**ASMCF Mentorship Scheme Mediation Policy**

ASMCF are able to intervene as a third party/ mediator if a mentorship relationship breaks down. Mediation is a form of conflict resolution that allows mentor and mentee to have a meeting with an impartial representative from the ASMCF Senior Executive Committee, in order to clarify their concerns and to explore options for resolution. ASMCF actively encourages mentor and mentee to have a meeting together to discuss how they could move forward productively and harmoniously together first, before they request the intervention of ASMCF. If attempts at independent resolution have failed, or in the case of serious concerns relating to grievances, bullying and harassment, mediation with an ASMCF Senior Executive Committee Member can be an effective way of handling the situation.

The mediation session is a zoom meeting between the mentor and mentee with a member of the ASCMF Senior Executive Committee that normally lasts 60 minutes. The aim is to identify the key issues of concern and the options for moving forward. Each issue will be discussed and the options for moving forward reviewed for suitability, before a plan for the future of the mentorship partnership is agreed. Mediation does not always result in resolution, and it may be in the mentor and mentee’s best interests to end the mentorship partnership earlier than anticipated.

The following principles apply to the ASMCF Mentorship Scheme Mediation Policy:

* **Consent**- Both parties (mentor and mentee) must agree that mediation is appropriate and email the Membership Secretary \_\_\_ at (email address) to inform ASMCF that would like to participate in the mediation process.
* **Confidentiality-** All information about mediation, including minutes of the meeting, outcomes, and emails exchanged, will be retained by ASMCF in accordance with GDPR policy and procedure.
* **Commitment**. ASMCF is a supportive research network and therefore any junior and senior colleagues who have agreed to mediate will be expected to participate positively in the process, including working constructively with the other party and adopting a solution-oriented mindset.