

MEDIATION AGREEMENT

Between:

Party A

Full Name: _____

Address: _____

(**"Party A"**)

and

Party B

Full Name: _____

Address: _____

(**"Party B"**)

(Collectively, "the Parties")

and

The Mediator

DEBBIE THEODORELLIS

Qualified Mediator, Arbitration Foundation of Southern Africa NPC (AFSA),
University Pretoria

(**"the Mediator"**)

1. Purpose of Mediation

The Parties hereby agree to resolve, or in good faith attempt to resolve, the dispute arising out of or in connection with the dispute under case number _____ enrolled before the High Court of South Africa, Gauteng Division, through a process of mediation administered by the ADR Technology Group.

The mediation shall be conducted in accordance with the AFSA Mediation Rules, as in force at the time of signing this Agreement, which Rules are deemed incorporated herein by reference.

The Parties acknowledge that:

- 1.1. Mediation is a confidential, voluntary, and facilitative process in which a neutral third party (the Mediator) assists them in exploring the resolution of the dispute;
- 1.2. The objective of the mediation is to seek a mutually acceptable settlement of the dispute without resorting to further adversarial proceedings;
- 1.3. This Agreement serves as the procedural and contractual foundation upon which the mediation will proceed, and shall govern the conduct of the Parties and the Mediator throughout the process;
- 1.4. The mediation will be administered by the ADR Technology Group to ensure efficient administration of court-annexed mediation, including the ability to report on the mediation outcomes in a consolidated manner, as provided for in the Mediation Protocol for the Gauteng Division, June 2025;
- 1.5. The seat of the mediation shall be Pretoria, South Africa, unless the Parties and the Mediator agree to conduct the mediation remotely via an online platform; and
- 1.6. Nothing in this Agreement shall be construed as obliging the Parties to reach a settlement, but all Parties undertake to participate in the process in good faith and with the intention of exploring all reasonable prospects of resolution.

2. Applicable Rules and Administration

- 2.1. The mediation shall be conducted in accordance with the AFSA Mediation Rules, as applicable to court-annexed mediation proceedings, the Mediation Protocol for the Gauteng Division, June 2025, including any supplementary guidelines in relation to matters referred from the courts. The Rules in effect on the date of signature of this Agreement shall govern the procedure, unless otherwise agreed in writing by the Parties.
- 2.2. The seat of the mediation shall be Pretoria, South Africa. The Parties may, by mutual agreement and with the consent of the Mediator, elect to conduct the mediation in whole or in part via online mediation platform, with the online format deemed to have the same legal and procedural status as in-person mediation for all purposes under this Agreement and the AFSA Mediation Rules.

3. Appointment and Role of the Mediator

- 3.1. The Parties hereby jointly appoint DEBBIE THEODORELLIS as the Mediator to assist them in resolving the dispute through a facilitative and non-binding mediation process. The Parties confirm that the Mediator has the requisite expertise, experience, and standing to conduct the mediation.
- 3.2. The Mediator accepts the appointment and undertakes to act at all times in accordance with the principles of independence, impartiality, neutrality, and confidentiality, and to conduct the mediation in a manner that is fair and efficient.

3.3. The Mediator further declares that there are no known conflicts of interest or circumstances that may give rise to justifiable doubts as to her independence or impartiality and commits to immediately disclose any such circumstances should they arise during the course of the mediation.

3.4. The Mediator's acceptance of the appointment, along with a signed Declaration of Independence and Impartiality, attached hereto as **Annexure A**.

4. Authority and Representation

Each Party confirms that it shall be represented in the mediation by one or more individuals who possess full authority to negotiate and conclude a settlement on behalf of that Party, without the need for further consultation or approval. Where full authority is not immediately available, the Party undertakes to ensure that such authority can be obtained without undue delay, and in a manner that does not frustrate the mediation process. The Parties acknowledge that the effectiveness of the mediation is dependent upon the presence and good faith participation of duly authorised representatives throughout the process.

5. Confidentiality

The mediation is private and confidential. All persons attending agree to be bound by the confidentiality obligations set out in **Annexure B**.

6. Costs and Fees

6.1. The administration fee charged by the ADR Technology Group as provided for in the Mediation Protocol for the Gauteng Division, June 2025, shall be payable by the Party initiating the mediation, unless otherwise agreed in writing by the Parties.

6.2. The Mediator's professional fees and any reasonable expenses incurred by the Mediator in the conduct of the mediation shall be shared equally between the Parties (50/50), unless an alternative apportionment is agreed in writing and communicated to the Mediator in advance of the commencement of the mediation.

6.3. An "Initial Payment" towards the Mediator's fees, with a minimum of 4 (four) hours, will be paid to the Mediator prior to the commencement of the mediation. This amount is non-refundable should the mediation session last less than 4 hours.

6.4. Each Party shall bear its own internal costs, including but not limited to legal representation, expert advice, travel expenses, and document preparation, unless otherwise agreed in the terms of any subsequent settlement.

6.5. The mediation shall not proceed unless the Mediator confirms that she has received her fee and each Party's share of the Mediator's fee as contemplated in this clause.

6.6. The Parties understand that they shall be responsible for 4 (four) hours of the mediator's time, at the mediator's rate, for any appointment which they did not attend.

7. Settlement and Outcome

- 7.1. In the event that the Parties reach a resolution of the dispute through mediation, the terms of such resolution shall be recorded in a written settlement agreement, duly signed by or on behalf of each Party. The Parties may, by mutual consent, submit the settlement agreement to the relevant court for the purpose of making it an order of court, in accordance with the applicable rules governing court-annexed mediation.
- 7.2. Where no full or partial settlement is reached, or if the mediation is otherwise terminated in accordance with this Agreement, the Mediator shall provide written confirmation in her Mediation Report and Joint Minute as provided for in terms of the Mediation Protocol for the Gauteng Division of the outcome of the mediation, stating either:
- that a settlement was achieved;
 - that a settlement was not achieved; or
 - that the mediation was concluded without agreement on all issues, without disclosing any confidential information or the content of the proceedings.
- 7.3. The Parties acknowledge that any such confirmation by the Mediator is procedural in nature and does not affect the confidentiality protections afforded to the substance of the mediation process.

8. Termination of the Mediation

The mediation process governed by this Agreement may be terminated in any of the following circumstances:

- 8.1. By written agreement of the Parties, jointly confirming their intention to withdraw from the mediation process and terminate further proceedings;
- 8.2. By the Mediator, acting in her sole discretion and after appropriate consultation with the Parties, where the Mediator determines that:
- continued efforts are unlikely to resolve the dispute;
 - a Party is not participating in good faith or in accordance with this Agreement; or
 - circumstances have arisen that make it inappropriate or impractical to continue the mediation.
- Upon the conclusion and signing of a written settlement agreement by or on behalf of the Parties, whether in full or in part resolution of the issues in dispute.
 - In any event, the Mediator shall provide her Mediation Report and Joint Minute in writing as provided for in terms of the Mediation Protocol for the Gauteng Division and indicate whether the matter was resolved, partially resolved, or unresolved, without disclosing any confidential content of the discussions.

9. Governing Law

This Mediation Agreement, and the mediation conducted in terms hereof, shall be governed by the laws of the Republic of South Africa, unless the Parties expressly agree in writing to the application of the law of another specific jurisdiction. Any such agreement shall be recorded in writing and form part of this Agreement.

10. Entire Agreement

This Agreement, including all annexures attached hereto, constitutes the entire understanding and agreement between the Parties with respect to the mediation process. It supersedes all prior negotiations, communications, agreements, or understandings, whether oral or written, relating to the subject matter herein. No amendment or modification of this Agreement shall be valid or binding unless made in writing and signed by all Parties.

11. Signatures

Signed at _____ on this _____ day of _____, 20____

Party A:

Signature: _____

Name: _____

Capacity: _____

Party B:

Signature: _____

Name: _____

Capacity: _____

Mediator:

Signature: _____

Name: DEBBIE THEODORELLIS

ANNEXURE A: MEDIATOR'S DECLARATION OF INDEPENDENCE AND IMPARTIALITY

I, DEBBIE THEODORELLIS, hereby declare that:

1. I am independent and impartial with respect to all Parties involved and the subject matter of the dispute submitted for mediation under this Agreement.
2. I have made full disclosure of any past, present, or potential circumstances, relationships, or interests that may reasonably give rise to justifiable doubts regarding my independence or impartiality. I undertake to disclose promptly any such circumstances should they arise during the course of the mediation.
3. I shall conduct the mediation proceedings with the utmost fairness, neutrality, and procedural integrity, in accordance with the applicable rules and ethical standards.

Signed: _____

Date: _____

Advocate Debbie Theodorellis

ANNEXURE B: CONFIDENTIALITY UNDERTAKING

Each Party, including their respective representatives, agents, and the Mediator, hereby agree and undertake as follows:

1. To maintain the strict confidentiality of all information, whether communicated orally, in writing, or by any other means, disclosed during the mediation process, except where disclosure is required by law or is otherwise expressly agreed in writing by all Parties.
2. Not to rely upon, submit, or introduce into any judicial, arbitral, or other dispute resolution proceeding any documents, communications, statements, admissions, or offers made during the mediation, whether written or oral, for any purpose.
3. Not to subpoena, compel, or require the Mediator to provide testimony, produce records, notes, or any other documents or materials arising from or related to the mediation proceedings in any court, tribunal, or arbitration, except where such disclosure is mandated by applicable law and no other means of obtaining such evidence exist.

Acknowledged and agreed:

Party A: _____

Party B: _____

Mediator: _____