

SEXUAL HARASSMENT INCIDENT LOG FORM

Our advice to members and witnesses is to keep a record of complaints as soon as they arise.

Keeping a written log will assist you in tracking important details and dates so that you can effectively form a complaint of sexual harassment to your employer, make a complaint to a third party (where warranted) or offer appropriate assistance should you be a witness to the incident(s).

We have developed the following template so that you can document what happened with the relevant information including the dates, times, locations, details of any incidents, if there were any witnesses or any supporting documentation.

It can also be helpful to write down how the incident made you feel at the time and what effect it had on you.

You can use a separate sheet of paper for further elaboration or photocopy the template on the next page for each separate allegation. You can also download the template from our website.

SEXUAL HARASSMENT INCIDENT LOG FORM

Date of Incident:	
Time:	
Location:	
Name of person(s) complained of:	
Detail of Incident (e.g. offensive comment(s)/conversation(s), looking/leering, sexual contact incl. touching, inappropriate messages at work via Email, FB, WhatsApp, X, BlueSky, Instagram etc.). Please provide as much detail as possible:	
Names of any witnesses. (They are those that you asked to make a log of the inappropriate behaviour/ incident)	
List of any supporting evidence (e.g. e-mails, text messages, CCTV or other documentation):	
What did you say and/or do following the incident? Did you report the incident or talk to anyone about it?	
What effect did the incident have on you (i) at the time? (ii) afterwards?	

NOTES

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

NOTES

This image shows a full page of white paper with horizontal grey ruling lines. The lines are evenly spaced and run across the width of the page, providing a template for handwriting practice or general writing. There are no margins, text, or other markings on the page.