

Workplace Retaliation & Harassment Log

This is your receipt book. Use it to track every incident, change, and "coincidence" after you speak up.

Keep this on a personal device or notebook you control. Facts + dates = power.

Worker Name: _____ **Job Title:** _____

Department/Unit: _____ **Location:** _____

1. Protected Activity (What you did that they might be reacting to)

Example: Reported harassment, requested ADA accommodation, filed complaint, contacted agency, helped a coworker file.

Date & Time: _____
What you did / reported: _____

2. Incident Snapshot (One entry per incident)

Use one page per incident or keep multiple incidents on one page if space allows.

Incident Basics

Incident Date: _____ Time: _____ Location: _____

People involved (names & roles): _____

Witnesses (if any): _____

What happened (facts, not guesses)

Write what was said or done. Use quotes if you remember exact words.

- What was said? What was done?
- Who did the talking / action?
- How did others react (if they were present)?
- Keep it factual. Avoid "they hate me" / "they're evil" – stick to what you saw/heard.

Before vs. After (pattern building)

Compare how you were treated before the protected activity vs. now.

Before: (reviews, workload, schedule, access, behavior)

After: (what changed, how soon after your report, who is enforcing the change)

Impact on your work, health, or life

- Did it affect your ability to do your job?
- Did it affect your pay, schedule, opportunities, or evaluations?
- Any mental or physical health impact? (stress, anxiety, medical visits)

Evidence attached & follow-up moves

OpenDoorPolicy.org — This log is for your records. It is not legal advice, but it is your power.

Evidence (check all that apply):

- Email screenshot Teams/Slack message Write-up
- Performance review Policy screenshot Calendar/meeting invite
- Photo/recording (if legal where you live)