

# ACMN Code of Ethics

Preamble: Members of the Australian Christian Mentoring Network aspire to conduct themselves in a manner that reflects positively upon our Christian faith and the role of a mentor; are respectful of different approaches to mentoring; and recognize that they are also bound by applicable laws and regulations.

## Part One: Definitions

**Mentoring:** Christian Mentoring is intentional partnering with others in a Spirit led and creative process that helps them to recognise what God is saying to them as they aspire to maximize their personal and professional potential.

**Members of the Australian Christian Mentoring Network:** those approved by the ACMN coordinating committee and who agree to be accountable to the ACMN Code of Ethics.

**Categories of membership:** the ACMN maintains three membership categories

- Informal – mentoring usually offered to a limited number of people with a varying degree of structure and no fees charged
- Formal – structured arrangements are a feature but a fee is not necessarily paid
- Professional – qualified mentors who establish written agreements, charge fees and operate under professional supervision

**Mentoring contract or agreement:** a negotiated and mutually agreed document that clearly establishes rights, roles, and responsibilities for both the mentor and the person being mentored.

## Part Two: The Mentor and the Self

### Personal Growth

ACMN mentors assume responsibility for their own personal growth by:

- receiving some form of mentoring themselves
- following personal and communal spiritual practices and disciplines.

### Development as a Mentor

ACMN mentors take steps to enhance their mentoring ministry according to the category of their membership

- Informal mentors engage in self-directed learning and reflection
- Formal mentors engage in 5 hours of recognised continuing development each year
- Professional mentors engage in 10 hours of recognised continuing development each year, and receive supervision from a qualified practitioner

### Personal Health

ACMN mentors meet their needs outside their mentoring relationships in a variety of ways, especially by:

- self-care, wisely balancing time for spiritual practices, work, leisure, family, and personal relationships
- recognizing and addressing the difficulties multiple roles or relationships pose to the effectiveness or clarity of their mentoring relationships

- removing themselves from any situation that compromises the integrity of the mentoring relationship.

## **Limitations**

Mentors recognize the limits of:

- energy by restricting the number of mentees
- attentiveness by appropriate spacing of meetings with mentees
- competence by referring mentees to other appropriately qualified persons when necessary.

## **Part Three: Ethical Conduct in Mentoring Relationships**

### **Section 1: Conduct at Large**

As a mentor:

1. I will not knowingly make any public statement that is untrue or misleading about what I offer as a mentor or make false claims in any written documents relating to mentoring or my credentials or the Australian Christian Mentoring Network.
2. I will accurately identify my mentoring qualifications, expertise, experience and certifications.
3. I will recognize and honour the efforts and contributions of others and not misrepresent them as my own. I understand that violating this standard may leave me subject to legal remedy by a third party.
4. I will, at all times, strive to recognize personal issues that may impair, conflict or interfere with my mentoring or my mentoring relationships. Whenever the facts and circumstances necessitate, I will promptly seek professional assistance and determine the action to be taken, including whether it is appropriate to suspend or terminate my mentoring relationship(s).
5. I will conduct myself in accordance with the Australian Christian Mentoring Network Code of Ethics in all mentor training, mentoring and mentor supervisory activities.
6. I will conduct and report research with competence, honesty and within recognized scientific standards and applicable subject guidelines. My research will be carried out with the necessary consent and approval of those involved and with an approach that will protect participants from any potential harm. All research efforts will be performed in a manner that complies with all the applicable laws of the country in which the research is conducted.
7. I will maintain, store, and dispose of any records created during my mentoring in a manner that promotes confidentiality, security and privacy, and complies with any applicable laws and agreements
8. I will use Australian Christian Mentoring Network contact information (email addresses, telephone numbers, etc.) only in the manner and to the extent authorized by the ACMN.

### **Section 2: Conflicts of Interest**

As a mentor:

1. I will seek to avoid conflicts of interest (actual, potential or perceived) and openly disclose any such conflicts. I will offer to remove myself when such a conflict arises.

2. I will only barter for services, goods or other non-monetary remuneration when it will not impair the mentoring relationship.
3. I will not knowingly take any personal, professional or monetary advantage or benefit of the mentoring relationship, except by a form of compensation as agreed in a written agreement or contract.

### **Section 3: Professional Conduct**

As a mentor:

1. I will not knowingly mislead or make false claims about what my mentee will receive from the mentoring process or from me as the mentor.
2. I will not give my prospective mentees information or advice I know or believe to be misleading or false.
3. I will facilitate a clear understanding of mutual expectations with my mentees. When mentoring in the professional category I will have a written agreement. Whether they are verbal or written, I will honour all agreements or contracts made in the context of mentoring relationships.
4. I will carefully explain and strive to ensure that, prior to or at the initial meeting, my mentee understands all aspects of our mentoring arrangement including the nature of Christian mentoring, the nature and limits of confidentiality, and any financial responsibilities. Should we have a written agreement, all terms contained in it will be clearly explained.
5. I will be responsible for setting clear, appropriate, and culturally sensitive boundaries that govern any physical contact I may have with my mentees.
6. I will not become sexually intimate with any of my current mentees.
7. I will respect the mentee's right to terminate the mentoring relationship at any point during the process, subject to the provisions of any agreement or contract we may have. I will be alert to indications that the mentee is no longer benefiting from our mentoring relationship.
8. I will encourage the mentee to make a change if I believe they would be better served by another mentor, professional service or resource.

### **Section 4: Confidentiality and Privacy**

As a mentor:

1. I will maintain the strictest levels of confidentiality with all mentee information. I will have an additional, specific agreement or contract with my mentee before releasing information to another person, unless required by law.
2. I will establish a clear understanding of how mentoring information will be exchanged between mentor and mentee. This will be expressed in any written contract we may have.
3. When acting as a trainer of mentors, I will clarify confidentiality policies.
4. I will ensure that mentors associated with me, in a paid or volunteer capacity, also make clear agreements or contracts to adhere to the ACMN Code of Ethics.

## Part Four: The ACMN Pledge of Ethics

As a member of the ACMN, I acknowledge and agree to honour my ethical and legal obligations to those I mentor, colleagues and to the public at large. I pledge to comply with the ACMN Code of Ethics and to practice these standards with those whom I mentor.

If I breach this Pledge of Ethics or any part of the ACMN Code of Ethics, I agree that the ACMN, in its sole discretion, may hold me accountable for so doing. I further agree that my accountability to the ACMN for any breach may include sanctions, such as loss of my ACMN Membership.

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Signature

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Print name

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Date

*This document has been adapted drawing on the International Coach Federation and Spiritual Directors International Ethical Guidelines*