

# Template for documenting incidents of workplace bullying, harassment and/or discrimination

Please refer to the [SA Health Policies on Respectful Behaviour and Prevention and Management of Workplace Bullying and Harassment Policy Directives](#).

The template below is an example of how an employee could document workplace bullying, harassment and/or discrimination. It is not intended to be used in the formal complaints process, rather a document to assist employees to record the facts of any incidents.

Your name:
Date, time and location of incident/s:
Names of alleged perpetrator/s:
Name/s and contact details of witness/es <b>Seek permission from witness prior to recording name/s and contact details.</b>

## Personal Statement

**Describe the bullying and harassment incident in detail. Include details about:**

- **behaviour/s**
- **word/s used**
- **tone**
- **actions of the alleged perpetrator.**

**Actions taken by me:**

**Describe what actions you took at the time of the incident.**

**Impact on me:**

**Describe how this incident has impacted on you e.g. humiliated, intimidated, affected mental health.**

Evidence attached:

**Attach any supporting documents such as emails, social media posts or handwritten notes and list them in the space below.**

Signature: .....

Date: .....