

# Early Careers Network Online Mentoring Programme

## Mentoring Principles

### A self-service member mentoring scheme

*These principles are here to guide mentors and mentees taking part in the self-service member mentoring scheme, led by the Early Careers Network (ECN) and supported by the Institute of Measurement and Control (InstMC). It is not a legally binding contract, just a shared understanding to help everyone get the most out of the scheme. By choosing to become a mentor or mentee, you are agreeing to the principles below.*

#### 1. Purpose

The ECN online mentoring scheme offers voluntary, peer-led support to encourage personal and professional development.

#### 2. Confidentiality

Both mentor and mentee may choose to share things in confidence, so mutual trust is important. Both agree to keep anything shared between them private, and not to use that information outside the mentoring relationship without permission.

This commitment to confidentiality continues even after the mentoring ends.

#### 3. Data Protection (GDPR)

InstMC follows GDPR rules to protect your personal data. We only collect and store the information to run the mentoring scheme. [You can read the InstMC's full privacy policy.](#)

Once you take part in mentoring, your conversations are private between the mentor and mentee. The Institute does not monitor or oversee what is discussed.

#### 4. Professional Boundaries

The mentoring relationship is intended to remain professional. If a personal or business relationship develops outside the scope of this scheme, both the mentor and mentee are expected to manage this responsibly and with transparency. If you have any concerns, you can contact the InstMC at: [member.communications@instmc.org](mailto:member.communications@instmc.org)

## **5. Ending Mentoring**

You can end the mentoring relationship at any time; there's no obligation to continue if it is not the right fit. We ask that you let the other person know, rather than ending contact without communication. If you are not comfortable ending it yourself, the ECN team or the InstMC can help close the connection on your behalf.

You can also reach out to the ECN team to support you and can help you find a more suitable match if needed.

## **6. Feedback**

Your feedback helps us improve the scheme. Mentors and mentees may be invited to share short feedback at the end of their mentoring relationship. Participation is optional but appreciated.

## **7. Institute Disclaimer & Limitation of Liability**

The Institute of Measurement and Control (InstMC) facilitates this mentoring scheme as a voluntary, member-led initiative. All mentoring relationships are entered into at the discretion of the individuals involved.

InstMC does not oversee or monitor the content of discussions between mentors and mentees and is not responsible for any decisions, advice, actions, or outcomes resulting from the mentoring relationship.

Mentor-mentee matches are made in good faith based on the information provided, but InstMC makes no guarantees as to suitability, outcomes, or continued availability of participants.

By agreeing to be a mentor or mentee, you confirm that you will follow these Mentoring Principles, guided by the [Rules of Conduct](#), and agree to uphold them during your participation in the scheme.