



## How to document incidents of workplace bullying and harassment

**OHS Policy D3-116-1: Workers must report if bullying and harassment is observed or experienced in the workplace.**

<b>Date, time, location</b>	<b>People involved</b> (include witnesses)	<b>Describe the situation</b> (words, tone, actions, etc.) <b>and the impact</b> (humiliated, intimidated, etc.)