

Description of Incident

Provide a detailed account of the incident, including actions, words, gestures, and the impact on you and/or the targeted individual. Be sure to include any negative impacts the conduct had/has on your work performance.

Actions Taken

Have you reported this incident to anyone else? Yes No
If yes, please provide details:

What steps, if any, have you taken to address this incident?

Please utilize the area below or attach supplemental pages if more space is needed to complete this form:

Signature:

Date: