

**EMPLOYEE WITNESS
WORKSHEET**

EMPLOYEE DETAILS:

Name: _____
Supervisor: _____

Date: _____
Department: _____

CASE INFORMATION:

When did the event take place? Dates and times: _____

Where did the event(s) take place? _____

How often has this occurred or was this a one-time occurrence? _____

Did anyone else participate in the incident? _____

ADDITIONAL CASE INFORMATION:

Have you reported this to anyone within the company before today? Yes No
If "yes" when, how and to whom? _____

Have you discussed this with anyone else? Yes No
If "yes" who, when and what was their response? _____

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CASE DETAILS:

What led up to the incident taking place? _____

Describe the **facts** and details about the incident: _____

_____ (use additional pages if needed)

ACKNOWLEDGEMENT:

Print Name: _____ Date: _____
Signature: _____

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