

## Code of Conduct

Project Excel is committed to creating an inclusive and respectful environment where participants can engage in meaningful and productive relationships. To ensure a positive experience for everyone, we've established the following code of conduct.

By participating in this program, you agree to abide by the guidelines below. *Any allegation or violation of this code of conduct or IIBEC's Code of Ethics should be reported to Brian Pallasch, executive vice president and CEO, [bpallasch@iibec.org](mailto:bpallasch@iibec.org), or to Melany Rizzo, chief operating officer, [mrizzo@iibec.org](mailto:mrizzo@iibec.org).*

### **Personal Conduct and Professionalism**

All participants should maintain a high level of professionalism in all interactions. It is important to have clear boundaries in this partnership and not allow personal bias to influence professional actions. Sexual harassment, discrimination, harassment or other inappropriate physical or emotional conduct and/or abuse will not be tolerated.

### **Respect and Inclusivity**

Any interaction between individuals should be treated with respect, regardless of the individuals' background, identity, experiences, or perspectives. Participants should foster inclusivity and address conflict in a respectful and nonconfrontational manner.

### **Confidentiality within the Mentoring Partnership**

Because sensitive and personal information may be shared, both the mentor and the mentee have responsibility to maintain and respect the confidentiality of all the information imparted during the mentoring relationship. All information shared within the mentoring relationship should be held in strict confidence unless disclosure is agreed to by both the mentor and mentee. However, mentor and mentee may disclose any information that may affect the health and safety of any individual.

All participants should remain mindful of maintaining confidentiality, objectivity, and equal partnership.

### **Adherence to Personal Limitations**

Mentors may provide insight and perspective for a mentee but should be conscious of their own levels of mentoring competence and be careful to never overstate them.

### **Conflicts of Interest**

Both parties in the mentoring relationship must conduct themselves without conflict to the interests of the mentoring partnership. Participants must subordinate personal, individual, business, third-party, and other interests to the welfare and best interests of the mentoring relationship.

### **Commitment and Time Management**

Mentors and mentees must demonstrate commitment to the program by participating actively, setting clear expectations, and following through on commitments to the mentoring partner. Valuing each other's time and committing to scheduled meetings and deadlines is key. Participants should notify the other party as soon as possible if it becomes necessary to reschedule or adjust a meeting time.