



NON-DISCLOSURE AGREEMENT

EEO Compliance & Diversity Management Division

All individuals that are a party to a complaint, individual or collectively as Complainants, who file Complaints to the Montgomery County EEO Compliance & Diversity Management Division must maintain strict confidentiality regarding the Complaint. Additionally, any Respondent, witnesses or persons potentially relevant to the investigation must also maintain strict confidentiality. During the course of the investigation, all of the aforementioned persons will not discuss the Complaint with anyone except the Montgomery County EEO Division, or their union representative, if appropriate. If any Party is aware of a breach of confidentiality, they must immediately report the breach to the EEO Compliance Division.

Printed Name

Contact Number

***I have read and understand the
aforementioned information.***

Signature

Date of Signature



Mediation Fact Sheet and Mediation Confidentiality Agreement

EEO Compliance & Diversity Management Division

What is mediation?	A great opportunity for parties, in an internal EEO investigation, to attempt to amicably resolve an EEO issue.
Who participates in mediation?	Mediation is strictly a process where both the Complaining Party (Complainant) and the subject of the Complaint (Respondent) have the choice of participating in mediation.
Am I required to participate in a mediation?	No. Mediation is strictly voluntary. The parties must agree and willingly come to the mediation table. The idea of a mediation is not that you are forced to do it but have a willingness simply to resolve the matter.
Who conducts the mediation?	The mediation will be conducted by an EEO Division member, a third-party, or a third-party mediator.
What happens in a mediation?	Once both parties have agreed to participate, they will sign a mediation agreement and the mediation conference will be scheduled at a mutually convenient time for both parties. The majority of mediations conducted are successful. Remember, the mediation is confidential and cannot be discussed with others. If your mediation is successful, the Complaint will be withdrawn, and the Complaint will be closed administratively. In the event the mediation is unsuccessful, the matter will proceed to investigation.

Please see the Mediation Confidentiality Agreement below.

MONTGOMERY COUNTY OFFICE OF HUMAN RESOURCES

EEO Compliance & Diversity Management Division, Mediation Confidentiality Agreement

The aforementioned parties voluntarily agree to participate in a mediation conference in an effort to amicably resolve the above referenced Complaint. The parties were advised that they may consult with a union representative in advance of this mediation. The parties further agree that all matters discussed during the mediation session are confidential and cannot be used as evidence in any subsequent administrative or judicial proceeding. The Parties further agree not to subpoena the mediator(s) in any future proceeding.

<hr/> Name of Complainant	<hr/> Name of Respondent
<hr/> Mailing Address of Complainant	<hr/> Mailing Address of Respondent
<hr/> Contact Number of Complainant	<hr/> Contact Number of Respondent
<hr/> <i>I agree to participate in mediation.</i>	<hr/> <i>I agree to participate in mediation.</i>
<hr/> Signature of Complainant	<hr/> Signature of Respondent
<hr/> Date of Complainant's Signature	<hr/> Date of Respondent's Signature