

Commitment to the Code of Conduct of BIST Mentoring Programme

1. Background

This document compiles a series of recommendations designed to help ensure that the mentoring programme runs smoothly and effectively. While many of these points may seem like common sense, it is useful to have them clearly stated. Please read them carefully. As a mentor or a mentee, you have both rights and responsibilities, and it is everyone's responsibility to contribute to a positive and productive programme experience.

2. Programme Description

The BIST Mentoring Programme runs for approximately six months from the moment mentoring pairs are matched. Pairs are expected to meet around six times during this period, although some may require more or fewer meetings.

An online training session is provided to all participants. Attendance is mandatory for both mentors and mentees. Throughout the programme, mentors and mentees will be asked to complete individual feedback forms that will help organisers monitor the progress of the mentoring relationship.

The programme aims to support mentees' professional development and their potential career transitions. Mentees are expected to be proactive in approaching their mentors, preparing meetings, and aligning the sessions with their interests and needs. Mentors are expected to guide and support them throughout the process.

3. Commitments for Mentors and Mentees

3.1. Commitments for mentors

- **Principles of the mentoring relationship.** Mentoring relationships should be based on mutual trust, respect, and a shared commitment to advancing the mentee's professional development. Mentors should be aware of the influence they may have on mentees; professionalism and kindness are essential. Mentors are expected to offer guidance, coaching, challenges, and encouragement based on their experience and expertise.
- **Driven relationship.** Mentors should contribute to creating a supportive, open, and constructive relationship aligned with the mentee's goals and needs.

3.2. Commitments for mentees

- **Preparation and engagement.** Mentees should attend each session well-prepared, seek opportunities to enhance their learning, and clearly communicate their objectives for the

programme. They should maintain open, respectful communication with their mentor and remain proactive throughout the mentoring process.

3.3. Commitments for both parties

- **Time commitment.** Both parties agree to honour the agreed meeting schedule and to respond to messages within a reasonable timeframe. If a participant cannot attend a meeting, they should provide at least 24 hours' notice (except in emergencies) and reschedule as soon as possible.
- **Confidentiality.** All discussions during mentoring meetings are confidential and should not be shared without the explicit consent of those involved. Mentoring does not involve communication with the mentee's management line. Confidentiality must be maintained in all circumstances unless there is a risk to someone's safety. In such cases, participants should contact a programme representative, who will maintain confidentiality unless a disclosure is necessary to ensure safety.
- **Respect.** Both parties should respect each other's work, ideas, and professional development. Any use or acknowledgment of the other person's work or contributions should be done only with their consent.
- **Inclusivity.** Discrimination based on religion, beliefs, race, gender, disability, sexual orientation, socioeconomic status, or any other personal characteristic will not be tolerated. Many disabilities are invisible, participants should be sensitive to diverse cultural and personal approaches.
- **Contributing to programme improvement.** Participants are encouraged to share feedback with programme organisers to help enhance the programme. They may contact centre representatives or the BIST programme manager at any time.
- **Asking for support.** Mentors and mentees should seek support if any of the commitments outlined in this document are not being met. If a participant appears at risk or behaves inappropriately, this should be reported to the organising team.

4. Guidelines for Respectful and Safe Interactions

- Avoid any activity or behaviour that could be construed as having sexual connotations or that could make the other person feel intimidated or uncomfortable.
- Be aware that some participants may be particularly vulnerable.
- When meeting in person, choose public or open spaces whenever possible. If meeting in a private room, keep the door open or ensure you are visible from the doorway.
- Use appropriate communication channels such as email. The decision to share personal contact information (e.g., mobile phone numbers) should be made jointly and only if both participants feel comfortable.

5. Contact Points at Each Centre

The programme is monitored by human resources or academic departments at the participating BIST centres. Participants may contact them at any time if support is needed, or if they believe that a principle of the mentoring relationship has been partially or fully breached.



- **BIST researchers:** Please contact the representative at your centre listed at <https://mentoring.bist.eu/team/>
- **External professionals:** Please contact the BIST programme manager, also listed at <https://mentoring.bist.eu/team/>

6. Commitment

By joining this programme, you expressly agree to this Code of Conduct and acknowledge that you have both rights and obligations. By accepting, you commit to upholding these principles and to seeking help or support when needed.

This document is a copy of the Letter of Commitment you signed digitally.