Incident Reporting Form: Bullying and Harassment

|  |  |
| --- | --- |
| Name (person reporting) |  |
| Contact number |  |
| Work section |  |
| Date of incident/s |  |
| What happened? | (Describe incident/s and/or behaviour/s) |
|  |
|  |
|  |
|  |
|  |
|  |
| Was physical force or threats to use physical force involved? | Please describe: |
|  |
|  |
|  |
|  |
|  |
| Did this happen to you or to someone else? |  |
|  |
| Was anyone else involved? | If so, who? |
|  |
| Were there any witnesses? | If so, who? |
|  |
| How often has this happened? |  |
|  |
| Describe what happened immediately before the incident? |  |
|  |
|  |
| Was any action taken at the time? | If yes, explain: |
|  |

*Example interview record for bullying and violence from inside the workplace*

# **EMPLOYEE DETAILS**

|  |  |
| --- | --- |
| Name: |  |
| Position: |  |
| Work location: |  |
| Contact number: |  |
| Date and time of interview: |  |
| Interviewer: |  |
| Contact number: |  |

I have read this document and agree this summary is a true and accurate record of my interview.

|  |  |
| --- | --- |
| Signature: | Date: |
| Witness present: |  |

**SUMMARY OF INCIDENT DETAILS**

|  |  |
| --- | --- |
| Brief summary of incident/s and facts presented to interviewee: |  |
|  |
|  |
| Response by interviewee to information provided: |  |
|  |
| Background information additional to incident/s |  |
|  |
| Was any disciplinary action taken after the incident/s? |  |
|  |
| What effect has the incident had on the interviewee? |  |
|  |
| Has the type of incident occurred before or since? |  |
|  |
| What action is being sought by the interviewee? |  |
|  |