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<th>Mentee</th>
<th>Mentor</th>
<th>Programme manager</th>
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| **Empowerment**  
*Support and encourage people to make their own decisions and take action* | - Consider your boundaries and what is unacceptable behaviour, see ‘good practice for all parties’ points above  
- Discuss what constitutes un/acceptable behaviour with your mentor and the programme manager  
- If necessary, keep a note of situations, dates and times where you feel uncomfortable  
- See further support and guidance below for understanding what is un/acceptable | - Discuss and agree what constitutes un/acceptable behaviour with your mentee  
- Talk to the programme manager about situations that you are unsure about  
- See further support and guidance below for understanding what is un/acceptable | - Provide a safe environment and simple processes for discussing safeguarding  
- Discuss with mentees and mentors safeguarding issues and what constitutes un/acceptable behaviour  
- See further support and guidance below for understanding what is un/acceptable |
| **Prevention**  
*Take action before harm occurs* | - Know where to seek support and advice – if unsure, ask the programme manager  
- Raise concerns or situations with the programme manager before it escalates.  
- Know who to report situations to  
- If possible, discuss with mentor and be clear about what is un/acceptable | - Know where to seek support and advice – if unsure, ask the programme manager  
- Know what constitutes un/acceptable behaviour  
- Seek feedback from mentee  
- Discuss any possible instances of unacceptable behaviour and alter behaviour accordingly  
- Discuss and seek support from the programme manager | - Create clear and simple levels of support for mentees and mentors  
- Create clear and simple reporting processes  
- Create an environment where mentees feel comfortable to share experiences  
- Know where to find, and be able to give, guidance and advice, and signpost to further support |
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| **Proportionality**             | • Discuss with programme manager or other service signposted to identify an appropriate way forward and sense check  
  *Take the least intrusive and most appropriate response*  
  • See further support and guidance below for understanding what is un/acceptable  
  • Refer to relevant professional or expert  
  • Refer to code of European Mentoring and Coaching Council code of ethics                                                                                                                                                                                                                                                                                                                                 | • Discuss with programme manager or other service signposted to identify an appropriate way forwards and sense check  
  • See further support and guidance below for understanding what is un/acceptable  
  • Refer to relevant professional or expert  
  • Refer to code of European Mentoring and Coaching Council code of ethics                                                                                                                                                                                                                                                                                                                                 | • See further support and guidance below for understanding what is un/acceptable  
  • Refer to relevant professional or expert  
  • Refer to code of European Mentoring and Coaching Council code of ethics                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| **Protection**                  | • Involve the programme manager in any conversation you may have with your mentor around safeguarding issues  
  *Support those in need*  
  • Behave respectfully, professionally, ethically and legally at all times and within relevant boundaries                                                                                                                                                                                                                                                                                                                                                                                                 | • Involve the programme manager in any conversation you may have with your mentee around safeguarding issues  
  • Behave respectfully, professionally, ethically and legally at all times and within relevant boundaries                                                                                                                                                                                                                                                                                                                                 | • Be prepared to take part in a conversation between mentees and mentors about safeguarding issues  
  • Address issues with mentees and mentors individually and seek appropriate solutions                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| **Partnership**                 | • Refer to programme manager  
  *Work with others*  
  • Refer to relevant professional or expert  
  • Refer to codes of ethics and codes of conduct                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| **Accountability**              | • Know your and others responsibilities  
  *Demonstrate transparency and accountability*  
  • Communicate your responsibilities to others                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Create and share processes  
  • Create, share and act within areas of responsibilities and accountabilities                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                |