

# Code of Conduct

*As part of Aalborg University's (AAU) **Mentor Corps for researchers**, the following guidelines must be followed:*

## **Relationship between Mentors and the Team**

AAU Innovation facilitates mentor-team matches through matchmaking sessions or on a case-by-case basis, primarily based on the team's needs and identified challenges. A Business Developer will be present at all meetings.

The Mentor's primary role is to act in the best interests of the team. Mentors do not make decisions but serve as advisors, helping the team make informed choices. Mentors should offer guidance to the best of their ability, aiming to support the team effectively. However, it is the team's responsibility to evaluate the relevance and quality of the advice and make decisions accordingly. Please note that mentors are not expected to perform structured work or act as consultants. The assigned Business Developer has the final say in any disputes and serves as the authority during the mentorship.

The mentorship program is built on mutual respect, inclusion, non-discrimination, and trust between mentors and teams.

**Practicalities:** The program consists of five meetings, each lasting 1.5 hours, over a six-month period. If both parties find the mentorship beneficial, it may continue indefinitely. Scheduling is handled by the participants; however, we recommend pre-planning all meetings during the initial session. Both physical and virtual meetings are possible, though we suggest holding the first meeting in person.

**Confidentiality:** Mentorship sessions are considered safe spaces, and any information shared must remain confidential. Sensitive information, including details about patentable inventions, may be discussed and must be kept private.

Confidentiality allows teams to address challenging topics openly. Mentors must treat all shared information as confidential, including details about potential investors. This also applies to any confidential information mentors share with teams during the program.

**Conflicts of Interest:** Mentors and their associates must obtain written approval from AAU Innovation before entering any financial, business, or ownership relationship with a team. A 30-day mentoring quarantine period applies after such a disclosure.

Any conflict of interest must be reported during matchmaking or immediately upon discovery. AAU Innovation reserves the right to exclude a mentor if a conflict of interest is suspected or confirmed.

**Termination of Mentor Role:** Mentors may withdraw from a specific mentorship or opt out of AAU Innovation's Mentor Corps at any time.

Mentors who do not comply with this Code of Conduct will no longer be eligible to participate in the program. AAU Innovation reserves the right to terminate any mentorship if either the mentor or team fails to adhere to these guidelines.

- o - o - o -

I acknowledge the rules set forth in this document and will comply in my voluntary work as a mentor.

Date (DDMMYY): \_\_\_\_\_ Name: \_\_\_\_\_

Signature:

---