Incident Report Template

DOCUMENTING YOUR CLAIMS

## ⁠—

Workplace harassment and discrimination are illegal. If you believe you are experiencing harassment, discrimination, or misconduct at work, it’s not your fault and you have options to address these issues. Our [**Guide to Working in Entertainment: Reporting Sexual Misconduct and Harassment**](https://timesupfoundation.org/wp-content/uploads/2019/12/TUF-Safety_Packet-Reporting-V3-20191222_FINAL.pdf) provides you with information about your rights, a list of resources to help build a system of support and, should you choose to report what happened to you, information about your options for reporting.

As a supplement to the Guide, this **Incident Report Template** is intended to help you preserve information and evidence that may help you if and when you decide to report what happened to you, or if you seek services or support. You can include the information and evidence in a report to your employer, an employer-provided or third-party reporting system, law enforcement, or the state or federal government. You can also reference it if you decide to seek counsel from an attorney or mental health professional. You should not prepare or save the prepared, or partially prepared form, on your employer-provided computer, or any computer that does not belong to you. You should also not email this form using your work email.

If you experienced trauma due to what happened to you, the act of documenting the details may be challenging. Please practice self-care when filling out this form. **Take breaks and be patient with yourself**. The act of documenting your story can be hard, even if you’re not sharing it with anyone yet.

If you need a lawyer, you can contact the TIME’S UP Legal Defense Fund, which may be able to facilitate a free legal consultation through its legal network.

202-319-3053

Online intake form is available on the [**TIME’S UP website**](https://timesupfoundation.org/work/#legal-defense).

###

### **Fill in the Incident Report Template provided below.**

Add pages if needed. Include as much or as little detail as you are comfortable with, but keep in mind that the more detail you include, the more helpful the document may be in the future. If you don’t remember something exactly, or can’t recall certain details, that’s okay. Write down what you remember. Take as much time as you need to answer the questions and to gather supporting evidence. However, remember that some decisions may be time-sensitive.

**Time-sensitive decisions include:**

* Filing certain types of lawsuits by or before mandated deadlines;
* Reporting to the state or federal government by or before mandated deadlines; and
* Collecting physical evidence of sexual assault.

Find more information on time-sensitive decisions in our [**Guide to Working in Entertainment: Reporting Sexual Misconduct and Harassment**](https://timesupfoundation.org/wp-content/uploads/2019/12/TUF-Safety_Packet-Reporting-V3-20191222_FINAL.pdf).

**Gather evidence that involves what happened, such as:**

* Materials such as pictures, voicemails, texts, notes, emails, cards, gifts, journal entries;
* Communication with third parties, including:
	+ company employees and vendors and others you work with,
	+ service professionals (such as medical and counseling appointment reminders, notes and records; for example, ER or doctor visits, therapist or counseling appointments, meetings with a spiritual advisor, etc.),
	+ police and law enforcement officers, and
	+ family and friends (do not assume that social media posts and in-app messages will be saved; consider saving screenshots of messages); and
* Any other documentation of any aspect of what happened.

Incident Report Template

**Your Name**:

**Today’s Date**:

**Your employer or the organization you were working with at the time of the incident(s)**:

**Person(s) who committed the act(s), their job title(s), their employer(s)**:

**Witnesses/others who were present, their job titles, and other information to help identify them.**

**Date and time or timeline of the incident(s):**If you can’t remember the exact date, try to determine the week, month, season or year. If you can’t remember the exact time, try to determine the general time of day such as lunch time, afternoon, early/late evening, etc. If there are multiple incidents and you know when they took place, consider creating a timeline. If the behavior was ongoing, write the time-frame. For example, June to September of 2016.

**Location details:**  Provide a specific address if you have it. Also describe the setting. For example, were you at an office, film set, conference room, bar, restaurant, online chat, or somewhere else? If you can’t remember where you were, describe what you can remember, such as the way the room looked or smelled.

**Situation Circumstances and Witnesses:** For example, were you in a meeting, at a conference, or working at your desk? Was it a one-on-one meeting, a group meeting, a video conference, or group happy hour? Who else observed the incident?

**Situation Details**: Describe what happened, what did each person (including you) say or do.

**Do you believe you were, or are, treated differently, such as being excluded** from work meetings or opportunities because of your race, color, religion, sex (including pregnancy, sexual orientation or gender), national origin, age (40 or over), disability, or genetic information, or other characteristic protected by applicable law? If yes, please explain why and provide details.

**Did someone make comments** about one or more of your characteristic(s) such as race, color, religion, sex (including pregnancy, sexual orientation or gender), national origin, age (40 or over), disability, or genetic information, or other characteristic protected by applicable law? If yes, explain why and provide details.

**Did a supervisor or person of authority ask or require you to submit to sexual advances** as a condition of employment, financial benefit, or career advancement? If yes, provide further details.

**Has the incident(s) changed the way you feel about being in your workplace?** **If yes, how so?**

Have you told anyone about the incident(s)? Update this list as you tell additional people.

Who have you told?

When did you tell them?

What form(s) of communication did you use? (For example, oral, visual, written or typed language and, if written or typed, what format(s)? Letter, text, email, messenger, other written communication, etc. Save copies of the written communications if you are able to access them.)

**Did you report the incident to your employer or someone in leadership at your place of work? If yes:**

Who did you report to?

What was the process you used to report?

What happened after you reported?

**Did your employer or anyone at your workplace treat you differently after you reported? If yes, explain how.**