**Appendix C**

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**Bullying Incident Log for Members**

If you believe you are being bullied and/or work in an unprofessional and disrespectful work environment (see Respectful Workplace Policy) please document all incidences and include the following information:

|  |  |
| --- | --- |
| **Incident Log** | |
| **Date, time and place of the incident:** | **Abuser:** |
| **Description of what happened:** | |
| **My response:** (e.g., sent reply email; reported the incident; filed a complaint; talked with my supervisor, and etc.) | |
| **If reported, describe management’s response:** | |
| **Witnesses and a description of what the witnesses know or saw:** | |
| **Other notes/comments:** | |

Note: Attach copies any relevant emails or other documents. It’s generally best to keep hard copies of emails.