

BUILD A CLEAR RECORD

Harassment Documentation Log

A dated, factual record is one of the strongest things you can have. Use this log to write down each incident, who saw it, and how you reported it.



How to use this log

- Write it down as soon as you can, while the details are fresh.
- Stick to facts: what was said or done, the exact words if possible, date, time, and place.
- Note any witnesses and whether you reported it (to whom, and how).
- Keep this log somewhere private — not on a work device or work account.

Incident 1

Date	Time	Place
What happened (facts, exact words if you can)		

Witnesses	Did you report it? To whom / how?

Incident 2

Date	Time	Place
What happened (facts, exact words if you can)		
Witnesses		Did you report it? To whom / how?

Incident 3

Date	Time	Place
What happened (facts, exact words if you can)		
Witnesses	Did you report it? To whom / how?	

Severe or pervasive harassment because of a protected trait — including sexual harassment — may be illegal. This log helps; it is not legal advice. A licensed attorney can tell you what your record may mean and what deadlines apply.

Next step: get matched, free, with a licensed employment attorney at workrightmatch.com/get-matched/.