

EMPLOYEE STATEMENT WORKSHEET

EMPLOYEE DETAILS:

Name: _____
Supervisor: _____

Date: _____
Department: _____

CASE INFORMATION (rebuttal statement):

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? _____

Are there any witnesses that observed or heard, this take place? _____

What physical evidence exists to support the case? _____

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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)

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ADDITIONAL CASE INFORMATION:

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

Did you ever indicate that you were offended or displeased with the behavior? Yes No
If "yes" when, how and to whom? _____

Did you ever indicate that you wanted the behavior to stop? 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? _____

What action do you want the company to take? _____

ACKNOWLEDGEMENT:

Print Name: _____ Date: _____

Signature: _____

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