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| --- | --- |
| 1. **NAME** of the resource / tool
 | **BSL Code of Conduct\_Attachment B\_Sample Mediation Panel Recommendations** |
| 1. **WHAT** is the purpose of the resource / tool?
 | This template was created to help the group facilitator or leaders (chairs) issue a written mediation panel recommendation to the individual that triggered the process.  |
| 1. **WHO** developed the resource / tool? (If it was adapted from an existing document, please include a citation for the original source.)
 | Capacity Builder Araceli Simeon developed this tool based on Disruptive Parent Letters that California school districts issue to parents. |
| 1. **HOW** should the resource / tool be used?
2. *What circumstances are ideal/appropriate?*
3. *By whom and when?*
4. *Is a particular skill set or special preparation needed?*
 | 1. Adapt this template with the specific information from the situation and individual that triggered a written warning or decision related to the code of conduct. If Attachment A was filled out, it would have information that may be included in this form. Having said that, the template can be modified to add or delete language as necessary.
2. The group facilitator and/or leaders (chairs) that are responsible for upholding the code of conduct, may use this template when issuing a written warning or mediation panel decision.
3. No special training but it requires coordination with others.
* Ensure the adapted template is proofread before finalizing the document to ensure the language is clear, professional and tone is aligned with the rest of the document.
* Issuing the final memo also requires coordination with everyone expected to enforce the decision. The team may need to coordinate:

- who is informing the party- practice giving the feedback - think through what will be said to the rest of the members (specific details should not be given to everyone).  |
| 1. **WHY** is this resource being recommended? (What makes is especially effective or useful for community-based work?)
 | It provides group facilitators and leaders (chairs) assistance in writing this type of technical documents that are usually written in work places by human resources specialists or lawyers. The language is supposed to be professional and objective, lay out facts, and rationale for decision while the tone is supposed to be compassionate but firm.  |

**Date**:

**From: Mediation Panel**

List of members

**To:** Name of Member

**Re:** Mediation Panel’s Resolution to Address Incidents

Dear Member:

On [date] you signed a code of conduct (attached) where you promised to adhere to the values, rules, standards and behaviors in Best Start SELA. However, it was brought to our attention that your behavior has not been consistent with our code of conduct.

**Timeline of Incidents** (provide brief description of what happened in each incident)

|  |  |
| --- | --- |
| Date(s) | Incident(s) |
|  |  |
|  |  |

**Warnings:**

How many verbal or written warning have been given? Provide dates and names of people that gave the warning and agreements in those meetings.

**Actions Taken to Resolve the Problems:**

Example, if it was agreed upon to participate in conflict resolution training, share if the member participated or completed the training.

**Mediation Panel:**

A mediation panel met on [date(s)] to discuss the situation, hear from you and others to understand what is triggering the behavior, and recommend the following actions: [Options]

* **Take a break**. Do not attend anymore Best Start SELA meetings (i.e. Guidance Body, Committees, Community Partnership, events etc..) effective [from date to date].
* **Revoking Guidance Body Membership**. Your actions do not represent the values we seek in leaders; therefore, you have lost this privilege.
* **Process to Re-Establish Membership**. If you are interested in re-establishing membership, you can request a meeting with [RN official] after [date] to return to the meetings. [Official] may be reached via email at [ ] or via phone at [ ]. Returning is possible if you are willing to adhere to the code of conduct. The return, if granted, will be conditional on your behavior. Should you return to meetings before [date], your suspension will be extended or become permanent.
* **List of referrals.** Here is a list of organizations Best Start SELA works with should you be interested in any of their services.
* **Training:** We recommend communication conflict resolution training. Please contact [person] to schedule the training.

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**Statement of Understanding:**

I, [name of member], have read this document. I received a copy of this document. Last, I agree to the resolutions outlined above.

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**Notes or Comments from Mediation Panel:**