

Mediation Policy

Policy	It is the policy of the Company to provide a non-adversarial mechanism to dispute resolution.
Rationale	The aim of the policy is to offer an alternative dispute resolution mechanism to achieve, if possible, conciliation through negotiation that allows for a long-lasting consensus and agreement between disputing parties.
Mediation	<p>Mediation is an alternative to adjudication or arbitration, however, nothing in this policy shall supersede, in whole or part, the contents of the Company's Grievance, Dignity-at-Work or Disciplinary policies.</p> <p>Mediation is therefore exclusively for disputes between individuals within the Company. Any disputes against the Company or Company policies shall be handled within the Grievance, Dignity-at-Work or Whistleblowing policies.</p> <p>Mediation is an informal, confidential and voluntary process that may allow for the creation of innovative, creative and win-win solutions.</p> <p>The mediator has no power to impose a resolution but will facilitate parties to explore the area(s) of dispute and, where possible, will assist in reaching a mutually acceptable agreement.</p>
Mediator	The mediator will be an impartial, neutral third party, who has no involvement in any aspect of the dispute or the parties involved.
Mediation Process	<p>Management may be approached at any time by any party of a dispute and may consult all parties to agree on the option of mediation. Mediation may also be proposed by the Company as an alternative dispute resolution mechanism, without recourse to the Grievance or Dignity-at-Work policies.</p> <p>No parties involved in mediation may be accompanied during the mediation process including a work colleague, friend, Trade Union representative or solicitor. Written submissions will also generally not be made by any party.</p> <p>The mediator will not offer any legal representation or counselling service to any parties.</p> <p>A <i>Mediation Agreement</i> may be signed before any mediation takes place.</p> <p>On conclusion of the mediation process, a <i>Settlement Agreement</i> may be proposed by the mediator to record any agreed settlement terms.</p> <p>All materials, discussions, outcomes and agreements will remain confidential to the parties involved and will only be released to any other party, including the Company, with the written agreement of the parties involved in the mediation process.</p>

Classified: Confidential

In the event, that agreement is not reached at mediation, or either party does not wish to undertake mediation, the matter(s) may be handled through the Company's Grievance or Dignity-at-Work policies.