

*Notice to All Employees*  
**ALTERNATE DISPUTE RESOLUTION**

This company encourages the resolution of all legal disputes and claims, including employment matters, through the established Alternative Dispute Resolution (ADR) methods of mediation and arbitration. Mediation involves a neutral third party who *facilitates* settlement discussions between the parties. Arbitration is the settlement of disputes through the *decision* of an impartial arbitrator(s).

For many reasons, lawsuits and court actions are disadvantageous to both employees and employers whereas mediation and arbitration offer many benefits to all parties.

**THE ADVANTAGES OF  
ALTERNATIVE DISPUTE RESOLUTION**

**Quick Process.** Over 90 percent of all disputes that go to mediation are resolved at that point. And generally within one day! Court proceedings, on the other hand, tend to be cumbersome and lengthy. The final settlement of employment disputes often takes years.

**Economy.** By avoiding the costly, prolonged technical procedures of court, attorney fees are typically far less. And, although employees and the company may use attorneys, they can choose to represent themselves.

**Privacy and Confidentiality.** Unlike a jury trial, mediations and arbitrations are private, which helps to preserve working relationships. Discussions and settlements are confidential which should protect everyone's reputation.

**Specialized, Experienced Decision-Makers.** Courts do not specialize in resolving employment disputes. In fact, for over 30 years, the U.S. Supreme Court has encouraged employers and employees to utilize the expertise of mediators and arbitrators.

**Fair and Due Process.** ADR does not waive anyone's legal rights. It merely changes the forum (from the court system to a private meeting) for hearing the dispute.

**COMPANY ALTERNATE DISPUTE  
RESOLUTION POLICY**

Under ADR, legal disputes and claims, including all employment matters, are resolved through a two-step ADR process:

1. First, through mediation utilizing the Rules and Mediator provided by Dispute Systems, Inc., a neutral entity, or its successor; and
2. Failing settlement by mediation, by submitting the matter to neutral binding arbitration conducted by Forum (formerly National Arbitration Forum), under the Forum Code of Procedure in effect at the time any claim is made, the Dispute Resolution Agreement and the Arbitration Rules of Dispute Systems, Inc., or its successor. Any award of the arbitrator(s) may be entered as a judgment in any court of competent jurisdiction.

This policy applies to all employees and survives any employment relationship. Prior to signing the Dispute Resolution Agreement, employees may discuss the Agreement with legal counsel of their choice at their own expense. **By signing the Agreement, parties are giving up any right they may have to sue each other and any right to trial by jury or judicial appeal is expressly waived.** The ADR process can be initiated by any party by contacting Employers Resource at 1-800-574-4668.