



Lindau Mentoring Hub: Code of Conduct

Guidelines and Expectations

We expect mentors to:

- **Commit:**
 - Honour meeting times and avoid cancelling them.
 - Be prompt on responses and action items.
- **Communicate:**
 - Communicate clearly and promptly with the mentees on how often you'd like to interact with them and the way(s) of reaching you. Recognise that these might change with time and be flexible when scheduling meetings.
 - Be a good listener and stay on the topic(s) being discussed.
- **Establish trust with mentee:**
 - Building and maintaining trust is the core of a successful mentoring relationship. This is especially the case when discussing sensitive topics or sharing personal details.
 - Establish trust through honest communication, tailoring advice to fit the needs of the mentees, being authentic, sharing personal experiences and challenges, and above all, by caring about the mentoring relationship.
 - Exercise judgment when sharing and listening to personal information.
- **Agree on goals with mentee:**
 - Identify the goals the mentee would like to achieve during the mentoring process.
 - Establish a timeframe to meet these goals to ensure success.
- **Facilitate mentee goals:**
 - Be supportive and help mentee in achieving the set goals.
- **If the relationship with a mentee is not working:**
 - Always be encouraged to discuss with your mentee which aspects are not working for you in the mentoring relationship and develop a plan to overcome challenges.
 - If decided with the mentee to end the relationship, a review of learnings of both parties should be conducted, thank the mentee for this time, and do not disregard the value of mentoring.



We expect mentees to:

– **Commit:**

- Honour meeting times and avoid cancelling them.
- Be prompt on responses and action items.
- Mentees will be allowed to match with an unlimited number of mentors at any given time. However, it is recommended that before engaging in multiple mentoring interactions, consideration is given to the needs of other fellow mentees and the limited time and availability of mentors.

– **Take responsibility for the mentoring experience:**

- Browse the mentor profiles carefully to identify suitable mentor matches. Do not be discouraged if you do not get an immediate reply. If you do not get a reply within two weeks, consider contacting a different mentor.
- Establish contact and schedule meetings.
- Be specific about the advice and conversation topics you wish to discuss.

– **Communicate:**

- Communicate clearly and promptly with the mentor on how often you'd like to interact with them and the way(s) of reaching you. Recognise that these might change with time and be flexible when scheduling meetings.
- Be a good listener and stay on the topic(s) being discussed.

– **Establish trust with mentor:**

- Building and maintaining trust is the core of a successful mentoring relationship. This is especially the case when discussing sensitive topics or sharing personal details.
- Establish trust through honest communication, by being authentic, sharing personal experiences and challenges, and above all, by caring about the mentoring relationship.
- Exercise judgment when sharing and listening to personal information.

– **Agree on goals with mentor:**

- Identify the goals you would like to achieve during the mentoring process.
- Establish a timeframe to meet these goals to ensure success.

– **If the relationship with a mentor is not working:**

- Always be encouraged to discuss with your mentor which aspects are not working for you in the mentoring relationship and develop a plan to overcome these challenges.



- If you mutually decide to end the relationship, a review of learnings of both parties should be concluded, thank the mentor for their time, and do not disregard the value of mentoring.

Advice given by the mentor does not reflect the views of the Lindau Nobel Laureate Meetings or Team Mentoring Hub. Participants will maintain an updated profile. Within their Lindau Mentoring Hub mentor/mentee profile, participants should complete their mentor/mentee bio. It is strongly recommended that participants upload a photo to their profile.

Confidentiality

Confidentiality is important and will be protected on our platform. It is anticipated that the information shared by the mentee and mentor will be kept confidential. Only conversations agreed upon to be shared by both mentor and mentee will be recorded and made available in the resources library, where other platform users will be able to access them. Lindau Mentoring Hub and the Lindau Nobel Laureate Meetings are not responsible for any breaks in confidentiality.

Lindau Mentoring Hub Commitment Against Harassment

Lindau Mentoring Hub strives to provide a safe and productive platform for all its users. Driven by the spirit of the Lindau Guidelines, we are committed to ensure an environment that encourages open dialogue, shares knowledge, promotes free exchange of ideas and supports equal opportunities. We adopt a zero-tolerance policy towards harassment, coercion, and discrimination. All users are expected to treat others with respect and care, and report any instance of harassment, coercion, or discrimination on the platform and alert the Lindau Mentoring Hub administrators of any potentially dangerous situations, suspicious activity, or individuals in distress.

What is harassment?

Harassment entails intentionally targeting a person with unwelcome verbal or behavioural actions, that are meant to alarm, offend or otherwise cause distress. Harassment can be based on ethnicity, race, gender, religion, age, body size, disability, veteran status, marital status, sexual orientation, gender identity, or any other personal aspect unrelated to individual merit.

As a reflection of our diverse community, what constitutes acceptable behaviour might differ from one individual to another. Because of this, members of the Mentoring Hub community should use discretion and judgment to ensure that all members are treated



with respect and that boundaries are communicated at all times. Note that harassment expressed under the veil of humour still constitutes unacceptable behaviour. Violations of this policy also include retaliation for reporting harassment, as well as reporting an incident in bad faith.

Reporting harassment

The Lindau Mentoring Hub and the Lindau Meetings are committed to providing a safe environment for everyone using the platform. If an individual experiences or witnesses harassment or abuse of any kind, they should report the issue through the platforms feedback section and fill in the associated form as applicable. All complaints will be treated seriously and responded to promptly by the team. Lindau Mentoring Hub reserves the right to remove an individual from the platform and to prohibit future use of the platform by the respective user.