



The Proteges

Code of Conduct for Mentors and Management Team Members

Preamble

The ethical behavior, integrity, and good judgment of each member of The Proteges community is what gives The Proteges the success and reputation in fulfilling its mission.

This Code of Conduct lays out the guidelines that define the acceptable behavior of the Mentors and the management team of the Proteges Organization. Both are required to read, sign and adhere to this Code of Conduct.

Definitions

1. The Code of Conduct: This document
2. The Proteges Organization: the organization that owns, houses, and manages the Proteges Program and Community
3. The Proteges Community: the Proteges Organization management team, Mentors, Proteges Candidates, Chancellors, alumni, volunteers, and helpers
4. The Proteges: the term that refers to the Proteges Community and Organization collectively
5. The Proteges Candidate: the trainee of the Proteges flagship Program
6. The management team members: the management executives of the Proteges Organization
7. Believers: supporters of the Proteges other than the sponsors
8. The Proteges Program: The Proteges Organization flagship summer program.

Mentoring in the Context of The Proteges

Mentoring is a relationship that focuses on developing youth strengths and interests through active listening and sharing of relevant experiences, in adherence to this Code of Conduct and to the rules and guidelines of the Proteges Organization

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Integrity and Professional Competence

A Mentor in the Proteges shall

- Serve as a role model in their behavior within and outside of the Proteges and acknowledge that they represent the Proteges and other Mentors in the public eye.
- Strive to act in the best interests of the Proteges Candidate. Under no circumstances shall they further other interests by intentionally advising the Proteges Candidate to follow a course of action that is detrimental to the best interests of the Proteges Candidate.
- Mentor/conduct sessions within the limits of his/her experience and competence.
- Accurately and honestly represent their relevant professional qualifications, experience, training, certifications and accreditations.
- Attribute ownership of work, ideas and materials of others to the originator and not claim it as their own.
- Be open about the methods they use in their sessions and ensure that the Proteges Candidates understand how they arrive at their conclusions.
- Be objective and when expressing a personal opinion, clearly state so and encourage rebuttal.

Communication

Communication refers to communications via any media, for example, in-person, phone, mail, photographs, voice-mail, audio conferencing, video conferencing, audio recordings, video recordings, e-mail, electronic text messaging, computer files supplied on physical media, computer files transferred electronically, and/or any other communication related devices and/or applications.

1. Communication with the Proteges Candidate shall be respectful and free from offensive language and/or images, and derogatory remarks directed towards any individual or group of individuals based on religion, race, color, ethnicity, country of origin, age, gender, sexual orientation, or sexual identity. Offensive images include, but are not limited to, (a) images that are sexually suggestive, lewd, or pornographic and (b) images that include offensive language, as described above.
2. Mentors and management team members shall always take into consideration the age of the Proteges Candidate when communicating with him/her and use age appropriate

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language.

3. Mentors and management team members shall honor cultural sensitivities in their greetings of Proteges Candidates and avoid unnecessary physical contact, and always ensure that it is approved by the Proteges Candidate.
4. Mentors and management team members shall abstain from sustained criticism, sarcasm or teasing, persistent hostility, verbal abuse, or rejection, and/or sending a Proteges Candidate to inappropriate locations or imposing social isolation as punishment.
5. Mentors and management team members shall not call each other with any nicknames in public.
6. Sexual harassment from Mentors or management team members carries zero tolerance and may very well lead to legal reporting by the Proteges Candidate or the Organization, with the Candidate's consent.
7. Mentors and management team members shall be cautious when making public flattery and offering compliments to the Proteges Candidates so as not to be or appear to be unfairly biased.

Internship Opportunities

An internship, paid or unpaid, can provide valuable experience for the Proteges Candidate. If the internship is paid, then the Proteges Candidate obviously derives a financial benefit. If the internship is unpaid, then the internship is appropriate only if the Proteges Candidate acquires valuable experience or new skills. If the Proteges Candidate is under 21, their parents or legal guardian needs to sign an approval and consent form for the Proteges Candidate.

Personal Space and Self Care

Mentors are encouraged to take breaks and care for their physical health and wellbeing. Breaks are scheduled in coordination with management.

Fees

The Mentor is a volunteer and shall not charge a fee for serving as a Mentor.

Marketing

Mentors shall refrain from selling or attempting to sell their products or services during the

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Dress Code

The Proteges expects all its members, including Mentors and management team members, to follow the dress code when given or dress appropriately and modestly in order to look dignified at all times.

Discussion Limitations

1. Mentors and management team members shall exercise extreme caution in their reactions and comments if Proteges Candidates divulge personal matters regarding direct family or friends.
2. If the Proteges Candidate expresses unwillingness, reluctance, or discomfort in discussing any topic that was raised, the Mentor shall promptly cease pursuing that topic.
3. Mentors shall withhold mentoring and notify management if a Proteges Candidate's behavior, appearance, or statements would lead them to believe that the Proteges Candidate should be evaluated by a qualified healthcare professional. Even if the Mentor is coincidentally a qualified professional, the Mentor shall not provide medical, mental-health, or legal advice to the Proteges Candidate.
4. Discussing current political and religious issues is not permitted unless previously approved collectively by management and the Mentors.

Favoritism

Mentors and management team members shall maintain an unbiased relationship with the Proteges Candidates that shall not exhibit favoritism toward the Proteges Candidates with regards to their reward and punishment throughout the program. They shall disclose any potential conflict of interest as early as the interviewing phase.

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Mentor-Management Cooperation

1. Mentors shall comply with safety measures, organization, and logistics stipulated by management.
2. Management shall facilitate and collaborate with the Mentors in the execution of their sessions and mentoring duties.

Feedback

1. Mentors shall report to management any non-compliant behavior or any behavior from Proteges Candidates, Chancellors, volunteers or helpers that would jeopardize the Proteges Community and Program, and vice versa.
2. Mentors shall express concerns and give feedback to other Mentors and/or management in private.

Proteges Believers

Mentors shall not request from The Proteges Believers to undertake any personal business or advertise for them during the Program.

Corrective and Disciplinary Measures

1. Deviations from and violations of this Code shall be assessed and reviewed by a Code Compliance Committee comprised of the Organization's Director and two founding Mentors who shall be chosen based on least degree of conflict. The Director shall have the final say in the selection of the two Mentors.
2. The Committee shall issue a decision on the necessary alert, corrective or disciplinary measure depending on the type of the violation, the existence of any history or violations record.

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As a participating Mentor and/or management executive in the Proteges, I agree to abide by this Code of Conduct. I acknowledge and accept that I will be assessed for both my safety and welfare and that of the Proteges and might receive remarks as a result. I agree that if I violate the Code, I may be subject to investigation and/or the termination of my role in the Proteges.

Name: _____

Signature: _____

Date: _____

Note: The following sources have either been utilized or borrowed from in creating a part of this Code:

1. "Global Code of Ethics for Coaches and Mentors" for the European Mentoring & Coaching Council and the Association for Coaching
2. "The MentorNet Codes of Conduct" for Mentornet.org
3. "Mentor Code of Ethics" for The Human Development Center, Milwaukee WI, US, www.humdevctr.org
4. "Code of Ethics" for Certified Coaches Federation, Ontario, Canada, www.certifiedcoachesfederation.com

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