

# Stephen Wood Mediation

Civil & Commercial Mediator

Workplace Mediator

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## **Mediation Fee Agreement (Workplace Mediation)**

Parties to the mediation: [Employee A] and [Employee B].

Date/s of Workplace Mediation:

Private Meetings: [Employee A] at [Time and Date] and at [Time and Date].  
[Employee B] at [Time and Date] and at [Time and Date].

Joint Meeting/s: At [Time and Date].

Location of Workplace Mediation: [Location].

Fee Paying Party: [Employer].

[Employer] hereby agrees that Stephen Wood (“the Mediator”) is appointed to administer the mediation of the dispute between [Employee A] and [Employee B] on the terms and conditions of this Mediation Fee Agreement and on the terms and conditions of the Agreement to Mediate.

1. The Mediator’s fee will be £250.00 per day or part of a day
2. [Employer] will pay the Mediator’s fees and expenses within 14 days of the date of the Mediator’s invoice.
3. The Mediator will be entitled to charge interest on overdue payments of sums invoiced at the rate of 8% p.a.

4. If any party wishes to cancel the mediation they may do so by giving reasonable notice to the Mediator and to the other parties prior to the first meeting.

5. This agreement shall be governed by, construed and take effect in accordance with English Law and the Courts of England and Wales shall have exclusive jurisdiction to settle any claim or dispute which may arise out of or in connection with the mediation.

Signed:

On behalf of [Employer]:.....

Name: .....

Position: .....

I am duly authorised to enter into this agreement on behalf of [Employer].

Date: .....

Mediator: ..... Date: .....