

# WORKPLACE CONFLICT RESOLUTION AGREEMENT

*Mediation & Mutual Commitment to Resolution*

This Workplace Conflict Resolution Agreement ("Agreement") is entered into voluntarily by the parties identified below, facilitated by a designated mediator, with the support of Human Resources. The purpose of this Agreement is to resolve the workplace conflict identified herein in a fair, respectful, and constructive manner, and to establish a framework for a positive working relationship going forward.

## 1. Parties to the Agreement

<b>Agreement Date</b>	_____
<b>Mediator Name</b>	_____
<b>HR Representative</b>	_____

EMPLOYEE A	EMPLOYEE B
Full Name: _____	Full Name: _____
Job Title: _____	Job Title: _____

## 2. Purpose

This agreement reflects the commitments made during our workplace conflict resolution session to

*(for example, improve day-to-day working interactions, communication, job performance effectiveness etc.)*

## 3. Shared Goal

We agree that the goal moving forward is to \_\_\_\_\_

*(for example, add forward-looking intentions from both parties)*

## 4. Agreed Actions & Commitments

### 4.1 Commitments by \_\_\_\_\_ (insert name of Employee A)

Employee A agrees to the following specific actions and behavioral changes:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**4.2 Commitments by \_\_\_\_\_ (insert name of Employee B)**

Employee B agrees to the following specific actions and behavioral changes:

- 4. \_\_\_\_\_
- 5. \_\_\_\_\_
- 6. \_\_\_\_\_

**4.3 Joint Commitments**

Both parties jointly agree to:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

*(examples include weekly meetings on Fridays at 1:30 pm to improve communication; openly communicate concerns directly and professionally before escalating issues to HR; use tracking tool for assignment of new projects to ensure more balanced workloads, etc.)*

**5. Follow-Up & Monitoring**

<b>Follow-Up Meeting Date</b>	_____
<b>Follow-Up Conducted By</b>	_____
<b>Review Period</b>	_____ (e.g., 30 / 60 / 90 days)
<b>Additional Support Offered</b>	_____

**6. Consequences of Non-Compliance**

Both parties understand that failure to uphold the terms of this Agreement may result in escalation to formal disciplinary procedures in accordance with company policy, additional mediation or conflict resolution sessions as determined by HR, further investigation and appropriate corrective action, up to and including termination of employment, in cases of serious or repeated violations. Nothing in this Agreement limits the organization’s right to take independent disciplinary action for any workplace policy violation.

**7. Acknowledgment & Signatures**

By signing below, each party confirms that they have participated voluntarily, understand the terms of this Agreement, and commit to upholding their respective obligations in good faith.

Employee A Signature		Employee B Signature