

# IE GENERATIONS: BEST PRACTICES FOR PLATFORM USE

## FOR MENTORS

### **Your role as a mentor:**

You play a crucial role in supporting the growth and development of your mentee. We ask that you approach this responsibility with professionalism, empathy, and a genuine commitment to your mentee's journey.

### **Boundaries and confidentiality:**

Mentors are expected to engage in respectful and thoughtful communication, fostering a safe and inclusive environment. Your role is to guide, support, and offer constructive feedback based on your experience and insight. Maintaining clear boundaries and upholding confidentiality is essential to building trust within the mentoring relationship.

### **Communication:**

It is expected that all conversations take place within the platform. Should you wish to take the mentoring conversation or relationship out of the platform, this would need to be with the consent of both mentor and mentee and it is understood that this is undertaken independently of IE.

### **Responsibility:**

Reliability is a core expectation. Mentors should attend scheduled sessions punctually and inform their mentees as early as possible if any changes are needed. If a mentor fails to attend three or more sessions without notice or sufficient justification, the platform reserves the right to remove them from the program in order to maintain the quality and integrity of the mentoring experience. Being prepared, responsive, and engaged during meetings demonstrates your investment in the mentee's progress.

### **Ethical considerations:**

All mentors are expected to behave ethically, avoiding any conduct that could be perceived as favoritism, exploitation, or a conflict of interest. Conversations should remain focused on professional development goals.

### **Complaints or concerns:**

Should you have any worries or concerns about the platform, mentoring process or your relationship with your mentee, please contact IE directly at [careers@ie.edu](mailto:careers@ie.edu) - however, please note that IE cannot assume responsibility for the content of conversations or conduct of mentees or mentors whilst using the platform.

# IE GENERATIONS: BEST PRACTICES FOR PLATFORM USE

## FOR MENTEES

### **Your role as a mentee:**

As a mentee, your active engagement and sense of responsibility are key to making the most of this mentoring opportunity. This experience is designed to support your professional growth and your conduct plays a central role in its success.

### **How to receive mentoring:**

Mentees are expected to approach the mentoring relationship with openness, respect, and willingness to learn. We encourage you to take initiative in setting goals, preparing for each meeting, and reflecting on the guidance provided. Clear and courteous communication is essential—your mentor is volunteering their time to support you, and your professionalism will help cultivate a meaningful relationship.

### **Required commitment:**

You are also expected to honor your commitments. This means showing up to meetings on time, notifying your mentor in advance if you need to reschedule, and treating each session as a valuable opportunity for learning and growth. If a mentee misses three or more sessions without prior notice or valid justification, we reserve the right to remove them from the platform.

### **Boundaries and confidentiality:**

All interactions should remain appropriate and centered on your development objectives. Respect for personal boundaries and confidentiality is crucial—conversations should not be shared outside the mentoring context unless there is explicit consent.

### **Ethical considerations:**

All mentors are expected to behave ethically, avoiding any conduct that could be perceived as favoritism, exploitation, or a conflict of interest. Similarly, as a mentee, you have a responsibility to understand the boundaries of the relationship and not request anything that could be perceived as requesting the same. Conversations should remain focused on professional development goals.

### **Complaints or concerns:**

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