**INFORMAL REPORTING OF UNREASONABLE BEHAVIOUR FORM**

This form is to informally report behaviour that has upset you. Record the details below.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name: | | | | | | |
| What has happened? |  | | | | | |
| Time: HH : MM | Date: | DD | / | MM | / | YEAR |
| Location: |  | | | | | |
| Who was present: |  | | | | | |
| What happened: |  | | | | | |
| Who did what? |  | | | | | |
| How did this behaviour make you feel? | | | | | | |

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| How has this behaviour affected your work? |
| Have you taken any actions? If so, what? |
| As a result of this report, what do you want to happen? |
| Please give this report to:  (insert appropriate person in business or undertaking) |