

Bullying and Harassment incident notes

Date _____ Time _____ Location _____

The incident

What happened?	
Particular comments/ language used	
Who was involved?	
Who else saw what happened?	
How did the incident make you feel?	
Did you need any medical attention?	

Actions after the incident

What did you do?	
What will happen now?	
Who will do it?	
When will it be done by?	
How will I know when it's done?	

Keep a series of these in a log, if the incidents keep occurring.