
6. The mentoring relationship must not be exploitative in any way; both parties must show mutual respect at all times and must be considerate of each other's religion, culture and beliefs.
7. Mentees and mentors enter into a business mentoring relationship and where possible should keep conversations focused on business and personal development topics. Friendships may develop but it is important to have a clear mentoring relationship and not allow personal bias to influence professional actions. We urge participants to be mindful of maintaining confidentiality, objectivity and equal partnership.
8. The Mentoring programme is EMCC Global ISMCP accredited and encourages mentors to become familiar with and adhere to the [EMCC Global Code of Ethics](#), where appropriate.

Programme commitments

9. The mentor and mentee must commit to the minimum amount of meeting time set for each phase of the programme as set out in the programme commitments.
10. Mentor and mentee must be open and truthful with each other about the relationship itself and shall evaluate it periodically with the aim of making it more effective for both parties.
11. Mentees and mentors will receive requests to complete feedback questionnaires which they must do before the stated deadline in order to continue on and graduate from the Mentoring programme.
12. Mentors and mentees must respond in a timely manner to any communications from the Mentoring team when a reply is requested.
13. Mentees and mentors will be invited to use Mentoring Women in Business titles of Cherie Blair Foundation for Women Mentor/Mentee after being matched. Use of this title is reserved only for mentees and mentors who are fulfilling the programmatic requirements, including Feedback questionnaires and meeting regularly with their mentee/mentor. Mentees and mentors will not share more details about their experiences of being on the programme until after graduation.

Roles within the mentoring relationship

14. The mentee will take a proactive role during their time on the Mentoring programme: scheduling the first and subsequent meetings, setting agendas, sharing their goals, and so on.
15. The mentor's role is to respond to the mentee's goals and agenda; it is not to impose their own agenda.

End of the mentoring relationship

16. Either party may dissolve the relationship if they feel that it is not achieving its goal; however, they have the responsibility of discussing any issue with their mentoring partner before doing so. They can contact the Mentoring team for any support needed (see point 23 for more information about filing complaints).

17. Mentors and mentees share the responsibility for the smooth winding down of the relationship when it has achieved its purpose; they must avoid creating dependencies.
18. At the end of the Mentoring programme and after successfully completing all Mentoring programme requirements, mentees and mentors will receive an official certificate of their participation and may use the title of Cherie Blair Foundation for Women Mentor/Mentee Alumni.

Advice

19. The mentee is not obligated to follow the mentor's guidance; however, the mentee does have a responsibility to consider and evaluate carefully the guidance given.
20. Each mentee agrees that, in taking part in the Mentoring programme and engaging in the LinkedIn group, it is solely their responsibility to obtain relevant professional advice before taking any specific actions in relation to their career and decisions. Any advice or information provided by a mentor is not intended to be relied upon as a substitute for such professional advice.
21. Each mentor accepts no responsibility or legal liability for any advice and/or information posted in the LinkedIn group nor with regard to any advice and/or information provided to any mentee during the mentoring relationship and the participation in the Mentoring programme. They agree not to use their mentee's business plan or idea for their own purposes or profit.

Complaints

22. The Mentoring Women in Business programme has a complaints procedure that all participants can use to file an informal or formal complaint regarding any element of the Mentoring programme. It comprises of three stages:
 - a. Informal Resolution: You can send an email to mentoring@cherieblairfoundation.org and explain the issue you're experiencing. You will start receiving support from the administrators in the MWIB team within three UK working days to solve the issue.
 - b. Formal Complaint: If you're unsatisfied with the support provided, you can file a formal complaint by submitting our Stage 2 complaint form and emailing it to mentoring@cherieblairfoundation.org, where it will be forwarded to the Programme Manager. A written response will be issued within 20 UK working days.
 - c. Escalation: The complaint can be escalated to the Senior Programme Manager, by submitting a written statement to mentoring@cherieblairfoundation.org as to why solutions provided so far have been unsatisfactory. A written response will be issued within 20 UK working days.

Your complaint will be dealt with in the strictest confidentiality and permission will be obtained before sharing with others inside or outside of the Mentoring team. Filing a complaint will not affect your treatment on the programme.

The Mentoring Women in Business programme complaints process relates to the programme specifically.

The Cherie Blair Foundation for Women has developed a centralised [reporting concerns policy](#) that provides individuals with guidance on how to raise any concerns in relation to Foundation supported activities, such as:

- Someone is asked to do something or is aware of the actions of others which they consider to be a breach of the Staff or Non-Staff Code of Conduct or any of the Foundation's policies,
- Someone witnesses behaviour they consider to be wrong, dangerous or illegal,
- There is any incident of fraud, theft, bribery, corruption, or terrorist financing,
- Someone is concerned about the standard of service you should expect from the Foundation or its implementing partners,
- Someone is concerned about the behaviour of a Foundation staff member (including Trustees) or representative,
- Someone is concerned about a failure to comply with legal obligations; and/or
- Any safeguarding issue arises.

This list is not exhaustive.