

KENTUCKY EMPLOYEE MEDIATION PROGRAM REFERRAL FORM

Today's Date: _____

Referral Contact

Name: _____

Working Title: _____

Mailing address: _____

Work Phone: _____

Email: _____

☐

I supervise the participants

☐

I do not supervise participants directly but am in their chain of command

☐

I work with the other participant

☐

Other: Please explain _____

Participant # 1:

Name: _____

Working Title: _____

Mailing address: _____

Work Phone: _____

Email: _____

Participant # 2:

Name: _____

Working Title: _____

Mailing address: _____

Work Phone: _____

Email: _____

Briefly describe why you are referring/requesting a mediation:



KEMP
STANDARDS OF PROFESSIONAL CONDUCT

I. Mediators are expected to:

- a. Be courteous and professional during the mediation process.
- b. Maintain neutrality and act with impartiality towards the parties and their agreement.
- c. Avoid coercion or improperly influencing parties to reach an agreement or participate in mediation.
- d. Maintain confidentiality at all times regarding the parties, agreement, and to the process itself.
- e. Avoid giving professional, legal, or personal advice to parties, even if asked. Mediators may give factual information to parties.
- f. Make sure all parties necessary to reach an agreement are present, and to promote the interests of those who may be affected by the agreement.
- g. Disclose any relationship to a party to all the participants in mediation, and obtain agreement of all parties to proceed, should a relationship exist.
- h. A mediator shall obtain and maintain appropriate training to ensure competency with topics discussed during mediation sessions.

II. A mediator should remove himself/herself from a case if:

- a. There is a clear or undisclosed conflict of interest.
- b. One or more parties feel that the mediator may not be impartial, after revealing a relationship to one of the parties.
- c. The issues presented in the case are beyond the mediator's skill or knowledge, and they cannot obtain assistance.

III. The mediator may terminate mediation if one or more of the following occurs:

- a. The parties agree that the mediation should be adjourned.
- b. A party becomes violent or makes threats to or about the other party.
- c. A party is unwilling to disclose information necessary to reach an agreement.
- d. The dispute is unsuitable for mediation, or a party is unwilling or unable to participate.