



# ALTERNATIVE DISPUTE RESOLUTION

For information  
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The use of Alternative Dispute Resolution is encouraged and is effective in resolving workplace disputes. Division Newport's Program is based on the core principles of fairness, flexibility, training, and evaluation.

FOR  
EQUAL  
EMPLOYMENT  
OPPORTUNITY  
COMPLAINTS

## What is ADR?

Alternative Dispute Resolution (ADR) is an alternate avenue, in lieu of litigation or administrative proceedings, for resolving workplace issues alleging discrimination based on race, color, religion, sex, national origin, age, disability, or reprisal for prior EEO activity.

## ADR at Division Newport

- Available at all stages of an EEO complaint, including pre-complaint.
- Participation in ADR is voluntary for the aggrieved party and management.
- The technique used at Division Newport is mediation.

## ADR is available to:

- Applicants
- Employees
- Former employees
- Managers & Supervisors

## Benefits of using ADR:

- Confidential - no written record of the discussions are maintained. Mediators and participants keep the discussion confidential
- Opportunity for early resolution
- Improves working relationships and communications
- No determination of fault or blame
- Parties maintain considerable control over process and decide their own outcome
- Opportunity to provide a just and equitable outcome
- Restores productivity and mission effectiveness
- Less expensive

## What happens during a mediation session?

A mediator, who is a trained neutral third party, facilitates a discussion between the aggrieved party and an appropriate management official. The mediator identifies the issues, parties can further explain their concerns, and options for resolution are discussed. Mediators do not have decision-making authority. All parties have the right to representation and to hold individual caucuses. When the parties reach a mutually agreeable resolution, the terms of the agreement are documented in writing.

If resolution is not achieved during ADR the aggrieved party has the right to proceed in the traditional EEO complaint process. Neither party waives any rights by participating in mediation.

## ADR Program Guidelines

- SECNAVINST 5800.13 “Alternative Dispute Resolution”
- Administrative Dispute Resolution Act of 1996
- 29 Code of Federal Regulations 1614
- DoD Directive 5145.5 “Alternative Dispute Resolution”

To learn more about ADR please visit [www.adr.navy.mil](http://www.adr.navy.mil)