**ADDENDUM FOR ON-LINE MEDIATION**

In addition to the terms set forth in the Agreement to Mediate, by signing below, you understand the terms of this Addendum for On-line Mediation, and you agree to them.

1. In this mediation, WebEx will be used as the On-line Platform, (“OP”). The mediator has reviewed and tested the OP and is comfortable using the OP for purposes of this mediation. The mediation participants agree that they will use this OP, and should they have a problem with the OP during the mediation, they will raise any questions or concerns to the mediator. If needed, all mediation participants agree to utilize voice conferencing by telephone as a substitute for the OP.
2. The mediation participants understand that because on-line applications will be used during this mediation, complete security of information may not be ensured. The Minnesota Department of Human Rights, (“MDHR”) has reviewed the security protocols of the OP and is making this OP available for today’s mediation. The state of Minnesota and the mediator make no representation that this OP is secure. The MDHR and the mediator have taken reasonable measures to ensure a secure mediation, however, risks including but not limited to: data breach, illicit recording, or unknown parties attending the mediation, exist. Neither the MDHR nor the mediator can guarantee the security or privacy of the OP. The mediation participants understand and accept these risks.
3. No mediation participant shall make any recording of this mediation or share information exchanged during this mediation with any unauthorized parties. The mediation participants shall protect the information shared during this mediation from being viewed or used by anyone, not a party to this agreement.
4. The mediation participants agree this mediation is confidential. The mediation participants shall take reasonable steps to ensure that they are in a secure and private environment The mediation participants shall disclose the presence of any other persons present in the room, or with whom they are communicating remotely during the mediation.
5. The mediator shall show no bias toward any mediation participant concerning their comfort or familiarity with the OP and process used during this mediation. The mediator shall maintain neutrality and communicate with both parties in a neutral manner. If either mediation participant has any concerns with the use of the OP during this mediation, they will discuss these concerns with the mediator.

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Charging Party’s Signature Charging Party’s Representative

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Respondent’s Signature Respondent’s Representative

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Mediator’s Signature Date