

**ALTERNATIVE DISPUTE RESOLUTION (ADR)
REFERRAL FORM
STRICTLY CONFIDENTIAL**

Should you have any queries with regard to completing this form, please contact the HRD Managers, Busisiwe Ramabodu on X7831, email address ramabodu@ukzn.ac.za or Tshamani Mathebula on X3303, email address mathebula@ukzn.ac.za

It is preferable if you completed this form, printed and then submitted.

1) DETAILS OF PARTY REFERRING THE DISPUTE:

Name:		
Faculty/Division:		
Telephone:	Ext.:	Cell:
E-Mail Address:		
Physical Address at UKZN:		

2) DETAILS OF THE OTHER PARTY (PARTIES)

Name:		
Faculty/Division:		
Telephone:	Ext.	Cell:
E-Mail Address:		
Physical Address at UKZN:		

NATURE OF DISPUTE:

(Provide sufficient details and attach any relevant documents)

YES/NO. IF YES PROVIDE DETAILS INCLUDING HOW IT WAS RESOLVED. (Furnish relevant documents)

DO YOU CONSENT TO ADR PROCESSES (IF THEY CAN BE APPLIED TO THIS DISPUTE)? YES/NO. IF NO PLEASE PROVIDE REASONS

WHAT OUTCOME ARE YOU SEEKING?

SIGNATURE OF PARTY REFERRING THE DISPUTE

.....

DATE

.....

Notes:

- 1. Please initial all pages

FOR OFFICE USE ONLY:

DATE FORM RECEIVED BY HRD UNIT	
ASSESSMENT ATTACHED (Y/N)	
DATE ASSESSMENT MADE BY HRD UNIT	
DATE REFERRED BACK TO HR STRATEGIC PARTNER UNIT (ADR NOTSUITABLE)	
IF APPLICABLE, MANNER IN WHICH THE OTHER PARTY WAS INFORMED OF THE ASSESSMENT	
IF APPLICABLE, DATE ON WHICH THE OTHER PARTY WAS INFORMED OF THE ASSESSMENT	
DO BOTH PARTIES CONSENT TO ADR? Y/N	
IF NO, DATE REFERRED BACK TO HR STRATEGIC PARTNER (EITHER PARTY DOES NOT CONSENT)	
IF YES, DATE(S) ON WHICH ADR PROCESS APPLIED	
NAME OF HRD MANAGER	
OUTCOME OF ADR PROCESS	
DATE OF NOTIFICATION OF OUTCOME TO HR STRATEGIC PARTNER	