

BULLYING & HARASSMENT DOCUMENTATION

TEMPLATE

FOR LOCAL/LRO USE ONLY



Name:

Local:

Employer:

Unit/Office/Program:

STEPS TAKEN OR INTERESTED IN

PLEASE NOTE: At this point, we do not advise the member to take any of these steps. Instead, get a full picture of any steps the member has already taken or may be interested in to assist us in providing the best information about options.

Communicated with the harasser(s)? Taken Interested **Details (Who/What/When and if any further action was taken):**

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Communicated with the manager? Taken Interested **Details (Who/What/When and if any further action was taken):**

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Communicated with HR? Taken Interested **Details (Who/What/When and if any further action was taken):**

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Communicated with co-worker(s)? Taken Interested **Details (Who/What/When and if any further action was taken):**

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Communicated with your union? Taken Interested **Details (Who/What/When and if any further action was taken):**

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Reached out to EAP or your physician? Taken Interested **Details (Who/What/When and if any further action was taken):**

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Filed a complaint with the employer? Taken Interested **Details (Who/What/When and if any further action was taken):**

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Any other steps taken? Taken Interested **Details (Who/What/When and if any further action was taken):**

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