

Bullying, Harassment, Discrimination and/or Victimisation policy and procedure – Appendix 8

CONFIDENTIAL - Written Record of Events	
<p>This form is to be used as part of the Informal Procedure. It is not mandatory but can be completed by the employee experiencing harassment and/or bullying, in liaison with their line manager, trade union representative or support officer, to help clarify the nature of the complaint and to keep a record for potential future action.</p> <p><i>(If appropriate, use a separate form to record each incident of harassment/bullying)</i></p>	
1. Name of person causing offence:	
2. Directorate and Service Area:	
3. Date of incident:	
4. Time of incident:	
5. Place:	

<p>6. An outline of what took place:</p>	
<p>7. Names of other staff who witnessed the offending behaviour:</p>	
<p>8. If you (or your Support Officer) choose not to discuss this incident with the person causing offence, please record below your reasons for not doing so. (This will be helpful if the harassment/bullying continues and further action is needed).</p>	
<p>Name:</p> <p>Signed:</p> <p>Directorate:</p> <p>Service Area:</p> <p>Date :</p>	