



Template: Cost of Harassment and Retaliation Ledger

Document Everything!

Dealing with, managing and processing harassment is costly to YOU. Use this template to document the costs and impacts of harassment, discrimination or retaliation. Include costs with a monetary value as impacts that don't have a specific monetary value.



TIPS & BEST PRACTICES:

- Get a notebook or online journal to keep all information in one place, easily accessible.
- Keep your record on a non-work device, like a cloud-based file.
- Forward all relevant email communication to your personal email. BCC yourself on your email communications.
- For more templates see our Resources Page [HERE](#).
- Example of information to include follows template.



Template: Costs and Impacts of Harassment Ledger, EXAMPLE:

Date:	Action	Cost / Impact:
01/01/2020	Therapist due to anxiety at work	\$100
01/01/2020	Babysitter for time at therapist	\$25
01/02/2020	Took sick day to avoid harassment by John in meeting	1 sick day
01/03/2020	Declined invitation to networking dinner with client and boss, because John will be in attendance	Impact: Missed client opportunity
01/04/2020	Declined opportunity with client, that would put me in line for a bonus and possible promotion, because John is on client team	Impact: Declined KEY opportunity with loss of greater bonus / promotion
01/05/2020	Declined working with John's team	Impact: passed over for promotion
01/06/2020	Retaliation due to reporting: Put on night shift in spite of seniority.	Impact: complete change of schedule
01/06/2020	Babysitter for night shift 3 nights (\$60 per night)	\$180
01/07/2020	Consulted attorney on case for discrimination for 1 hour. Confirmed I had a case. Advised on next steps	\$350
01/07/2020	Babysitter for 1 hour for meeting with attorney (1 hour 30 min w/transport time.)	\$40
01/08/2020	Attorney review of settlement case and provided counter settlement offer in writing	\$750