**Confidentiality Agreement**

Confidentiality is central to the success of the mediation process. As such, all

parties involved in mediation are asked to sign this standard agreement at their first meeting.

The purpose of this agreement is to ensure all parties are able to participate fully, openly and honestly during the mediation process. Please bring this confidentiality agreement to your first meeting with you.

**I agree that:**

1. Any information or documents received or developed during the mediation process will not be used for any purpose other than for resolving this conflict through mediation.
2. All discussions during the mediation process are ‘without prejudice’ and ‘privileged’. This means that nothing said by anyone during the process may be put forward as evidence in any subsequent internal determination process, appeal, Employment Tribunal or Court action.
3. All information received by me or, my representative, during mediation is done so in the knowledge that it must remain confidential and will not be disclosed to anyone else. However, documents which would in any event be disclosable at either an Employment Tribunal or Court hearing will not become privileged by reason of having been referred into the mediation process and will, therefore, still be disclosable.

**What you can expect from the Mediation Service:**

Leeds City College Mediators will not be able to give evidence at an Employment Tribunal or other formal or informal investigation/hearing, or make a statement at any time in the future, relating to any issues arising during or from the mediation process.

All notes taken by Mediators during the process act solely as aide memoirs for them and will be destroyed at the end of the process. We do not retain notes on files.

To enable the situation to be managed beyond mediation, the person who referred the case may receive a copy of the final agreement. They will not receive feedback about any issues raised and/or discussed during mediation or any other factors that occurred during the day.

**I confirm that I am in agreement with the above.**

|  |  |
| --- | --- |
| **Signed** |  |
| **Print name** |  |
| **Date** |  |