

It's important to clearly describe what has happened. Here is a sample and template to help you organize the events.

The final copy should list the events in order, including harassment incidents, conversations with witnesses, and communications with your employer about the harassment and their responses.

TIP: Start by listing out the events without worrying about the order. Once you have your draft, number each event. Then rewrite it in the correct order for your final document.

TIP: If you use more than one page, be sure to number the pages (1, 2, 3, etc.).

[Click here for the downloadable template](#)

Date of Incident or Complaint Submission	Location of incident or method of complaint	Witness or who received the complaint	Summary of Incident

1. Date of Incident: Write down the date when each harassment incident happened.
2. Location: Mention where each incident took place (e.g., office, conference room).
3. Witnesses: List any people who saw the incident or were there. Include their contact details.
4. Summary of Incident: Describe each incident, including what happened, who was involved, and how it affected you.

We've also included a list to help you organize and keep track of screenshots, emails, letters, and other documents about your case. [You can find this document here](#).