

## About the EI Connect mentoring commitment

All members agree to be bound by the [Code of Professional Conduct](#) when they join the Energy Institute. The Code applies to members' conduct in their professional actions and activities – including their actions within EI Connect.

EI Connect aims to link members to assist them in their development; for many this will mean coming into contact with new people and situations. For this reason, **the EI Connect mentoring commitment** explains the spirit in which members are expected to approach EI Connect, their responsibilities to others, and how they should interact. The aim is to ensure that all those who use the system are able to do so safely and securely and that using EI Connect is a positive and rewarding experience.

Please also take time to read the Terms and Conditions of use of the platform, as set by our EI Connect platform provider, PLD. You will find it at the bottom of your screen.

Where used below, the term 'mentoring partnership' means the relationship between a specific Mentor and Mentee who have agreed to connect in a mentoring relationship through EI Connect.

By joining EI Connect as a Mentor or Mentee, you agree to

### 1. Give time to the mentoring relationship

To work effectively, mentoring requires time and commitment from both Mentor and Mentee. Before you agree to a relationship, make sure you are genuinely in a position to commit your own time and to fully respect the time given by others. If your situation changes, discuss this with your mentoring partner and agree next steps. You might need to take a short break, or to bring your relationship to a close.

### 2. Make sure you understand the mentoring process and your role and responsibilities as a Mentor or Mentee

It is important you take time to fully understand what is being asked of you as a Mentor or Mentee. EI Connect platform includes bite sized training videos, guidance notes and alerts to guide you through the process.

### 3. Take personal responsibility for your actions

EI Connect is designed to bring members together to help support career development. However, mentoring is a relationship between professionals; you and only you are responsible for your decisions and that includes any steps you choose to take as a result of being mentored. A Mentee is not obliged to act on any advice provided by a Mentor, nor is a Mentor - or the EI - in any way liable or responsible for any actions taken by a Mentee.

### 4. Stay within your areas of competence and ability to help

If you are acting as a Mentor within EI Connect, be clear about the level and scope of your competence and experience. If discussions are beginning to enter into areas which are above or beyond your area of expertise, you may need to agree with your Mentee that the relationship has run its course and the Mentee now needs a new Mentor to help them take their next steps.

## **5. Respect the privacy of others**

Effective Mentoring relationships are based on openness, honesty and trust, so all discussions you hold between your Mentor or Mentee as part of EI Connect should be assumed to be private and confidential. You should not divulge the name of a Mentor or Mentee you are working with as part of EI Connect or the details of any conversations you may have had, unless they have given you specific permission to do so.

## **6. Keep it professional**

Mentoring is a professional, not a personal relationship. It is essential that you maintain appropriate boundaries and professional behaviour at all times and that you use EI Connect for its intended purpose and for no other. You should not expect favours from your mentoring partner or use EI Connect as a path to gaining employment or bringing new recruits into your business.

You may get to know your Mentor or Mentee well during your mentoring relationship but remember that you are not responsible for the welfare of your Mentor or Mentee (beyond making sure your behaviours are professional and appropriate). If at any point you become concerned about the wellbeing of a person with whom you are linked as part of EI Connect, [EI Enable](#) offers a 24 hour telephone line to support members' wellbeing, including providing telephone counselling and information and advice about everything from finance to legal and employment issues and a wide range of other topics. You should avoid giving advice on non-professional matters.

## **7. Maintain confidentiality**

The emphasis of EI Connect is on helping an individual in their professional development and goals. It should almost always be possible to discuss issues without disclosing matters of a business sensitive nature, and you should avoid doing so without expressed and appropriate permission. However, if you do become party to information which is confidential or otherwise sensitive it is important that you do not in turn

- divulge any information you become party to as a result of your relationship with a Mentor or Mentee to any third party, unless it is already in the public domain or you are required to do so by law;
- use any such information for your own business or personal benefit.

In all cases it is the responsibility of the individual to ensure that they do not disclose information which contravenes the requirements of any contractual or fiduciary relationships or obligations they may hold.

## **8. Avoid potential conflicts of interest**

Before you connect, you should make sure that there are no actual or potential conflicts of interest in connecting with a particular individual through EI Connect. If a potential conflict emerges during your relationship it is your responsibility to discuss this fully with your mentoring partner and any other parties who may potentially be affected, and if necessary, end the relationship.

Within EI Connect it is open any Mentor or Mentee to end a mentoring partnership at any time, including if they feel that the relationship is not an effective, supportive and appropriate one or that an individual with whom they have connected is not acting within the spirit of the EI Mentoring Commitment.