

HARASSMENT DOCUMENTATION & INCIDENT LOG

A practical guide for documenting
workplace harassment safely

Protect your notes. Protect your timeline. Protect your rights.



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STOP. READ THIS FIRST.

Before you write anything, follow these 3 Golden Rules.

1

NEVER use a work device.

Do not download this file, save it, or type into it on a company computer, work email, or company-issued phone. Your employer has the right to monitor these devices and delete files.

Action: Print this out or save it to a personal, password-protected home computer as long as it is not prohibited by company policies.

2

Be careful with audio recordings.

It is tempting to record conversations, but many states and federal buildings have strict "Two-Party Consent" laws. Recording a supervisor without their permission could be a crime in some jurisdictions.

Action: Rely on written contemporaneous notes (this log) rather than secret recordings unless a lawyer advises you otherwise.

3

"Contemporaneous" is King.

In a "he-said, she-said" situation, a detailed log written on the day the event happened is often viewed by courts as more credible than a memory recalled months later.

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HOW TO USE THIS LOG

PRINT OR SAVE PRIVATELY

Use a personal, password-protected home computer or paper copy if permitted by company rules and guidelines. Do not store it on employer systems.

WRITE THE SAME DAY

Record each incident as soon as possible while details, exact words, and witness names are fresh.

SEPARATE FACTS FROM FEELINGS

Document what happened, then separately track anxiety, fear, humiliation, sleep loss, nausea, or panic symptoms - document with health care provider the emotional distress.

KEEP COPIES SAFE

If you later speak with counsel, bring this log and any related emails, texts, schedules, or performance records.

THE "IS IT HARASSMENT?" CHECKLIST

Use this checklist to validate your experience. Check anything that applies, then document specific incidents on the log pages that follow.

TYPE A QUID PRO QUO ("THIS FOR THAT")

- ☐ Did a supervisor offer a promotion, raise, or perk in exchange for a sexual favor?
- ☐ Did a supervisor threaten to fire, demote, or punish you for refusing a sexual advance?
- ☐ Was a "condition of employment" attached to a request for a date or sexual contact?

Document offer/threat, who said it, and when.

TYPE B HOSTILE WORK ENVIRONMENT

- ☐ **Unwanted Physical Contact:** Touching, leaning over, cornering, or blocking movements.
- ☐ **Verbal Comments:** Sexual jokes, comments on your body/appearance, or inquiries into your sex life.
- ☐ **Visuals:** Displaying suggestive images, emails, or gestures.
- ☐ **"The Tipping Point":** Is the conduct severe or pervasive enough at the federal level, or above petty slights or trivial inconveniences under lower state standards like New York's? Does it interfere with your ability to do your job?

Write down work, health, or safety effects.



VALIDATION IS ONLY STEP ONE

Checking a box does not prove a legal claim by itself. Your strongest tool is a clear, specific, contemporaneous log for every incident - no matter how small.

THE INCIDENT LOG (TEMPLATE)

Print multiple copies. Complete one entry for every specific incident, no matter how small.

INCIDENT # _____

Use one entry per incident

1. THE BASICS

Date: _____

Time: _____

Location: _____

(e.g., Breakroom, Zoom Call, My Office)

2. THE PLAYERS

Name of Harasser(s): _____

Witnesses: _____

Did anyone see it? Did anyone hear it? Did you tell a coworker immediately after? List them here.

3. THE DETAILS (BE SPECIFIC)

WHAT HAPPENED? DESCRIBE THE PHYSICAL ACTIONS OR GESTURES.

INCIDENT LOG: QUOTE & IMPACT

Exact words and immediate impact can matter as much as the incident description.

INCIDENT # _____

Continue the same incident entry from page 4

THE QUOTE (CRUCIAL): WRITE DOWN THE EXACT WORDS USED, VERBATIM, IF POSSIBLE.

4. THE IMPACT (MENTAL HEALTH TRACKER)

HOW DID YOU FEEL IMMEDIATELY AFTER? (ANXIOUS, SCARED, HUMILIATED, TRAPPED?)

PHYSICAL SYMPTOMS: (UNABLE TO SLEEP, NAUSEA, PANIC ATTACKS?)



Note: This information is vital for establishing damages for emotional distress.

THE RETALIATION TRACKER

It is illegal for an employer to punish you for rejecting advances or reporting harassment.

Use this page to track subtle changes in your treatment after the harassment started, after you rejected advances, or after you reported concerns.

SINCE THE HARASSMENT STARTED, HAVE YOU EXPERIENCED:

☐ **SUDDEN EXCLUSION**

Left off emails, meetings, or projects you used to lead.

☐ **SHIFT CHANGES**

Moved to a less desirable shift or location.

☐ **THE "PAPER TRAIL"**

Sudden negative performance reviews or nitpicking of work that was previously praised.

☐ **ISOLATION**

Supervisor or peers ignoring you or refusing to speak to you.

NOTES ON RETALIATION: DATES, PEOPLE INVOLVED, WITNESSES, AND WHAT CHANGED.

KNOW YOUR DEADLINE



Missing a deadline is the #1 reason valid cases are thrown out. Do not wait for an internal investigation to finish before protecting your legal deadlines.

ARE YOU A FEDERAL EMPLOYEE?

The Rule: You have **45 DAYS** from the date of the incident to contact an EEO Counselor.

Warning: Do not wait for an internal investigation to finish. If you pass day 45, you may be barred from suing.



ARE YOU A PRIVATE SECTOR EMPLOYEE?

The Rule: You generally have **180 DAYS (or 300 days in some states if a state or local agency enforces a parallel anti-discrimination law)** to file a charge with the EEOC.

Warning: You usually cannot sue in federal court until you file with the EEOC and receive a "Right to Sue" letter. State courts are different - some states like NYS you can go directly to NYS Supreme Court or the administrative route the NYS Human Rights Commission



DEADLINE TRACKER

[Download our FREE full Federal EEO Deadline Tracker and Discrimination Claims Roadmap here](#), or use this page to track subtle changes in your treatment after the harassment started, after you rejected advances, or after you reported concerns.

Date of Incident: _____

Calendar Deadline: _____

Agency / EEOC Contact: _____

Practical reminder: Fill out and bring the [Federal EEO Discrimination Roadmap](#), or this deadline page, and your incident log to a confidential case evaluation as soon as possible.

NEXT STEPS

You have the evidence. Now get the strategy.



If you have filled out even one page of this log, you may be in a legally actionable situation. **Do not take this log to HR without legal counsel** - HR's job is to protect the company, not you.

Get a Confidential Case Evaluation



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1

We review your log.

We identify what facts matter, what is missing, and what should be preserved.

2

We help you report safely.

We help you avoid common traps before reporting internally or externally.

3

We fight for your career and your dignity.

We bring legal strategy to a situation that can feel isolating and overwhelming.

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