

**His Highness Prince Aga Khan Shia Imami Ismaili
National Conciliation and Arbitration Board for Canada**

SUBMISSION FOR MEDIATION

NOTE: If you have any questions about this Submission for Mediation, please speak to a member of the Conciliation and Arbitration Board.

In consideration of the Conciliation and Arbitration Board (“CAB”) appointing a CAB member as a mediator, I acknowledge that:

- (a) I am voluntarily submitting the dispute summarized in the *Personal Details Form* dated to CAB for mediation;
- (b) I have the necessary authority to negotiate and settle all matters relating to the dispute;
- (c) I shall, pursuant to CAB’s Rules for Mediation and Conciliation Proceedings, keep confidential all information and documents I provide to CAB, or receive during the course of the mediation, and I understand that CAB will hold such information and documents in strict confidence;
- (d) I shall not compel the mediator to divulge any information or documents obtained during the course of the mediation or to testify in any legal proceedings regarding the mediation, and I waive any claim against the mediator or CAB;
- (e) I will maintain the confidentiality of the mediation and will not rely on any information or documents obtained during the course of the mediation, or introduce the same as evidence in any legal proceeding including, but not limited to, any:
 - i) View(s) expressed or suggestion(s) made by any party with respect to a possible settlement of the dispute;
 - ii) Admission(s) made by any party in the course of the mediation proceedings;
 - iii) Willingness by any party to accept a proposal for settlement during mediation; or
 - iv) View(s) expressed or suggestions or proposals made by the mediator.
- (f) I understand that the mediator shall neither provide me with legal or professional advice nor make any decisions on my behalf;
- (g) I understand that I have the right and opportunity to seek independent legal and professional advice at any stage of the mediation;
- (h) Prior to CAB commencing mediation, I will stay any legal proceedings involving this dispute but may take necessary actions to ensure that any legal claims I have are not time-barred;
- (i) CAB may undertake the mediation meetings in person or online using secure software platform;

- (j) Neither I, nor anyone on my behalf, will digitally record any of the mediation proceedings whether they are held in person, via telephone or online.
- (k) During the course of the mediation, I will act in good faith and accordance to the ethics of harmony, integrity, dignity, equity, collaboration and fair dialogue, and in a spirit of reasonable compromise. This also includes co-operating with the mediator and with the other party, and providing disclosure of material facts and information in a timely manner to facilitate discussions;
- (l) I will comply with the terms of any agreement that may be reached by myself and the other party; and
- (m) I agree to be contacted by CAB, after the conclusion of the mediation, for a follow-up assessment. I also agree to be contacted by CAB to provide feedback on the mediation process for evaluation purposes.

This Submission for Mediation may be executed in any number of counterparts.

Applicant Name _____

Applicant Signature _____

Date _____

Location _____

Respondent Name _____

Respondent Signature _____

Date _____

Location _____