

## Intimidation & Bullying Tracker

*This form is used to contemporaneously document bullying within 12 hours after the incident*

### Biographical Information

Date:	Time:
Name:	Position:
Phone:	Email:

### Incident Details

Location of Incident:	
Date of Incident:	Time of Incident:
Description of Incident:	

### Information of Person Engaged in Bullying

Name:	Position:
Phone:	Email:

### Check Appropriate Boxes

- |  |  |
|--|--|
| <input type="checkbox"/> Person is your supervisor | <input type="checkbox"/> Person attempted to recruit you to bully someone else |
| <input type="checkbox"/> Person is you co-worker   | <input type="checkbox"/> Person has engaged in prior incidents of bullying     |

### Person Present

Name:	Contact:
Name:	Contact:
Name:	Contact:

*Use this tracker to document incidents of bullying in the workplace. This is not a complaint form. This tracker is a tool to support any future complaints. Attach emails, photographs, and any other supporting documents to this form.*