

# MENTORSHIP

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# CODE OF CONDUCT

For Mentor and Mentee  
Fall 2024 cohort

(August 2024 - February 2025)



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Publication history:

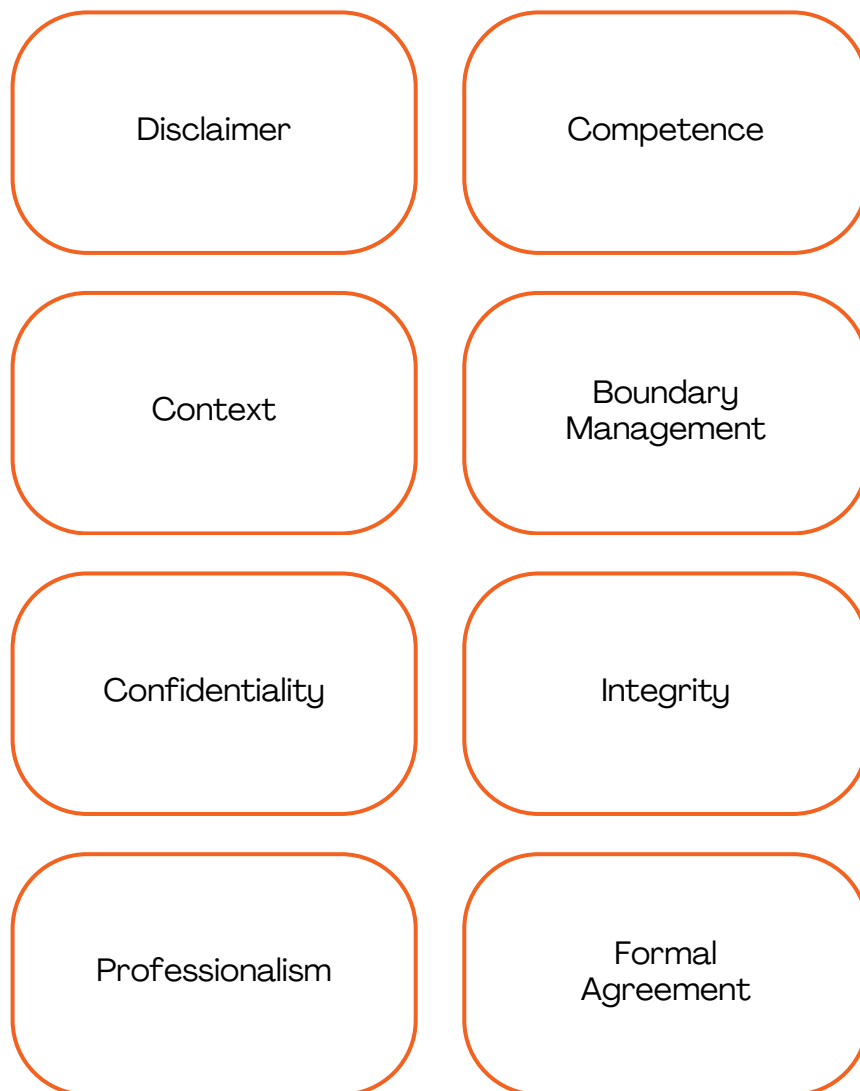
August 2024 - Version 1.0

# Introduction

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The PMI-MBC Mentorship Program is sponsored and designed to enhance the professional development of its participants. By participating in the PMI Manitoba Chapter Mentorship Program, both Mentors and Mentees agree to abide by the PMI Code of Ethics: <https://www.pmi.org/about/ethics/code>

This Code of Conduct covers the following:



# Code of Conduct

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## Disclaimer

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- Participation in the mentorship program is completely voluntary and does not involve any financial compensation. Mentors, PMI, and the PMI Manitoba Chapter cannot be held responsible for any business, career, personal, or other decisions made, nor can they be liable for any suggestions and advice provided during the mentorship relationship.
- Mentors are simply sharing insights based on their experience and perspective and should not be expected to make decisions on behalf of their Protégés. By taking part in the PMI Manitoba Mentorship Program, participants agree to indemnify, defend, and hold PMI, PMI Manitoba Chapter, all elected officers, and volunteers harmless against any loss, damage, expense, or cost, including reasonable attorney's fees, arising from any claim, demand, or suit asserting any losses or damages resulting from participation in the program.

## Competence

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### **The Mentor will:**

- Ensure that their level of experience and knowledge is sufficient to meet the needs of the Protégé.
- Confirm that their capabilities are enough to operate according to this Code of Conduct and any standards that may be produced.

# Code of Conduct

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## Context

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### **The Mentor will:**

- Understand and ensure that the mentorship relationship is aligned with the specific context in which it operates.
- Ensure a clear understanding of the Protégé expectations and how they can be met.
- Strive to create an environment where the Protégé is attentive and has ample learning opportunities.

## Boundary Management

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### **The Mentor will:**

- Ensure that one operates within the boundaries of your expertise and promptly acknowledge when your proficiency may be insufficient. Should the need arise, kindly guide the Protégé to a more seasoned mentor or assist them in seeking support from another professional.
- Remain cognizant of potential conflicts of interest, whether they stem from academic, professional, commercial, operational, or emotional factors, and to address them swiftly and effectively within the mentorship relationship.
- Avoid engaging in the direct targeting of business development, marketing, or sales activities that avail direct benefit to yourself during the mentorship.
- Exercise discretion when deliberating on the extent and recipients of discussions regarding the Protégé intellectual property or personal information, with emphasis on exercising caution and non-disclosure when faced with uncertainties.
- Proactively communicate any possible conflicts of interest to the Protégé and the mentorship team.
- Refrain from undertaking tasks on behalf of the Protégé.

# Code of Conduct

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## Confidentiality

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- When individuals apply to participate in the PMI Manitoba Chapter mentorship program, the information provided as Mentors and Protégés may be disclosed to the selected participants. The exchange of mentorship profiles will only occur after both parties have expressed mutual interest in establishing the mentorship relationship. Information shared in applications, surveys, and discussions will be reviewed solely by the Chapter mentorship program committee and relevant team members, and the results of surveys will remain anonymous.
- The Mentor-Protégé relationship is founded on confidentiality. This entails that all discussions within the mentoring relationship are considered private, and the Mentor is obliged not to divulge any content of the mentoring meetings to third parties. Specific exemptions to this confidentiality must be established at the outset of the mentorship relationship. In the event that both parties consent to the Mentor discussing an issue or problem with a third party, they will collectively determine the appropriate individual to speak with and the parameters of such a discussion. However, if the Mentor becomes aware of a risk of harm to the Protégé or any other individual or suspects the commission of a crime based on information disclosed by the Protégé, the Mentor is obligated to report the matter to the Mentoring team and appropriate authorities.



# Code of Conduct

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## Integrity

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### **Both parties agree to:**

Throughout the duration of the program, it is crucial to uphold the predetermined level of confidentiality established at the onset of our engagement. Disclosure of information should only occur with explicit consent, unless there is compelling evidence of imminent danger to either party or third parties if the information remains undisclosed. Adherence to applicable laws is imperative, and one should refrain from promoting, aiding, or engaging in dishonest, unlawful, unprofessional, or discriminatory conduct.

## Professionalism

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### **The Mentor will:**

- Responsively address the Protégé's learning and development needs as delineated in the mentoring agenda.
- Refrain from exploiting the Protégé in any manner, including soliciting financial compensation or other forms of remuneration for their contribution.
- Ensure that the duration of the mentoring agreement does not exceed the necessary timeframe for the Protégé.
- Acknowledge that professional obligations extend beyond the conclusion of any mentoring relationship, encompassing upholding confidentiality, averting exploitation, delivering agreed follow-ups, and securely maintaining records and data.
- Demonstrate consideration for the diverse array of mentoring approaches.
- Refrain from misrepresenting the work and viewpoints of others as your own.
- Provide a clear and accurate account of any claims of competence and training to potential Protégés, refraining from any false or misleading assertions.

# Code of Conduct

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## Formal Agreement

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### **As the Mentor, you agree to and you will:**

- Treat the Mentee with respect and sensitivity, while maintaining professional conduct.
- Keep any disclosure confidential unless the Mentee grants permission.
- Focus on providing knowledge and insight into the Project Management profession.
- Not assume the role of counsellor, regardless of issues brought to the table.
- Support the Mentee in achieving their goals.
- Communicate with your Mentee at agreed upon times.

### **As the Mentee, you agree to and you will:**

- Treat the Mentor with respect and sensitivity.
- Not ask or expect the Mentor to provide you with a job or job referral.
- Enhance your Project Management knowledge through the mentorship relationship.
- Keep any disclosure confidential unless the Mentor grants permission.
- Maintain professional conduct without expectation of friendship.
- Take the mentoring relationship seriously by meeting all commitments.
- Commit to realizing your set goals.
- Communicate with your Mentor at agreed upon times

## Compliance with the Mentoring Code

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Participants are expected to comply with all elements of the Mentoring Code of Conduct to ensure a productive and respectful Mentorship experience.

The Mentor and Protégé should be familiar with the PMI-MBC Mentorship Code of Conduct and use this as the basis for the Mentorship relationship.

Should either party feel that the Mentorship relationship is not operating within this code, they should raise this with their Mentor or Protègè or discuss it with the Mentorship team by contacting [mentorship@pmimanitoba.org](mailto:mentorship@pmimanitoba.org)



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