

## **Code of Practice for Mentorship Alliance Mentor**

### **General Code of Conduct**

1. Shall regard the positive learning outcomes of students as his/her primary duty.
2. Shall exert every effort to provide positive instruction, guidance and advice to students.
3. Shall avoid unnecessary physical contact with students.
4. Shall avoid any financial or material transactions with students.
5. Shall avoid exchanging personal contact with students without the consent from the school or parents.
6. Shall not discriminate against any students on the basis of race, colour, religious belief, creed, gender, family background or other factors.
7. Shall fairly and inclusively treat non-Chinese speaking students with special cultural needs (e.g. respecting students' eating habits, attire or religious rituals).

### **Communication**

8. Shall be aware of his/her behaviour and verbal expression, and always be polite.
9. Shall avoid using expressions with gender or racial discrimination.

### **Principles of Information Protection**

10. Shall respect every student's background and treat in confidence any information regarding students' privacy. (e.g. Students disclose their family background to mentors during conversations)
11. Shall take enough prevention measures to avoid information abuse or misuse when mentors receive the information school's or students' personal.
12. Shall not take advantage of obtaining or keeping school's or students' personal information for personal usage or business promotion.