

PARTICIPATION OF ADVISORS IN A RESOLUTION PROCESS

All Parties involved in the Employment Complaint Resolution process are entitled to an Advisor of their choosing to guide and accompany them throughout the Employment process. Advisors may be a friend, mentor, family member, attorney, or any other person who is available. Parties may choose Advisors from inside or outside the campus community. Outside Advisors may seek role clarification from the Chief Human Resources Officer (CHRO).

Parties are entitled to be accompanied by an Advisor in all meetings and interviews in which the parties are entitled to be present. Advisors should help their advisees prepare for each meeting, and are expected to advise ethically, with integrity, and in good faith.

All Advisors are subject to the same procedures, whether or not they are attorneys. Advisors may not present on behalf of the Parties in a meeting. Advisors may confer quietly with their Party as necessary, as long as they do not disrupt the process. For longer or more involved discussions, Parties and their Advisors should ask for breaks or step out of meetings to allow for private conversation.

Advisors are expected to refrain from interference with the process. Advisors who step out of their role during any part of the process will receive one warning. If there is a continued disruption or failure to respect the limits of the role, Advisors will be asked to leave the meeting or interview or withdraw as an Advisor.

Advisors will make every effort to adjust their schedule to allow them to attend meetings when scheduled. GSW does not typically change scheduled meetings to accommodate the Advisor's inability to attend. GSW will, however, make provisions to allow Advisors who cannot attend in person to attend a meeting by telephone, video, and/or virtual meeting technologies as may be convenient and available.

A party may elect to change Advisors during the process, and is not committed to using the same Advisor throughout.

Parties should make every effort to advise the CHRO of the identity of their Advisor at least two (2) business days before the date of their first day of the process. Parties must provide subsequent timely notice to GSW if they change Advisors at any time.

Employment Advisor Obligation Affirmation and Acknowledgement:

- Complainants and Respondents have the right to have an Advisor accompany them at all stages of the resolution process;
- An Advisor may not advocate for a party like an attorney would in court. In other words, the Advisor does not serve as an advocate or representative of a party and may not be actively involved in any of the proceedings;
- A different Advisor may be used at various stages in the process;

- An Advisor must keep confidential the information shared during meetings and throughout the resolution process;
- As needed to protect the process, GSW reserves the right to excuse from any meeting or other proceeding an Advisor who is disruptive or who does not adhere to the limitations outlined in this form;
- GSW policy prohibits retaliation against any individuals filing a complaint of this nature or participating in the investigation of the complaint. As an Advisor, you may not retaliate against any person participating in this process. If you feel you are retaliated against for your participation, please contact the Human Resources Director at kimberly.carter@gsw.edu or 229-931-2026.

By signing this form, you acknowledge that you have read this form and understand your rights and obligations as an Advisor. You acknowledge that you do not have any conflict of interest with this Party.

Printed Name

Serving as Advisor for:

Signature

Date