

Memory Log

The memory log enables those affected or witnesses to document events promptly, so that important information such as times, names and sequences of events are not forgotten, and the key information and important details can be recalled.

1. Where and when did the incident take place?

2. Who was perpetrating the discrimination or harassment (e.g. a supervisory figure, other employees, a third party)?

3. What happened? Describe the sequence of events as accurately as possible, in chronological order. Please also include any important statements and other significant occurrences in your account.

4. Which dimensions are affected (e.g. sexual orientation/identity, religion/beliefs, disability/chronic illness, age, nationality and/or citizenship, language, socio-economic status, social background, marital status, care obligations, physical appearance) **and/or what form of harassment is involved** (e.g. sexual harassment, stalking, bullying)?

5. What do you base your assessment of the discrimination on?

6. How did the situation end?

7. Who else was involved and/or can testify? Ask for their contact details and ask the person(s) to write down their own account of events.