PDA Bullying and harassment incident diary

If you believe you are experiencing bullying in the workplace, it is important to keep a detailed record of any occurrences of bullying, cyber bullying, or harassment. This incident diary is intended to help keep track of relevant information, clarify exactly what is happening and collate evidence. When you seek advice from a PDA Rep or the PDA Service Centre, this diary of events will help us to understand your case.

Try to complete your diary as soon as possible after each incidence of bullying.

It is important to keep this diary safe and private. You should avoid writing patient names and may wish to refer to colleagues by using initials.

Keep copies of relevant emails, social media, videos, and documents that support your case.

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Date:	Time:			
Date.	Time.			
What hanne	ned? What was sa	id and done to	von3	
vviiat iiappe	illeu: Wilat was sa	iu and done to	you:	
Did you tak	e any action?			
Whore did t	this incident happe	.n2		
vviiere did t	ins incluent happe	311;		
Who was in	volved?			

How did you respond?
now did you respond:
Do you have any evidence of the incident?
Was anyone else present?
How did you fool?
How did you feel?
Have you had any support or advice from a PDA Rep or the PDA Service Centre?
have you had any capped on all a service of the service control
Any additional notes:

Date:	Time:	



What happened? What was said and done to you?		
Did you take any action?		
Where did this incident homen?		
Where did this incident happen?		
Who was involved?		

How did you respond?		
Do you have any evidence of the incident?		
Was anyone else present?		
How did you feel?		
Have you had any support or advice from a PDA Rep or the PDA Service Centre?		
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Any additional notes:		