

## 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.

Date:	Time:
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What happened? What was said and done to you?

Did you take any action?

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?

Any additional notes:

Date:

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