

# CWU SEXUAL HARASSMENT LOG FORM



The communications union

Keeping a record of the sexual harassment you face is important and helpful. By writing down what happened, you can make sure that you do not forget any details or important dates if you choose to report sexual harassment to your employer or make a criminal report with the police. One way to document what happened to you is to keep a journal that includes all the important information, including the dates, times, places, and any details of any incidents, like if there were any witnesses. This CWU Sexual Harassment Log Form can be used as a tool for CWU members to use to document this information.

Date:	
Time:	
Where did the harassment occur?	
Who was the harasser(s)?	
What happened? E.g. offensive conversations or remarks, sexual contact, looks or touching, sexual incident in the workplace. Give as much detail as possible (Use a separate sheet if needed)	
Were there any witnesses? If so, who?	
Is there any supporting evidence? E.g. Emails, text messages, recordings etc, if so, what?	
What did you say and/or do following the incident? (use a separate sheet of paper if needed)	

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