

Reporting Documentation: Discrimination, Harassment & Retaliation



Template

When you report discrimination, harassment, and retaliation, use this template to document the reporting process, reactions, next steps and follow-up information.

It is important to record all the details as you remember them. If you haven't documented past events, do it now.



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](#).

Document
Everything!

Harassment & Discrimination Incident Documentation



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Reporting Date:

Meeting Time:

Reported To: (Name, Title, Department)

Meeting Location:

What I reported:

Company response to complaint:

Expectations and requirements I communicated:

Company response/commitment to my expectations and requirements

Harassment & Discrimination Incident Documentation Cont.



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Reporting Date:

Additional Questions

Next Steps, Action Items, Due Dates

Additional Notes:

Resolution and/or Result of Reporting:

Has this incident been addressed and resolved to your satisfaction?

 Yes No

Follow-Up / Cross Reference:

Is there a follow-up incident, conversation, or resolution to this incident?

 Yes No

Follow-up Date:

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