

## QCC Mentoring Mentee Code of Conduct

*As a participating mentee of QCC Mentoring, I agree to the following Code of Conduct for Mentees. If I violate any of these rules, QCC Mentoring may suspend or terminate my participation as a Mentee in the QCC Mentoring Program.*

**Rule 1. Confidentiality.** Except as provided below, I shall not disclose to any third party any personal details of my communications with my Mentor without prior permission of my Mentor.

**Rule 2. Availability.** I shall be available for a minimum of 30 minutes to one hour per month to communicate with my Mentor.

**Rule 3. Communications.** In my communications with my Mentor, (1) I shall not use offensive language, and (2) I shall not transmit offensive images. Offensive language includes, but is not limited to, (a) profanity or verbal abuse directed towards the Mentor, (b) sexually suggestive comments directed towards the Mentor, and (c) derogatory remarks directed towards any individual or group of individuals based on religion, race, color, ethnicity, country of origin, age, sex, sexual orientation, or sexual identity. Offensive images include, but are not limited to, (a) images that are sexually suggestive, lewd, or pornographic and (b) images that include offensive language, as described above.

**Rule 4. Topics for Discussion.** If my Mentor expresses unwillingness, reluctance, or discomfort in discussing any topic that I have raised, I shall promptly cease pursuing that topic.

**Rule 5. Personal Relationships.** I shall not pursue a romantic or sexual relationship with my Mentor.

**Rule 6. Meetings in Person.** I understand that my mentor will meet me at a QCC Mentoring Approved QCC Campus location for our in person, monthly meetings. If there is an off campus event I wish to attend through QCC Mentoring, I am responsible for transportation to/from that event. My mentor cannot transport me in their vehicle at any time.

**Rule 7. Prohibited Advice.** I shall not seek medical, mental-health, or legal advice from my Mentor.

**Rule 8. Financial Assistance.** I shall not ask my Mentor for money. No money will be spent by mentors in QCC Mentoring, including for food or snacks at Mentoring meetings.

**Rule 9. Career Assistance.** I shall not expect my Mentor to find me a job.> Discussion. For a Mentee who is about to graduate and is seeking employment, much of the discussions with the Mentor will of course focus on career opportunities. It is appropriate, for example, for the Mentee to ask the Mentor to assist in writing a resume and to review a resume. It is also appropriate for the Mentee to ask the Mentor for advice on conducting interviews and for advice on job-search strategies. It is not appropriate, however, for the Mentee to expect the Mentor to act as a job placement service and to circulate the Mentee's resume as a matter of course. Under specific circumstances, the Mentor may volunteer to circulate the Mentee's resume among the Mentor's colleagues and to inquire whether there is a suitable job opening; however, such assistance is strictly at the discretion of the Mentor, and the Mentee shall not expect, or demand, that the Mentor perform such actions as a requirement of the mentorship.

**Rule 10. Duty to Report Code Violations.** If I observe any Participant behaving in a manner that violates the QCC Mentoring Code of Conduct for Mentors or the QCC Mentoring Code of Conduct for Mentees, I shall promptly report my observations to QCC Mentoring staff at [Mentoring@qcc.mass.edu](mailto:Mentoring@qcc.mass.edu)

Signed:

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