

# MENTOR GUIDELINES AND CODE OF CONDUCT

Oregon Chinese Coalition  
Revised: 9/11/2019

**CONGRATULATIONS!** As a mentor, you are about to begin one of life's most rewarding and fulfilling experiences. Your commitment indicates that you believe in investing in our next generation. You recognize the magnitude of the responsibility that you have accepted in choosing to work with youth and agree to interact appropriately with your mentee according to the highest ethical standards at all times.

Be yourself! Please read the following guidelines carefully.

## **Your Role as a Mentor**

- Remember that the mentor-mentee relationship has an initial phase. During this phase the mentee is more interested in getting to know how "real" you are and how much he/she can trust you. Establish how you can reach your mentee: by phone, e-mail, or at a designated meeting location. Establish a time and phone number where you can usually answer calls or make contact. Mentees need encouragement to leave messages on your voicemail to confirm meetings as well as to cancel them.
- Experience demonstrates it is counterproductive to assume roles other than a dependable, consistent friend. Present information carefully without distortion and give all points of view a fair hearing. Listen carefully and offer possible solutions without passing judgment. Don't criticize or preach. Think of ways to problem solve together rather than lecturing or telling the mentee what to do. Never "should have" your mentee.
- Respect the uniqueness and honor the integrity of your mentee and influence him/her through constructive feedback. The mentor empowers the mentee to make right decisions without actually deciding for the mentee. Identify the mentee's interests and take them seriously. Be alert for opportunities and teaching moments. Explore positive and negative consequences.
- Set realistic expectations and goals for your mentee and make achievement for them fun. Remember there is a big difference between *encouraging* and *demanding*. Encourage your mentee to complete his/her secondary education and pursue higher learning or vocational goals; provide access to varying points of view. Assist in making the connection between his/her actions of today and the dreams and goals of tomorrow. Mentors have a great deal of impact; it's not always immediately evident.
- As a friend you can share and advise, but know your limitations. Problems that your mentee may share with you regarding substance abuse, molestation and physical abuse are best handled by professionals.
- The mentoring relationship should not be exploitative in any way, neither may it be open to misinterpretation.
- Mentors have a responsibility to highlight any ethical issues (such as conflicts of interest) that may arise during a mentoring relationship at the earliest opportunity.

- Be supportive of the parent, even when you may disagree. Don't take sides or make judgments concerning any family conflict or situation. Leave the parenting to the parent.
- The confidentiality of the mentee remains paramount at all times. At no time will a mentor disclose any part of the relationship to any person whosoever, without the explicit agreement of the mentee. Any notes or other records of mentoring sessions shall remain, at all times, the property of the mentee. They may, for convenience, be retained by the mentor but may be requested by the mentee at any time.
- Minor children (age 11 - 17) must be accompanied by their parents or designated guardians when meeting with the mentor in person at all times.

### **Unacceptable Behavior**

The following behaviors are considered harassment and are unacceptable:

- Violence, threats of violence or violent language directed against another person.
- Sexist, racist, homophobic, transphobic, ableist or otherwise discriminatory jokes and language.
- Posting or displaying sexually explicit or violent material.
- Posting or threatening to post other people's personally identifying information ("doxing").
- Personal insults, particularly those related to gender, sexual orientation, race, religion, or disability.
- Inappropriate photography or recording.
- Unwelcome sexual attention. This includes, sexualized comments or jokes; inappropriate touching, groping, and unwelcome sexual advances.
- Deliberate intimidation, stalking or following (online or in person).
- Advocating for, or encouraging, any of the above behavior.
- Imposing any of your political and/or religious inclination.

### **Scope**

A mentor does not give advice, rather helps the mentee to weigh in situations, through a process of reflection, questions, challenge and feedback, allowing the mentee to come to a decision himself or herself. The mentor will conduct himself or herself with dignity and will act in a way in which diversity is respected and equal opportunities are promoted.

We expect all community participants (contributors, mentors, mentees; and other guests) to abide by this Code of Conduct in all community venues—online and in-person—as well as in all one-on-one communications pertaining to community business.

This code of conduct and its related procedures also applies to unacceptable behavior occurring outside the scope of community activities when such behavior has the potential to adversely affect the safety and well-being of community members.

### **Voluntary Participation**

Mentors and mentees acknowledge and understand that their participation is entirely voluntary and that they may withdraw at any time. You further agree to defend, indemnify, and hold Oregon Chinese Coalition, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or in connection with the performance of the mentorship relationship.

Your commitment and dedication to your mentee may be the most profound opportunity that you experience. The quality of the relationship you build directly influences the life and future of the child. Please exert every effort to maintain professional standards, improve your mentor skills, and exercise good judgment when engaged in any activity involving your mentee.

Mentoring is not a panacea for all the problems/decisions facing your mentee and his/her family. The essence of mentoring is the sustained human relationship: a one-on-one relationship that shows a child that he/she is valued as a person and is important to society.

### **YOU ARE A:**

POSITIVE ROLE MODEL  
FRIEND  
COACH  
ADVISOR  
SELF-ESTEEM BUILDER  
CAREER COUNSELOR  
ADVOCATE

I agree to follow all mentoring program guidelines and code of conduct and understand that any violation will result in suspension and/or termination of the mentoring relationship.

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Mentor's Print Name

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Mentor's Signature

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Date

## Appendix: Mentor Background Check

All mentors must self-check and meet each of the following requirements. Oregon Chinese Coalition may perform background check on any mentors if deemed necessary.

- ✓ Have a current driver's license, auto insurance, and good driving record.
- ✓ Have a clean criminal history.
- ✓ Have never been accused, arrested, charged, or convicted of child abuse or molestation.
- ✓ Not be a convicted felon. If the applicant has been convicted of a felony then they may be considered only after a period of seven years with demonstrated good behavior and an appropriate and corrective attitude regarding past behaviors.
- ✓ Not a registered sex offender.
- ✓ Not be a user of illicit drugs.
- ✓ Not use alcohol or controlled substances in an excessive or inappropriate manner.
- ✓ Not be currently in treatment for substance abuse. If a substance abuse problem has occurred in the past the applicant must have completed a nonaddictive period of at least five years.
- ✓ Not currently be under treatment for a mental disorder or have been hospitalized for a mental disorder in the past three years.

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Mentor's Print Name

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Mentor's Signature

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Date