

**SINGAPORE MEDIATION CENTRE
MEDIATION PROCEDURE RULES**

CODE OF CONDUCT

This Code of Conduct (“**Code**”) applies to every person who is appointed by SMC to act as a Mediator in any Mediation.

1. Acceptance of Appointment

- 1.1 A person shall not accept any appointment to act as Mediator unless he is reasonably satisfied that he is able to conduct the Mediation competently, expeditiously and impartially.

2. Impartiality

- 2.1 The Mediator shall be independent, impartial and fair to the Parties. He shall not accept any appointment if he has a financial interest (direct or indirect) in any of the Parties or the outcome of the Mediation or the dispute between the Parties. He shall disclose all circumstances which may lead to the impression that he may not be independent, impartial or fair.
- 2.2 When in doubt, the Mediator shall refer the matter to SMC.

3. The Mediation Procedure

- 3.1 The Mediator shall act in accordance with the SMC Mediation Procedure Rules.

4. Confidentiality

- 4.1 Any document or information supplied for or disclosed in the course of the Mediation shall be kept confidential.
- 4.2 The Mediator shall not act for any of the Parties subsequently in any matter related to or arising out of the subject matter of the Mediation without the written consent of all the Parties.

5. Withdrawal

- 5.1 The Mediator shall withdraw from the Mediation and immediately inform SMC of such withdrawal:
- (a) when he realises that he has committed a breach of the Rules or this Code;
 - (b) if there is a request to do so in writing by any of the Parties; or
 - (c) when he is required by any of the Parties to do anything in breach of this Code or the Rules and the Mediator is unable to proceed with the Mediation without acceding to such request.

6. Fees

- 6.1 As remuneration for acting as Mediator, the Mediator shall only be entitled to his fees and expenses in accordance with the terms of his appointment by SMC and shall

receive such fees and expenses directly and only from SMC. He shall not enter into any private arrangement with any of the Parties for the payment of fees or other remuneration, or otherwise to obtain any benefit from acting as Mediator in the Mediation.

7. Disciplinary Rules for Mediators

- 7.1 This Code shall be read in conjunction with the SMC Disciplinary Rules for Mediators ("**Disciplinary Rules**"). The Parties and the Mediator accept and agree to abide by the terms of this Code and the Disciplinary Rules.

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