

Workplace Bullying Documentation Template

Instructions for Use:

- Fill out this template as soon as possible after each incident to ensure accuracy and detail.
- Maintain professionalism and objectivity in your descriptions.
- Keep all documentation in a secure and confidential place.
- Regularly update the document with any new incidents or developments.
- This template serves as a comprehensive record of each bullying incident, providing a clear timeline and details that can be critical for any formal complaints or interventions.

Employee (your) Information:

Name:

Position:

Department:

Incident Details:

Date and Time of Incident:

Date: [DD/MM/YYYY]

Time: [HH:MM]

Location of Incident:

[Specify the location where the bullying occurred]

Description of the Incident:

[Provide a detailed account of the incident. Describe the actions or behaviors that constituted bullying, including any verbal or non-verbal conduct. Be as specific as possible.]

Witness(es) (if any):

Name(s):

Position(s):

Contact Information:

Impact of the Incident:

[Describe how the incident affected your work performance, emotional and mental health, or any other aspects of your professional life.]

Previous Incidents:

[Note if there have been previous similar incidents with dates and brief descriptions if not already documented separately.]

Action Taken (if any):

[Detail any steps you have taken so far, such as speaking to the bully, reaching out to HR, etc.]

Additional Notes:

[Any other relevant information or observations]

Attachments:

[Include any relevant attachments such as emails, text messages, or pictures]

Employee Signature:

[Your Signature]

Date: [DD/MM/YYYY]

Supervisor/HR Acknowledgement (if already reported/ Or When You Submitted It):

Name:

Position:

Signature:

Date: [DD/MM/YYYY]