

## **LivUni Mentors Code of Conduct**

### **What does it mean to be an eMentor?**

eMentoring is a great opportunity to help someone, generally students or young alumni, by sharing your experiences and expertise via an online platform. The specific shape of the relationship is up to you and can range from just giving them advice online to eventually taking a phone call, or even inviting them to see where you work. It is a rewarding experience that generally results in personal growth for the mentor as well as the mentee.

### **What level of commitment is there?**

You decide exactly how much you feel comfortable offering through this service. When you join the LivUni Mentors group, students and alumni will be able to send you messages to ask for advice. The amount of time you spend will depend on you and your mentees' objectives as well as your schedules. If you wish to leave the LivUni Mentors group, you can simply remove the LivUni Mentors group from your profile and you will be removed from the group. If you have started mentoring a student or graduate we ask that you please make them aware before leaving. You can email us at [careers@liverpool.ac.uk](mailto:careers@liverpool.ac.uk) to let us know, and we will ensure your profile is no longer displayed on the mentoring area.

By joining the LivUni Mentors group on Handshake, you automatically agree to follow the LivUni Mentors code of conduct and accept both LivUni Mentor terms and conditions outlined below and [Handshake's terms and conditions](#). This is to ensure a safe and enjoyable space for all mentors and mentees.

### **Code of Conduct**

This policy applies to anyone who joins and takes part in the LivUni Mentors group on Handshake.

- LivUni Mentors on Handshake is designed to be a safe and welcoming space for all, free of harassment, disrespectful or threatening behaviour.
- We require that all participants treat each other with compassion and kindness, creating a welcoming and warm environment for everyone.
- We expect everyone to behave in a professional manner.
- We ask that you reply promptly to messages from mentees/mentors and give indication should you no longer wish to take part in LivUni Mentors.
- We ask participants to respect each other's privacy and identity.

Should any mentor/mentee of LivUni Mentors feel uncomfortable at any time or notice a mentee/mentor acting inappropriately or break the code of conduct, please email careers at [careers@liverpool.ac.uk](mailto:careers@liverpool.ac.uk).

### **Mentor's Agreement**

I understand that as a mentor participating in LivUni Mentors, any advice I provide in the course of the eMentoring relationship is solely for the purpose of guiding the mentee in his/her career. I understand this relationship is an educational resource to discuss career issues confronted by the mentee and my role is to provide relevant advice and suggestions.

I understand that the sole involvement of the service team and its office will be to verify that the mentees are current members and that the service has no further role in the mentor and mentee relationship.

### **Mentee's Agreement**

I understand that as a mentee participating in LivUni Mentors, any advice I receive in the course of the eMentoring relationship is solely for the purpose of guiding me in my career. I understand this relationship is an educational resource to discuss career issues confronted by me and to receive relevant advice and suggestions from my mentor.

I understand that the sole involvement of the service team and its office will be to verify that the mentors are current members and that the service has no further role in the mentor and mentee relationship. I understand that it is my sole responsibility to assess the professionalism, credentials and references of the mentor.