

Attachment A – Alternative Dispute Resolution

U.S. Department of Agriculture
Natural Resources Conservation Service

NRCS-ADR-01
01/03/01

ALTERNATIVE DISPUTE RESOLUTION PROGRAM
Agreement to Mediate – Early Resolution

The parties voluntarily agree to engage in mediation to resolve their workplace issues and concerns. The parties understand that the mediator has no authority to decide the outcome and is not acting as advocate or attorney for any party. The parties understand that they have a right to have a representative assist them during the mediation process. The parties have been informed of other avenues of redress, namely the grievance and equal employment opportunity (EEO) complaint processes, and the time frames for initiating those processes. By agreeing to mediate, the parties do not waive their right to pursue these other avenues of redress. This agreement to mediate does not change the time frames for initiating other avenues of redress.

Mediation is a confidential process to the extent allowed by law and does not extend to threats of imminent physical harm. Any documents submitted to the mediator and statements made during the mediation are for resolution purposes only. The parties understand and agree not to subpoena the mediator or require the mediator to testify or produce records, notes or work products in any future proceedings and that they will make no recording or records of the mediation session (s).

If an agreement is reached, the agreement shall be reduced to writing and, when signed and approved by the appropriate authorities for all parties, will be executed by them in good faith.

By signing below, we acknowledge that we have read, understand and agree to the terms of this Agreement to Mediate.

_____	_____
Party	Date
_____	_____
Representative/Advisor	Date
_____	_____
Party	Date
_____	_____
Representative/Advisor	Date
_____	_____
Mediator	Date
_____	_____
Mediator	Date