

## Mediation Agreement

between

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(client)

and

Heike Löffler-Schrimpf  
(mediator)

The client/clients assigns/assign the mediator to conduct the mediation process with the aim of regulating a code of conduct in mutual understanding and agreement in order to attain an own solution to his/her/their conflict.

The following aspects and rules are therefore important:

In order to carry out the mediation, we agree to accept and follow the code of conduct as a stipulation of the agreement.

Rules for communication:

We agree to negotiate with each other in a fair manner and to be guided by a desire for cooperation. We will allow others to finish speaking and to listen attentively. Mediators will make sure that the rules of communication are adhered to and if required, will intervene.

Voluntary:

We are aware that each party can end the mediation at any given time. We accept that mediators can also end their mediation. This applies especially in cases where there is a breach of the agreement.

#### Confidentiality:

All contents, all given information and aspects of the mediation are confidential. We fully accept that mediators cannot be named in a court of law or be forced to supply/ hand out recordings or documents. It is agreed that, should a lawyer be contacted or a court proceeding be in view, this information will be forwarded during the mediation. Should the mediation be terminated prematurely or not be successful, the information from the mediation sessions will not be used in a court of law.

#### Mediation sessions:

Generally, a session or meeting in the mediation process will last 1 to 1.5 hours. Generally, a group session will last approximately 2.5 to 3 hours. The meetings will take place at regular intervals and at the appointed times hitherto agreed upon.

Basically, all involved parties will attend the meetings together. Please give prior notice if you cannot attend an appointment. Based on the type of mediation required, 3 to 5 sessions will be planned on average.

#### Fees:

The fee for each session is 85 - 95 € / hour with Heike Löffler-Schrimpf and 160 - 200 € / hour with two mediators in a team (plus any additional travel time).

*The first meeting will be free of charge and will serve to get to know each other and assess and decide whether the mediation should take place.*

#### Additional terms of the agreement:

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We declare that we have read and understood the above terms  
of agreement,

Braunschweig,

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(client)

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(client)

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(Heike Löffler-Schrimpf, mediator)