

Template for documenting discussions of workplace bullying, harassment and/or discrimination and associated actions

Please refer to the [SA Health Policies on Respectful Behaviour and Prevention and Management of Workplace Bullying and Harassment Policy Directives](#).

The template below is an example of how a manager / supervisor and employee could document reports of workplace bullying, harassment and/or discrimination. It is intended to be used in the formal complaints process, to document discussions and associated actions.

Record of Meeting

Complainant's name:
Meeting convened by:
Notes taken by:
Purpose of meeting:
Details about the incident/s:

Actions agreed to:

Follow-up (include expected timeframe):

Involvement of HR Yes No

Signed:

Employee

Date

Manager / Supervisor

Date