

Harassment Costs Ledger



Template

Dealing with, managing, and processing harassment is costly to YOU. Use this template to document harassment, discrimination, and retaliation costs and impacts.



Tips and Best Practices:

- Start a journal. Use a notebook or online journal to keep all information in one place, and easily accessible.
- If you are using a physical journal, create an INDEX to find information quickly (get more info about indexing [HERE](#)).
- If you are using a digital journal, use keywords so you can find information quickly.
- Keep your record on a **non-work** device. Save your documentation to a non-work cloud file (Google Drive, Dropbox, etc).
- Forward all relevant email communication to your personal email. BCC yourself on your email communications.
- For more templates see our Resources Page [HERE](#).
- An example of how to use this template is included below.

*Document
Everything!*

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DATE RANGE: _____

DATE	ACTION	COST / IMPACT

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Example
DATE RANGE: _____

DATE	ACTION	COST / IMPACT
01/01	Therapy due to anxiety at work	\$100
01/01	Babysitter while at therapy	\$25
01/02	Took sick day to avoid meeting where John would be present to avoid harassment/comments	1 sick day
01/03	Declined invitation to networking dinner with client and boss because John will be in attendance	Impact: Missed opportunity
01/04	Declined an opportunity with a client, that would put me in line for a bonus and possible promotion, because John is on client's team	Impact: Declined KEY opportunity with loss of greater bonus/possible promotion
01/05	Declined to work with John's team	Impact: passed over for promotion
01/06	My shift changed to evenings, and Jane, who just started took over my shift. asked why, when I have more seniority, but received no answer.	Shift change without warning or explanation - need to find babysitter.
01/10	Babysitter for the night shift 3 nights (\$60 per night)	\$180
01/12	Consulted attorney. Confirmed I had a case. Advised on next steps	\$350
01/12	Babysitter for meeting with my attorney (1 hour 30 min w/transport time.)	\$40