

## Guidelines for Mediation (to be completed by each participant)

As mediation is a good faith process each participant is invited to agree to the following guidelines.

In order to facilitate a free and open discussion between all parties involved in the mediation process I agree to abide by the following guidelines:

1. I understand that this is an informal, confidential, voluntary and non-prejudicial process and that no party to the process or the Mediator may be compelled by another party to disclose information discussed during the mediation process.
2. I understand that my participation in this mediation process does not prevent me from taking subsequent action should I decide that the issues are not satisfactorily resolved.
3. I understand that as this is an informal process which is intended to allow for a free and open exchange and that no minutes will be taken of the discussion.
4. I understand that it is not the role of the Mediator to impose a resolution on the parties and that the Mediator will maintain an impartial role in assisting the parties to discuss their concerns with each other and hopefully reach a mutual agreement.
5. All parties and the Mediator may take hand-written notes for their own reference at meetings and I agree that these notes will not be used by any of the parties to produce any written record of the meetings and will be destroyed at the end of the process.
6. Should a voluntary agreement be reached between certain parties for certain actions to be taken following the meeting I agree to attempt to make that agreement work in good faith.
7. If it is agreed that it would be helpful to prepare a written voluntary agreement I agree that a copy of any agreement arrived at will be retained by each party to the agreement and any others agreed as appropriate by the parties.
8. I understand that it may be helpful for the Mediator to provide some guidance or input to my managers or HR in the event that we do not reach an agreement or to assist us in implementing any agreement and that this is subject to prior agreement by the parties.
9. As a sign of good faith and in an effort to promote an open and free exchange I will maintain confidentiality throughout the process and subsequent to the conclusion of the process.
10. I understand that the Mediator will also be bound not to disclose anything said by me during the mediation process including any private sessions without my express permission to do so, except where something is disclosed that places a duty of care obligation on the Mediator to disclose that information to the appropriate person/s or organisation.
11. I understand that I am free to choose to pause or discontinue my participation in the meetings at any time.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

© ScotCoach 2007