



# Mentoring code of conduct

Version 1.0



---

# Contents

Introduction .....	3
Disclaimer .....	4
Competence .....	5
Context .....	5
Boundary Management .....	5
Confidentiality .....	6
Integrity .....	6
Professionalism .....	7
Formal Agreement .....	8
Compliance with the Mentoring Code .....	8

---

## Publication history:

June 2024 – version 1.0



IMPROVE  
DEVELOP  
TRAINING  
MOTIVATE  
COACHING  
INSPIRE



## Introduction

The PMI Bulgaria Mentorship Program is sponsored and designed to enhance the professional development of its participants. By participating in the PMI Bulgaria 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:

- Disclaimer
- Competence
- Context
- Boundary Management
- Integrity
- Professionalism
- Confidentiality
- Formal Agreement

---

# Disclaimer

All participation is strictly voluntary and without financial compensation. Mentors, PMI, and the PMI Bulgaria Chapter are not responsible for business, career, personal or other decisions, nor are they liable for any suggestions made and or advice provided during the mentorship relationship.

Mentors solely provide insights from their experience, perspective, etc. and are not expected to make decisions on behalf of their Mentees. Participants agree to indemnify, defend, and hold PMI, PMI Bulgaria Chapter, all elected officers and volunteers harmless against any loss, damage, expense, or cost, including reasonable attorney's fees, arising out of any claim, demand, or suit asserting any losses or damages pursuant to participation in the PMI Bulgaria Mentorship Program including but not limited to claims involving the infringement and copyright, patent, trade secret, trademark, or proprietary right existing under the applicable Bulgarian laws, and state or territory thereof, or any other country.



## Competence:

### The Mentor will:

Ensure that their level of experience and knowledge is sufficient to meet the needs of the Mentee.

Ensure that their capability is sufficient to enable them to operate according to this Code of Conduct and any standards that may subsequently be produced.

## Context:

### The Mentor will:

Understand and ensure that the Mentorship relationship reflects the context within which the Mentorship relationship is taking place. Ensure that the expectations of the Mentee are understood and that they themselves understand how those expectations are to be met. Seek to create an environment in which the Mentee is attentive to and has the opportunity for learning.



---

## Boundary Management

### The Mentor will:

At all times operate within the limits of their own competence, recognise where that competence has the potential to be exceeded and where necessary refer the Mentee either to a more experienced Mentor, or support the Mentee in seeking the help of another professional.

Be aware of the potential for conflict of interest of an academic, professional, commercial, operational or emotional nature to arise through the Mentorship relationship and deal with them quickly and effectively to ensure there is no detriment to the Mentee or PMI.

Mentors are prohibited from directing business development, marketing and sales activity towards the Mentees that have direct benefit to themselves during the time of Mentorship engagement. Any business agreements shall be negotiated and decided upon after the engagement ends.

Mentors will use discretion when deciding how much and with whom they discuss the Mentee's intellectual property or personal information. When in doubt they will err on the side of caution and non-disclosure (and checking in with the Mentee first).

Mentors will proactively disclose any potential conflicts of interest to the Mentee and the Mentorship team.

In case of doubt, the Mentor should be prepared to sign a non-disclosure agreement.

Mentors will refrain from carrying out the work for the Mentee.



---

## Confidentiality

Information provided by the Mentor and Mentee in applications to the PMI Bulgaria Chapter may be shared to those participants selected to participate in the program. The chapter will exchange the Mentor's and Mentee's profiles only after both parties have expressed interest in establishing the mentorship relationship. Information disclosed by Mentors and Mentees in the applications, in surveys, and any discussions will be reviewed only by the Chapter mentorship program committee and appropriate team members. The individual results of surveys submitted to the chapter will be kept anonymous.

The relationship between the Mentor and the Mentee is based on confidentiality. This means that anything discussed within the Mentoring relationship is private and that the Mentor will not repeat any of the content of the Mentoring meetings to third parties. There are certain exceptions to this which need to be agreed at the beginning of the Mentorship relationship. If both parties agree that the Mentor can speak to someone else about an issue or problem, the parties will agree to whom they may speak and the boundaries of such a discussion. If the Mentor believes that there is a risk of harm to the Mentee or any other person, based on something the Mentee has said, or that a crime has been or is going to be committed, or in any of these cases the Mentor will be obliged to report the issue to the Mentoring team and/or necessary authorities.

---

## Integrity

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

Maintain throughout the program, the level of confidentiality which is appropriate and is agreed at the start of the relationship.

Disclose information only where explicitly agreed, unless such party believes that there is convincing evidence of serious danger to the other or third parties if the information is withheld.

Act within applicable law and not encourage, assist or collude with others or engage in conduct, which is dishonest, unlawful, unprofessional or discriminatory.





# Professionalism

## The Mentor will:

Respond to the Mentee's learning and development needs as defined by the agenda brought to the Mentoring relationship.

Not exploit the Mentee in any manner, including requesting financial compensation or other forms of payment for their contribution. The Mentor will ensure that the durations of the Mentoring Agreement are only as long as necessary for the Mentee.

Understand that professional responsibilities continue beyond the termination of any Mentoring relationship. These include the following:

- Maintenance of agreed confidentiality in all information relating to Mentees.
- Avoidance of any exploitation of the former relationship.
- Provision of any follow-up which has been agreed to.
- Safe and secure maintenance of all related records and data.
- Demonstrate respect of the variety of different approaches to Mentoring.
- Never represent the work and views of others as their own.
- Ensure that any claim of competence and training undertaken is clearly and accurately explained to potential Mentees and that no false or misleading claims are made or implied.

---

# Formal Agreement

## 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

The Mentor and Mentee should be familiar with the PMI Bulgaria 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 Mentee or discuss it with the Mentorship team by contacting [mentoring@pmi.bg](mailto:mentoring@pmi.bg)