

**MEDIATION SETTLEMENT AGREEMENT
(USE IN NON-EEO COMPLAINTS)**

The Complainant, _____, and the Respondent, _____, enter into this settlement agreement as a result of mediation. The reason for the mediation was to completely resolve the issues in dispute between the parties. The mediation number assigned to this ADR case is _____.

1. The parties mutually agree:

a. This agreement constitutes the complete understanding between the Complainant and the Respondent and is binding upon the parties, their successors, and their representatives. No other terms, promises, or agreements will have any force or effect unless reduced to writing and signed by all parties to this Agreement.

b. All promises, conduct, and statements made in the course of reaching this Settlement Agreement, including the fact of settlement, are confidential and will not be disclosed voluntarily to the extent permitted by law. See, e.g., 5 U.S.C. 574 and Federal Rule of Evidence 408. The Complainant agrees that *he/she* will not disclose or discuss this settlement with other agency employees (except his or her representative and responsible management personnel.) The Agency agrees it will not disclose or discuss this settlement except as necessary for implementation. The Complainant authorizes the Agency to disclose the terms of this Agreement to Agency officials who may need to review and approve the terms of the Agreement;;

c. The terms will not establish any precedent nor will be used as a basis by the Complainant, the Respondent, the Agency, or any representative organization to seek or justify similar terms in any subsequent case;

d. This agreement does not constitute an admission of liability, fault or error by the Respondent, the Agency, its employees or representatives, and/or any violation of Title VII of the Civil Rights Acts of 1964 and 1991, as amended, the Age Discrimination in Employment Act of 1967, as amended, the Rehabilitation Act of 1973, as amended, the Master Labor Agreement, or any other federal or state statute or regulation.

e. This agreement provides that no monies, including attorney fees, will be paid by either side unless specifically set forth in this agreement.

f. This agreement is binding upon the signatories upon their signature. Both parties understand and agree that, as a provision of this settlement, the agreement must be coordinated through the Legal Office and the Personnel Office for legal and technical sufficiency and will become fully binding upon the parties only upon completion of that coordination.

g. The Mediator, Agency, and Complainant/Grievant will *immediately notify* the servicing ADR Champion and/or servicing Staff Judge Advocate, IAW AFI 51-1201, paragraph 34, if anyone seeks information about confidential discussions that took place during this mediation session. The ADR Champion and/or SJA will provide guidance about how to respond.

2. In exchange for the promises made by the Respondent in paragraph 3 of this Agreement, the Complainant freely and voluntarily agrees:

a. That execution of this agreement operates as a withdrawal of the complaints identified by the mediation case number found in the Preamble above.

_____ b. Not to institute a lawsuit and waives all right to personal recovery, including but not limited to compensatory damages, in any lawsuit brought against the Respondent or the Agency by either Complainant or the Equal Employment Opportunity Commission, or other type of EEO complaint or any other civil and criminal litigation in any court or other administrative forum, for all acts, events and circumstances arising out of or connected with the facts upon which the complaint(s) as listed in the preamble are based, including, but not limited to actions brought under Title VII of the Civil Rights Acts of 1964 and 1991, as amended, the Rehabilitation Act of 1973, as amended, or any other federal or state statute or regulation. The Complainant specifically and voluntarily affirms that he/she has no other claims made under the Age Discrimination in Employment Act, as amended.

c. That in the event the Complainant believes that the Respondent or the Agency has violated a term or condition of this Agreement, to notify in writing the ADR Program Manager within 30 calendar days of the alleged violation and request that the terms of the Agreement be specifically implemented.

d. *[INSERT additional terms placed on the Complainant that are case specific.]*

3. In exchange for the promises made by the Complainant in paragraph 2 of this agreement, the Respondent agrees:

a. *[INSERT the terms the Agency agrees to implement to resolve the complaint(s).]*

