**Informal report of unreasonable behavior**

This form is for workers to informally report behavior that has upset them to their organisation.

Record the details of the behavior below and give the completed form to the appropriate person in the organisation.

|  |  |
| --- | --- |
| Name | Add name here. |
| When did it happen? | Click here to enter a date. |
| Where did it occur? | Add location(s) here. |
| Who was present? | Add name(s) here. |
| What happened?  Who did what? | Enter details here. |
| How did this behaviour make you feel? | Explain how the behaviour made you feel here. |
| How has this behaviour affected your work? | Explain how the behaviour has affected how you work here. |
| Have you taken any actions? If so, what? | Choose yes or no with the arrow. |
|  | If yes, detail the actions you’ve taken here. |
| As a result of this report, what do you want to happen? | Add what you want to happen here. |