

Referral for Workplace mediation

1. Your details --- Referrer

Organisation	
Full address <u>including postcode</u>	
Your name	
Position	
Your contact number	
Email address	
Typical availability	

2. Details of participants. *Please note that we contact all parties by phone in advance of mediation.*

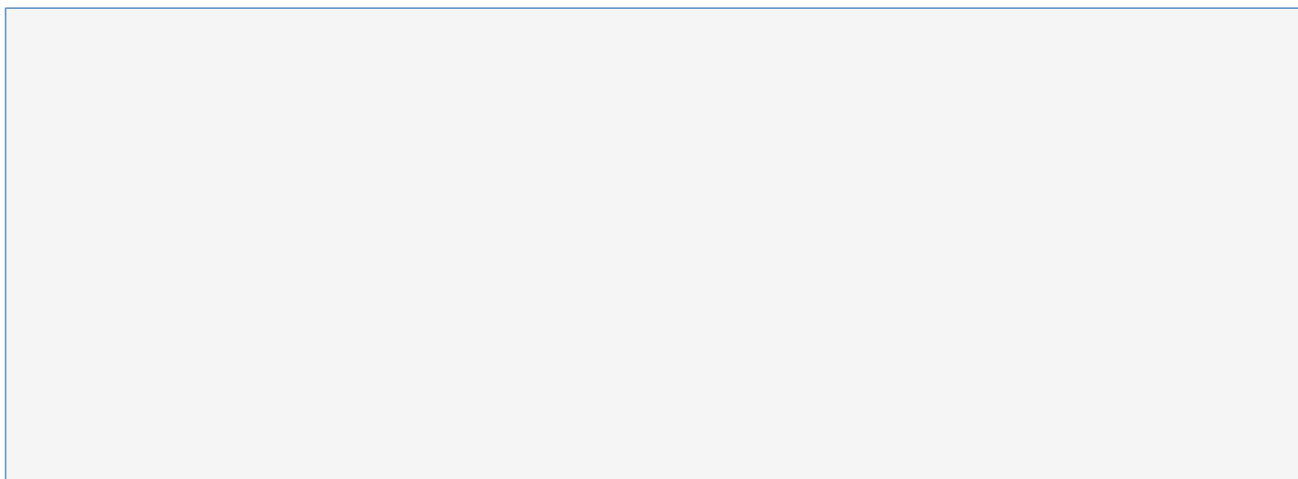
Department/section/directorate			
Name			
Position			
Work phone number --- (including extensions)	Preferred contact number		
Mobile phone number	Preferred contact number		
Email address --- work	Preferred email contact		
Email address – personal (if available)	Preferred email contact		
Typical availability			
Nature of party's working relationship			

3. **Please provide a brief summary of the situation.** *Please advise us if the issues are part of a formal grievance or of any allegations that could include statutory discrimination.*

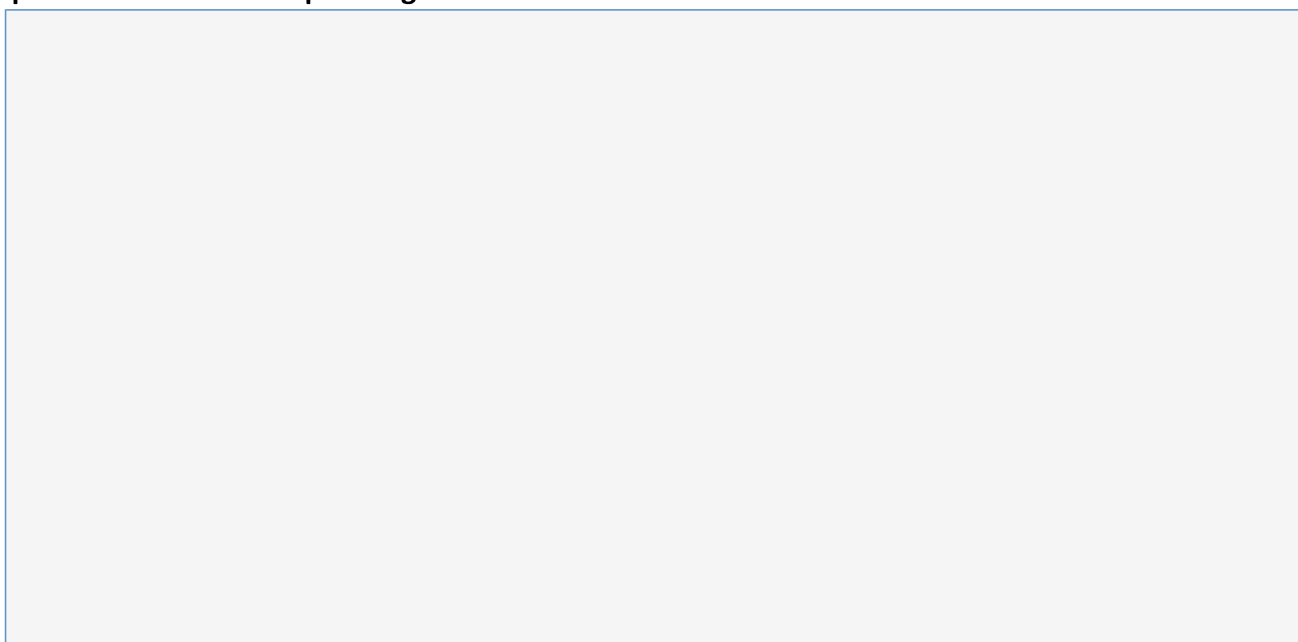
4. **Please provide details of any action taken to date to resolve, investigate or otherwise manage the situation including outcomes.**

5. **Is there anything else happening in the organisation that may be contributing to the conflict? I.e. Recent structural changes.**

6. **Please outline your expected outcomes of mediation.** *These will form our terms of reference.*



7. **Please use this space to provide any further information that you feel is relevant to this case. If the case involves any allegations that are part of a formal grievance or discrimination please provide us with copies of any relevant reports, policies or Standard Operating Procedures.**



8. **Logistics**

Please include details of the venue for mediation. Please advise us of any specific needs of the parties (this could include dietary or mobility needs). It will need to be a neutral and private space for the parties to feel comfortable.