



INCIDENT DOCUMENTATION

Documented on _____

DETAILS OF THE INCIDENT

Date and time of the incident:

Location of the incident:

What happened? Describe the incident in as much detail as you can.

INFORMATION ON THE OFFENDER

Name:

Position in the university or research institution

Relation to you (e.g. fellow student, colleague, supervisor, superior):

WITNESSES AND EVIDENCE

Name of the witnesses (if available):

Type of evidence (e.g. e-mails, text by address, recordings):

Note: Store all documents securely and save them separately as required (e.g. forwarding of e-mails to your external e-mail address)



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REPORT OF THE INCIDENT

Has your supervisor or another person been informed?

Yes

No

If yes, name and position of the person informed:

If yes, date of information or report:

Reaction, recommendation and steps taken after report:

Note: A distinction must be made between an informal report and an official complaint. An informal report can be made verbally to inform superiors or confidential contacts about the incident and documented in writing. An official complaint must be submitted in writing and is directed to the designated offices within your organization, such as the AGG complaints office at the university or research institution. It will lead to formal investigations and, depending on the results, to appropriate measures or legal action. All reports should be treated confidentially

FURTHER DOCUMENTATION

Have there been similar incidents in the past?

Yes

No

If so, describe them as precisely as you can (including date and place):

PLANNED STEPS

Planned steps (e.g. formal complaint, visit to a counseling center):

Further relevant information or thoughts:

Note: You are not alone. Many people are affected by sexual harassment in science and there are numerous offers of support. If you have any questions, you can contact us or other contact points at any time at www.theyellowproject.org.