



Keeping an Harassment Diary

An harassment diary may be used to prove the ongoing nature of events, especially for events that can not be reported to Police (see Making a Police Report). This information might be necessary when dealing with your workplace, school, Department of Housing, Police, legal system or the Anti Discrimination Board.



It is important to record:

- details of reports/complaints made, including report numbers, forms used and to whom reported
- events that occur in a private space
- events as soon after they happen as possible
- requests made to perpetrator to stop harassment
- any action that you have taken

Incident number *Sample One*

Date _____ Time _____ Location _____

Description *Provide a brief description of the incident.*

Who was involved *List the names or descriptions of all individuals involved in the incident.*

What was said *Record exactly what was said and by whom.*

Witnesses and contact information *List any witnesses and contact information if available and willing to talk to the authorities.*

Action taken *Note details of what action you took after the incident occurred, such as reporting it to a supervisor, the police, housing authority or principal. Include names and titles to whom the report was made.*

Reported to police *Yes or No* Event number *Report Number* Attending officer *Officer's name*

Example

Incident number *One*

Date *Tuesday, 14/09/2004* Time *1:30 pm* Location *9 Commonwealth Street, Surry Hills*

Description *A co-worker, Joe Bloke, told a gay joke in the staff kitchen which was offensive.*

Who was involved *Joe Bloke (co-worker), myself and two female co-workers*

What was said *That bloody poofter. He's a screaming queen.*

Witnesses and contact information *Shelia Coworker and Jane Colleague*

Action taken *I talked to my supervisor about it but expressed concern about confidentiality because I am not out at the office.*

Reported to police *No* Event number _____ Attending officer _____

Incident number *Two*

Date *Wednesday, 15/09/2004* Time *10:45 am* Location *9 Commonwealth Street, Surry Hills*

Description *Shelia Coworker said in front of other coworkers that I must be a poof and complained about gay jokes because I was present when it was told.*

Who was involved *Shelia Coworker*

What was said *You must be a poof. Sissy, can't take a joke.*

Witnesses and contact information *None*

Action taken *Reported incident to Human Resources. Included concerns that supervisor had not done enough to protect me.*

Reported to police *No* Event number _____ Attending officer _____

LIVING FREE FROM FEAR

STOPPING HOMOPHOBIC HARASSMENT



Incident number _____
Date _____ Time _____ Location _____
Description _____

Who was involved _____
What was said _____

Witnesses and contact information _____

Action taken _____

Reported to police _____ Event number _____ Attending officer _____

Incident number _____
Date _____ Time _____ Location _____
Description _____

Who was involved _____
What was said _____

Witnesses and contact information _____

Action taken _____

Reported to police _____ Event number _____ Attending officer _____

Incident number _____
Date _____ Time _____ Location _____
Description _____

Who was involved _____
What was said _____

Witnesses and contact information _____

Action taken _____

Reported to police _____ Event number _____ Attending officer _____

