



MEDIATION GROUND RULES

Ground rules set the tone for the mediation session and should be agreed upon by all parties prior to the start of mediation. The following rules shall be observed by the parties during the alternative dispute resolution process and will be monitored by the mediator. Parties will have the opportunity to discuss and add to the following:

1. All relevant information shall be disclosed to all parties, including the mediator.
2. Complex concepts and documentation shall be simplified to the fullest extent possible to ensure understanding by all.
3. Participants are free to consult with individuals not involved in the mediation for approval or to get more information at any time.
4. Participants will refrain from personal attacks or characterizations.
5. Participants will treat all parties involved in the process with respect. This means allowing them an opportunity to present ideas and solutions without being interrupted.
6. Everything disclosed during the mediation session will be without prejudice.
7. Each party will have an opportunity to present their views.
8. Parties will develop objective criteria to arrive at a solution.
9. All proposed solutions and alternatives should be considered thoroughly by all parties.
10. Parties can request a caucus at an appropriate time.