

[Mediator]: Thank you both for coming today. Our goal is to ensure that everyone feels comfortable and safe at work. Let's discuss the issue you raised and explore a solution together.

[Complainee]: I have felt uncomfortable because of certain comments and actions in the workplace. It's affecting my work and peace of mind.

[Respondent]: I wasn't aware that my behavior was causing discomfort. I apologize and am open to changing to create a better environment.

[Mediator]: It's great to hear a willingness to change. Let's identify specific actions to prevent this situation from happening again and ensure a respectful atmosphere for all.

[Complainee]: I appreciate the apology and would like to focus on maintaining professional interactions and clear boundaries.

[Mediator]: Excellent. We'll create an action plan that includes regular check-ins and communication training. Does that sound good to both of you?

[Complainee & Respondent]: Yes, thank you.

[Mediator]: Great. Let's move forward with mutual respect and cooperation. Thank you both for addressing this issue constructively.