



SICK OF RACISM.

Documenting Workplace Racism: Instructions

If you have, or believe you may have, experienced or witnessed workplace racism, it is essential that you document everything, whether you intend to pursue the matter or not. You never know when you will need to remember the details of a work-related incident. Here, we provide you with instructions and a form for documenting specific incidents. Go through each step carefully.

N.B.: Do not download, fill out or save this form on your workplace computer. Do not send it to anyone from your workplace e-mail. If you do not have immediate access to a workplace computer, right everything down on paper for the moment and place the paper in a safe place where your coworker(s) and/or supervisor(s) will not have access to it. Copy the information to this form as soon as possible.

1. When did the incident occur?
 - a. Date
 - b. Time
2. Where did the incident occur?
 - a. Did the incident take place in person?
 - i. e.g. classroom, department, on campus, off campus, social gathering, etc.
 - b. Did the incident take place via telecommunication?
 - i. e.g. e-mail, telephone, chat program, teleconference, etc.
3. Who was involved in the incident?
 - a. Who engaged in the unwelcome behaviour?
 - i. workplace supervisor, professor, colleague, student, visitor, etc.?
 - b. Who was affected by the inappropriate behaviour?
 - i. e.g. you, others
 - c. Were any witnesses present?
 - i. e.g. you, others
 - d. Are there individuals who were not present but who know about the incident?
 - i. What is their relationship to you and/or the others involved?
 - ii. How / From whom did the person(s) learn of the incident?
4. What happened?
 - a. Provide as much detail as possible, especially if you have no other supporting evidence.
 - b. What was said?
 - c. How was it communicated?
 - d. What was done?
 - e. Were the words and/or actions directed at a specific person?
 - f. What was the body language of all involved?
 - g. Did you speak to any of those present about the incident?
 - i. How did they respond?



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5. Has this, or anything like it happened before?
 - a. If documented, make note of date so you can refer to the incident.
 - b. If not, provide as many details as possible.
6. Did anything notable happen in the aftermath of the incident?
 - a. Have you experienced any reprisals?
7. What impact did the incident have on you?
 - a. How did you feel during and after the incident?
 - b. Has the incident negatively impacted your health? How?
8. Is there anything else you believe is worth documenting?
9. Have you reviewed the Documenting Workplace Racism Checklist?
10. You can print a copy of the filled-out form for your personal records. However, be sure to save the form on your personal computer. This will ensure that you have a timestamp showing when you recorded everything. If you would like to add details you remembered after saving the file, download a second copy of the form and label it 'update'.



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Date:		Time:	
Location:			
People:			
Incident:			
Lead-up / Aftermath:			
Impact of the incident:			
Other:			