Socio-Gerontechnology Network (SGN)

Mentorship Program – Code of Conduct

The SGN Mentorship Program is grounded in the core values of the Socio-Gerontechnology Network: **respect, equality, care, and ethical awareness**. This Code of Conduct sets out shared expectations for mentors and mentees and aims to foster a supportive, inclusive, and collegial mentoring environment.

1. Shared Responsibility and Purpose

All mentors and mentees share responsibility for creating and maintaining a **respectful and supportive environment, free of any form of harassment,** that enables open dialogue, mutual learning, and professional development. Mentoring within the SGN is understood as a reciprocal relationship shaped by trust, attentiveness, and reflexivity.

The purpose of the SGN Mentorship Program is to connect members with shared or complementary interests and to support meaningful exchanges across disciplines, career stages, and lived experiences within the field of Socio-gerontechnology.

2. Respect, Safety, Equity and Professional Conduct

Mentee and mentors commit to:

- Exchanging with **dignity and respect**, regardless of discipline, career stage, gender, age, race, ethnicity, sexual orientation, cultural background, caring responsibilities, socio-economic status, ability, or any other personal characteristic, identity, or circumstance.
- Always maintaining a high standard of personal and professional conduct.
- Representing themselves honestly regarding experience, expertise, and availability.
- Refraining from any form of harassment, discrimination, or abuse of power.

3. Care, Collegiality, and Boundaries

Mentoring within SGN is grounded in **care, empathy, and collegiality**. Mentee and mentors agree to:

- Be mindful of one another's time, boundaries, and well-being.
- Commit sufficient time and attention to the mentoring relationship.
- Support the goals mutually agreed upon within the mentoring relationship.

- Recognise that mentors are not expected to provide supervision (in regard to a PhD).

4. Confidentiality and Trust

- All conversations and exchanges within the mentoring relationship are treated as **confidential**, unless both parties explicitly agree otherwise.

- Confidentiality also applies after the formal end of the mentoring relationship.

- Exceptions apply where disclosure is required to prevent harm or in accordance with applicable legal obligations. In this case, the committee of trust and the mentor/mentee whose confidentiality is broken should be informed should be informed.

5. Data Protection and Data Security

- Personal data collected through application or feedback forms are used **solely for the purposes of administering and improving the SGN Mentorship Program**.

- Data are stored securely by the SGN ECR team and are accessible only to those responsible for managing the program.

- Personal data are retained only for as long as necessary for program administration and evaluation and are handled in line with applicable data protection regulations (e.g. GDPR).

- Mentee and mentors have the right to request access to, correction of, or deletion of their personal data.

6. Structure and Communication

- Mentoring relationships are established for **one year** in the first instance, starting once both parties have accepted the match.

- Mentors and mentees are encouraged to discuss and agree on their individual goals, preferred ways of working, boundaries, and expectations for the mentoring relationship at the outset of the programme.

- Communication modes (e.g. email, video call, phone) and expectations should be **mutually agreed** on by mentee and mentor.

- Mentors are expected to engage in a minimum of **three substantive exchanges** during the mentoring period.

- Meetings between mentee and mentor can take place online or face-to-face, depending on the persons involved.

- Participants commit to timely communication and to informing one another if availability changes.

7. Feedback and Concerns

- Mentors and mentees may be invited to provide feedback at the end of the mentoring period to support ongoing learning and improvement of the program.

- Any concerns, questions, or issues that cannot be resolved within the mentoring relationship should be raised to the SGN ECR chairs or the SGN committee of trust:

  ECR chairs: ecr@socio-gerontechnology.net;

  Commitee of trust: mkd@du.se; dlopezgo@uoc.edu.

By participating in the SGN Mentorship Program, mentors and mentees acknowledge this Code of Conduct and commit to upholding its principles throughout their mentoring relationship.

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Date, Signature mentee Date, Signature Mentor

Once signed by both the mentor and the mentee, the document should be forwarded to: mentorship@socio-gerontechnology.net