

# Code of Conduct Andantec - STIR

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## Definitions

- 1.1 This code of conduct applies to every coach, supervisor or other professional mentor that is registered in STIR.
- 1.2 This coach, supervisor or other professional mentor will further in this code be referred to as the professional mentor.
- 1.3 The coachee, supervisor client or any person that is otherwise mentored, will further in this code be referred to as client.
- 1.4 When an external instructing party gives the mentoring assignment, rather than the client, then he will be referred to as external instructing party.

## In general

- 2.1 The professional mentor respects the client and his privacy. He also respects the organization or contact person of the external instructing party.
- 2.2 The professional mentor strives for integrity in his profession.
- 2.3 The professional mentor strives to reach and maintain a high level of expertise in his profession.
- 2.4 The professional mentor strives to make responsible choices in accordance with his role as mentor as agreed in the contract.
- 2.5 The professional mentor deprives himself of actions that could damage the trust in the professional mentoring.

## Assignment

- 3.1 The professional mentor makes sure that he provides both client and external instructing party with a correct clear image of the mentoring he offers and his degree of expertise and experience.
- 3.2 The professional mentor will not accept any assignment that is outside his field of expertise and/or experience, and recommends the client in this case to turn to another professional mentor.
- 3.3 When the agreement of the assignment has been drawn, the professional mentor makes sure that the conditions and the objective of the assignment are written down in a contract.
- 3.4 This contract contains at least the following:
  - the objective of the assignment
  - the financial conditions
  - the manner of reporting to the client and the external instructing party
  - the applicability of this code of conduct



## Confidentiality

- 4.1 The professional mentor makes sure the confidentiality of the client is always protected and the client's file is carefully stored in a safe place.
- 4.2 The professional mentor shows ultimate cautiousness in his interaction with confidential information. He will not spread any of this information orally or written, unless the client has previously and explicitly given permission.
- 4.3 No reports or messages will be shared or showed to the external instructing party without the explicit permission of the client.
- 4.4 If the client has given permission to share a written report with the external instruction party, then the client will be given the opportunity to look into and comment a concept of this report.
- 4.5 The client will always be entitled to withdraw previously given permission to report to the external instruction party.

## Integrity

- 5.1 The professional mentor will only act in accordance to his contractual contribution to the objective of the assignment and he will not let his actions be influenced by his commercial, personal, religious, political or ideological interests.
- 5.2 The professional mentor realizes the difficulties that can arise as a result of differences between the interests of the client and the external instructing party. If this situation develops, the professional mentor will inform both parties as soon as possible and clarify the way he will deal with the different interests.
- 5.3 If the interests are incompatible then the professional mentor will not accept the assignment or end the assignment immediately.
- 5.4 The professional mentor realizes the difficulties that can arise as a result of the simultaneous or successive fulfilling of different professional roles relative to one or more person(s) involved. The professional mentor carefully assesses if the fulfilling of several roles simultaneously is acceptable.
- 5.5 If the professional mentor fulfils different roles, he will clarify these different roles to the persons involved.

## Relationship

- 6.1 The professional mentor avoids all sexual contact and every sexual relationship with the client.
- 6.2 The professional mentor strives to avoid a close relationship with the client. If a close relationship develops, the professional mentor will make sure that the mentoring ends as soon as possible and he cooperates in a careful transfer of the mentoring to another professional mentor.

