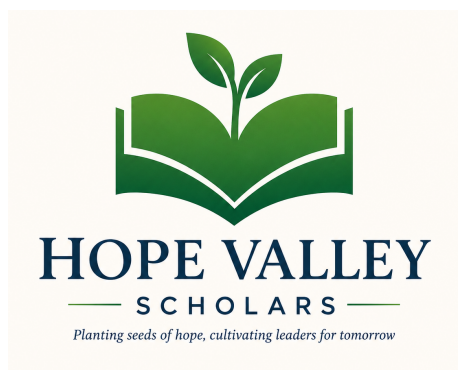




HOPE VALLEY SCHOLARS INC.

Mentor Code of Conduct

Professional boundaries, transparent relationships and scholar-centered guidance.

This code defines the conduct required of every Hope Valley Scholars mentor and protects scholars through professional boundaries, transparent communication, accountability and prompt safeguarding action.

OUR COMMITMENT: Hope Valley Scholars applies this document to the programs, people and activities within its scope. Questions or requests for an accessible copy may be sent to the contact information below.

Version	1.0
Policy owner	Program Lead and Safeguarding Lead
Effective date	01/01/2026
Review cycle	Annual
Website address	https://www.hopevalleyscholars.org/Documents/pdf/Hope%20Valley%20Scholars%20Mentor%20Code%20of%20Conduct.pdf

Organization: Hope Valley Scholars Inc. | U.S. 501(c)(3) public charity | EIN 41-2924425

Contact: info@hopevalleyscholars.org | +1 (302) 898-6006 | <https://www.hopevalleyscholars.org>

1. Role and application

A mentor encourages educational progress, goal setting, leadership, career exploration and responsible service. A mentor is not a parent, guardian, therapist, attorney, medical provider, employer or personal financial sponsor and must not act beyond the approved role.

This code applies during all Hope Valley Scholars activities and to any interaction made possible by the mentor role, including messages, social media, travel, events and contact after a formal match ends.

2. Conditions before mentoring

- Complete the approved application, interview, references, identity and role-appropriate background or safeguarding screening.
- Complete orientation and safeguarding training; sign this code, the Volunteer Agreement and required confidentiality acknowledgments.
- Receive a written placement notice identifying the scholar match, supervisor, approved communication plan, frequency, term and any special restrictions.
- Do not contact a scholar on behalf of Hope Valley Scholars before written authorization and a supervised introduction.

3. Core mentor commitments

- Treat every scholar and family with dignity, fairness, patience, cultural humility and respect.
- Support the scholar's voice and choices; offer guidance without control, coercion, favoritism or dependency.
- Be reliable, prepared and honest. Communicate promptly about missed meetings, changes or concerns.
- Use strengths-based, age-appropriate encouragement and model integrity, responsible leadership and constructive problem solving.
- Follow instructions from the program supervisor and seek guidance when a situation exceeds the mentor role.

4. Professional boundaries

Mentors must	Mentors must not
Use only approved meeting places, platforms, times and contact methods.	Create secret contact arrangements, isolated meetings or private overnight stays.
Keep the relationship focused on the scholar's education, growth and approved goals.	Pursue romantic, sexual, exploitative, financial, commercial or otherwise inappropriate relationships.
Use respectful language and nonviolent, non-shaming guidance.	Use corporal punishment, threats, humiliation, discriminatory language or sexualized content.
Refer health, legal, safety, counseling and financial needs to the program team.	Diagnose, treat, investigate or promise outcomes outside the mentor's qualifications and authority.
Disclose pre-existing relationships and potential conflicts.	Use the role for personal, political, religious, commercial or financial gain or impose personal beliefs on a scholar.

5. Communication, meetings and online conduct

- Use organization-approved accounts and include program oversight or guardian visibility when required by the match plan. Do not use disappearing messages.
- Keep messages purposeful, respectful and at reasonable times. Do not ask a scholar to hide a communication or delete a record.
- Do not add, follow, tag or privately message a scholar through a personal social-media account unless the program has expressly approved that channel and oversight method.
- Online and in-person meetings must follow attendance, location, check-in and recordkeeping rules. Recording requires prior authorization and valid consent.
- If a scholar contacts a mentor outside approved arrangements, the mentor should preserve the message, respond only as necessary for immediate safety and notify the supervisor.

6. Gifts, money, transport and opportunities

- Do not give or lend money, pay fees directly, open accounts, exchange banking details or solicit money from a scholar or family.
- Do not give gifts, jobs, internships, travel, lodging, transport or private services without prior written program approval. Approved opportunities must be offered fairly and documented.
- Do not ask a scholar or family for personal favors, domestic work, sales, fundraising, referrals or access to their networks.
- Any suspected financial exploitation or pressure must be reported promptly.

7. Confidentiality, privacy and records

Use scholar information only for the authorized mentoring purpose. Store notes in the approved system, collect only what is necessary and never keep student records on a personal device longer than authorized. Do not publish or share names, images, stories, school details, grades, contact information or locations without explicit organizational approval and valid consent.

Confidentiality does not prevent a safety report. A mentor must never promise secrecy when a scholar discloses abuse, exploitation, self-harm, violence or another serious risk.

8. Safeguarding and reporting

IMMEDIATE DANGER: Contact the appropriate local emergency, police or child-protection authority first when a scholar may be in immediate danger. Then notify the Hope Valley Scholars Safeguarding Lead or backup as soon as safely possible.

- Report any disclosure, suspicion, boundary violation, grooming pattern, unexplained injury, threat, exploitation, unsafe contact or concern about another representative immediately.
- Listen without blame; ask only what is necessary for immediate safety; do not investigate or confront the alleged person.
- Document facts and the scholar's own words promptly through the restricted process. Share only with authorized responders.
- Good-faith reporting and participation in a review are protected from retaliation.

9. Supervision, conflicts and ending a match

Mentors must attend required check-ins, disclose actual, potential or perceived conflicts and accept reasonable supervision, correction, rematching or closure. A mentor who cannot continue should notify the supervisor and participate in an approved transition; the mentor must not privately continue the relationship or make promises about future contact.

Hope Valley Scholars may pause or end mentoring access immediately for safety, policy compliance, program fit or organizational need. Violations may result in retraining, reassignment, termination, referral to authorities or other lawful action.

10. Mentor acknowledgment

By signing below, I confirm that I have read, understand and agree to follow this Mentor Code of Conduct and the related safeguarding, privacy and volunteer requirements. I understand that mentor service is unpaid, does not create an employment relationship and begins only after written authorization.

☐ I will immediately report safeguarding concerns and will not promise secrecy when safety may be at risk.

☐ I will use only approved communication, meeting, recordkeeping and contact arrangements.

☐ I will maintain professional boundaries and disclose conflicts, gifts or outside relationships.

Mentor full legal name

Signature

Date

Hope Valley representative

Signature

Date

Document control and related documents

The current public version of this document is maintained by Hope Valley Scholars Inc.. Printed or downloaded copies may become outdated; consult the website for the current version.

- [Child Safeguarding and Protection Policy](#)
- [Privacy Policy](#)
- [Volunteer Agreement](#)

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