



Sample Sexual Harassment Log Form: Document the Harassment

Documenting the harassment that you face is important and helpful. By writing down what happened, you can make sure that you do not forget any details or important dates if you choose to complain to your employer or file a complaint with a government agency. It can also help you keep track of any complaints that you do make to your employer and what actions your employer takes in response. One way to document what happened to you is to keep a journal that includes all the important information, including the dates, times, places, and any details of any incidents, like if there were any witnesses. The Sample Sexual Harassment Log Form is an example of how to document this information.

Sample Sexual Harassment Log Form

Do you know where your employer’s sexual harassment policy is? If so, where?

Do you know whom you can complain to at your place of employment? If so, who?

Do you know what your employer’s process is for reporting and addressing sexual harassment?

Date & Time		
Where did the harassment occur?		
Who was the harasser?		
What happened?		
Were there any witnesses? If so, who?		
Was the encounter video or audio recorded? If so, by whom?¹		
What did you say and/or do?		

¹ Note that in California, both parties have to consent to be recorded. If you have made a recording without consent, don't destroy it but refrain from making such recordings in the future.