# Note of Behaviour

This template is to help you record details of any behavior of harassment, discrimination or bullying that you want to Speak Up about.

This is a note of behaviour that has upset me. The essential details are:

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| --- | --- |
| Date and time of incident: |  |
| Where did the incident happen: |  |
| What happened: (please include specific details of who said what, and in what order) |  |
| Name of person(s) the complaint is about: |  |
| Relationship of the person to me: (manager, colleague, patient) |  |
| Names and contact details of any witnesses to the incident: |  |
| Why the behaviour is unreasonable: |  |
| How has it affected me: |  |

*You do not need to fill out your details below, but without this a full investigation may not always be possible.*

|  |  |
| --- | --- |
| NameRoleContact phone number |  |

Email to your manager or use it for a discussion with your manager.