

# ARTISTS UP COVID RESPONSE HUB

## CODE OF CONDUCT

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### Purpose

This Code of Conduct outlines expectations regarding mentees' behavior towards mentors involved in the Artists Up COVID Resource Hub Program and applies to all participants.

We encourage freedom of expression and open communication, but expect all participants to follow this code of conduct at all times. As such, they should avoid offending, participating in serious disputes, and disrupting exchanges. We expect all mentees to foster well-organized, respectful and productive mentorship sessions on and off the Mentorly platform.

Please read the following guidelines closely.

### Guidelines

1. All sessions must be booked and held on the Mentorly platform via video call. This ensures that everyone's time is respected (eliminating back and forth around scheduling) and ensures participants are able to practice social distancing.
2. Volunteers have added times to their calendar according to their availability. Artists are expected to be ready to join their Mentorly call 15 minutes prior to it starting, to ensure that webcams are functioning properly. Don't be late as it is disrespectful to your volunteer expert's time and may result in unnecessary confusion.
3. Prepare your session in advance. Come to your session well prepared with clear questions you would like to ask your mentor. Sessions are only 30 minutes long, so make the most of every minute.
4. Be patient and respectful. Practice active listening. Speak up but also give equal space to the volunteer to share their feedback and wisdom on the topic.
5. Volunteers don't always have the answers to your questions and may need to get back to you. Don't get stuck on this. In the meantime, jump to your next question.
6. If you do not like a suggestion your volunteer makes, then show grace by thanking them for it and moving onto another point.
7. Show Gratitude. Volunteers are giving their time to help you, be sure to thank them for their time.

### Disclaimer

As outlined in our [Terms and Conditions](#) and [Privacy Policy](#), zero physical, verbal, and/or emotional abuse will be tolerated and will result in expulsion from the platform. Job placement or client leads are not expected of mentors. Please refrain from using your session purely for networking reasons. If your mentor offers to introduce you to a client or a potential opportunity you may then pursue this.

### Questions and Comments

If you have any questions about this policy or comments about this policy, please email both [info@mentorly.co](mailto:info@mentorly.co) and [helloartistsup@gmail.com](mailto:helloartistsup@gmail.com).