

# 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.

<ul style="list-style-type: none"><li>- What was said? What was done?</li><li>- Who did the talking / action?</li><li>- How did others react (if they were present)?</li><li>- Keep it factual. Avoid "they hate me" / "they're evil" – stick to what you saw/heard.</li></ul>
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### 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

<ul style="list-style-type: none"><li>- Did it affect your ability to do your job?</li><li>- Did it affect your pay, schedule, opportunities, or evaluations?</li><li>- Any mental or physical health impact? (stress, anxiety, medical visits)</li></ul>
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### 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)