



THE ST. LOUIS INTERNATIONAL MENTORING ST. LOUIS

CODE OF CONDUCT

Since 2017, The St. Louis International Mentoring St. Louis (the “**Program**”) has connected more than 350 international women and their families with St. Louis-area women, who serve as mentors and dedicate resources, to help welcome these women into the St. Louis community. The Program’s mission is to educate and increase awareness of international cultures and experiences and work to eliminate prejudice, discrimination, and biases of the St. Louis community towards individuals of different cultures. The Program seeks to retain talent brought by these international families in the St. Louis area and empower them to serve as ambassadors for their regions as the women connect to the St. Louis community, expand their professions, and become an integral part of the community.

The Program’s Code of Conduct (“**Code of Conduct**”) details mentors’ and mentee’s obligations while participating in the Program, attending an event, visiting our website, and communicating with each other in order to facilitate healthy, effective, and beneficial relationships between the mentor and mentee that embody the Program’s mission, values, and goals. All Program members are required to adhere to the following guidelines:

GUIDELINES

Confidentiality – Each member of the Program serving as a mentor or mentee shall ensure that all written or oral communications occurring between them during the mentoring relationship be kept confidential unless otherwise stated, including after the mentoring relationship has ended.

Respect For Each Other – Each member of the Program serving as a mentor or mentee shall strive to ensure an excellent experience for everyone involved regardless of gender identity and expression, sexual orientation, disabilities, neurodiversity, physical appearance, body size, ethnicity, nationality, race, age, religion, or other protected categories. Treat everyone with respect. Participate while acknowledging that everyone deserves to be here — and each of us has the right to enjoy our experience without fear of harassment, discrimination, or condescension, whether blatant or via micro-aggressions. The mentoring relationship must not be exploitative in any way; both parties must show mutual respect at all times and must be considerate of each other’s religion, culture, and beliefs. Also, please be respectful of each other’s time and obligations.

Communication & Honesty – Each member of the Program serving as a mentor or mentee shall be open and honest in all communications and listen to what each other is saying and take it to heart knowing the end goal is for assistance, betterment, and community. Be open to sharing your stories and your own journey. This will help you find your point of connection. Honesty truly is the best policy and can aid in bettering one’s life and help with career trajectory, as well as for the mentor to truly understand the needs of the mentee. Moreover, we expect that no offensive language be used.

Relationship Building – Communication is the key to all relationships. The ideals set forth in this Code of Conduct should be upheld in tandem with one another and not in isolation. Each member of the Program serving as a mentor or mentee shall undertake all efforts to get the most out of the Program (e.g. making themselves available for questions or inquiries, and be accountable), so that you may obtain a true and blossoming relationship that benefits both parties. And each mentor shall always strive to act in the best interest of the mentee and each mentee shall be receptive to new ideas, networks, knowledge, skills, resources, feedback, and advice.

Professionalism & Integrity - Each member of the Program serving as a mentor or mentee shall maintain the utmost professionalism and require the same of each other. You shall commit to growing the Program and the relationship you have with each other, so that personal and professional growth may occur. You shall conduct yourselves with integrity and in accordance with the Program's values, missions, and goals, and the ideals set forth in this Code of Conduct.

Education and Empowerment – We are here to empower other women and to make sure all women have the resources necessary to succeed. We want to make sure that the Program's mission is met and all members promote values of honesty, integrity, respect, civility, self-discipline, personal and professional responsibility, and fairness. The education provided during the Program is meant to prepare the mentee to succeed in the St. Louis community, as well as in their personal and professional lives. Each member of the Program serving as a mentor or mentee shall strive to educate and support each other personally and professionally.

Safety – Each member of the Program serving as a mentor or mentee shall undertake all efforts to keep relationships safe and secure with no risk or threat of verbal or physical violence. No relationship can foster in toxic environments. No firearms are allowed at any time. Each member shall also make sure this applies to all other members of the Program as well. The Program has zero tolerance for violence in any capacity and any such acts shall be subject to disciplinary actions. Any violence, threatened, perceived, or otherwise, shall be reported to the Program immediately by using the contact information in the “General Guidelines and Prohibitions” section below.

Programming and Opportunities – Program events are open to all members of the Program serving as a mentor or mentee. Each member shall be respectful and courteous to each other at an event and shall treat any facilities hosting such events with the same respect. This ideal shall also apply to any individual meet up between a mentor and mentee. Being part of the Program is beneficial to all parties involved and we expect you to maintain all Program values when interacting in public and with each other.

General Guidelines and Prohibitions

A. Finances: Requests for money or the exchange of monies in relation to the Program are strictly prohibited.

B. Website and Email: The Program website (the “**Site**”) provides members with updated information on events and news about the Program. The Program may also allow members to communicate with each other, through email or otherwise. Each member of the Program acting as a mentor or mentee shall not use the Site, and any communication feature, in violation of the law or to harass or demean another member. The Program’s privacy practices can be found [here](#). The Program’s Website Terms of Use can be found [here](#).

C. No Employment Relationship: As a mentor, you are a volunteer—not an employee. Nothing in this Code of Conduct or any other policy provided to you related to your service as a mentor creates an employment relationship between you and the Program. You agree that you are not entitled to any wages, benefits, or other remuneration for providing services as a mentor.

D. Discipline & Complaints: All members of the Program are expected to adhere to this Code of Conduct. In the event an activity of a member is undertaken in potential violation of the Code of Conduct, please contact us through this email address mentorprogramstl@gmail.com. Confirmed instances of violation are subject to disciplinary action up to and including removal from the Program.

E. Contact Information: For any questions, concerns, or issues related to this Code of Conduct or any of the information contained herein, please contact us through this email address mentorprogramstl@gmail.com.

Last Update: 2/13/23

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