



Documenting Incidents of Workplace Bullying and Harassment

The table below must be completed if staff at School District No. 85 experience, or observe, a workplace bullying and harassment incident. When reporting bullying and harassment incidents or complaints, staff must follow the Board Policy 4-80 reporting procedures.

Name of staff reporting incident:

Location of incident:

Date of Reporting:

**** Date: of Incident:

<p>People Involved (include witnesses)</p>	
<p>Describe the situation (words, tone, actions, etc.) and the impact (humiliated, intimidated, etc.)</p>	
<p>Next Step To be completed by the worker's immediate Supervisor; or in the event the complaint is against the immediate Supervisor, then this step is completed by the next level in the Chain of Command.</p>	

[OHS Policy D3-116-1](#): Workers must report if bullying and harassment is observed or experienced in the workplace.