

Workplace Sexual Harassment: **KEEPING A RECORD**

Importance of documenting

Whether the harassment is an obvious incident or pattern of subtle behaviour that makes you uncomfortable, keeping a record is helpful to:



Create a timeline of what happened when details are fresh.



Provide evidence for your case if you decide to complain or pursue a legal option.



Show a pattern of repeated behaviour.



Tips for documenting

Your records should be detailed, easy to read, and timely.

When and what to write

- **Be immediate:** Record the details of the incident as soon as possible.
- **Be specific:** Use exact words and describe what happened.
- **Provide context:** Date and time of the incident, location (e.g. office, online, or work event).
- **Include full name(s):** Include the harasser and any witnesses.
- **Your actions:** Record if you said or did anything in response to the incident.
- **The impact:** Record how the unwanted conduct affected your job, health, or personal life afterwards (e.g. anxiety, sleep loss, shift changes or job loss).

What to collect and how

- Relevant **emails, texts, messages, voicemails, or social media posts**, or **security footage** if available.
- Print, take screenshots, or forward materials to your **personal email address**.

Storing your records

- Keep all collected records in a **private location away from work**.
- **Avoid your work systems:** Your employer can access work computers, and phone. You may lose access to your records if you are off work.

Documenting reporting

If you make a formal report to your employer, remember:

- **File a written report:** attach evidence to your report, if available.
- **Ask if you can take notes** in the meeting or summarize the conversations after the meeting for your records.
- **Track what actions your employer takes** in response to your complaint.
- **Seek support** for any physical or mental health effects, even if you do not make a formal complaint.

Workplace sexual harassment is not part of the job!

Want **FREE LEGAL ADVICE** or **FREE TRAINING** on workplace sexual harassment?

Contact SHARP Workplaces:



Telephone: **604-673-3143**



Toll-free: **1-888-685-6222**



Email: **SHARPWorkplaces@clasbc.net**



Website: **clasbc.net/sharpworkplaces**



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