

# Workplace Fee Guide and Terms & Conditions



ADRg offer a specialist workplace mediation service for parties involved in or contemplating mediation. To appoint a specialist workplace mediator from our expert workplace mediation panel, please contact one of our **Mediation Case Advisors**. We will discuss the nature, sensitively and timing of the issues before providing you with the name(s) of suitable workplace mediator(s) who will get in touch with you to discuss matters further.

Costs are based on the nature and complexity of the workplace dispute. Costs will be in the region of £175 to £225 per hour and these will incorporate all of ADR Group's administration and an initial meeting or telephone conversation with the workplace mediator who will undertake a workplace health-check to gain a greater understanding of the dispute and potential workplace difficulties.

The overall mediation fee payable will reflect the duration and nature of the mediation service provided. Mediations usually take place over a continuous/fixed period of time, but can also run over a series of sessions to minimise workplace disruption.

Any reasonable expenses incurred for travel will be invoiced after the mediation has taken place.

ADR Group believes:

- Workplace mediation should be accessible for all claims and businesses of all sizes.
- Parties should also be able to elect the workplace mediator based on the level of experience required and pay a fee commensurate with the complexity and sensitively concerning the dispute.
- Cases should be dealt with quickly and professionally by our friendly and professional team.

## Liability for the mediation fees

- Unless agreement is reached to the contrary, the mediation fee, together with any other expenses, will be borne by the company.

## Cancellation policy

- In certain instances, postponement of a mediation is inevitable. Where the mediation is cancelled more than 7 days before it is due to take place, no cancellation fee will apply, other than to any irrecoverable expenses (e.g. venue cancellation fees) and any preparation timed already incurred by the mediator.

However, in addition to recovery of the above mentioned expenses, if the mediation is cancelled less than 7 working days before the mediation is due to take place, then ADR Group will levy a fee of £350 to cover their administration costs

## Invoicing

In most mediation instructions, two invoices will be issued:

- Deposit invoice - detailing the costs of the initial scheduled period [or fixed fee] and venue costs, if appropriate.
- Balance invoice - any additional mediation fee and expenses (including extra mediation time, travel costs etc).

ADR Group's deposit invoice is payable in full upon receipt or no later than seven working days in advance of the mediation, as a precondition to the mediation taking place.

All other ADR Group invoices (including the balance invoice) are payable in full within 21 days of the date of issue, unless agreement is reached to the contrary.

ADR Group reserve the right to charge interest on late payment of invoices compounded quarterly from the due date of payment accruing daily at the rate of 2% above Lloyds TSB Bank PLC Base Rate.

All fees are exclusive of VAT (if applicable).