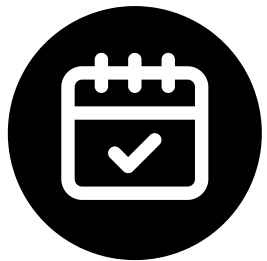


Evidence

Checklist

Safeguard your career



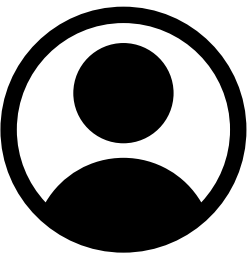
Dates & Times

When did this happen?



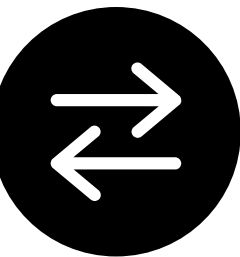
Type of Correspondence

What was the method of communication written* or in person.



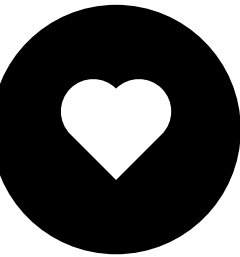
Witnesses

Did anyone overhear or were they part of the conversation?



What happened?

What was said, what's changed?



Feelings

How did it make you feel?

*A word of warning: Keep written evidence stored in a safe place BUT make sure you don't breach your company's policy. Some companies don't allow you to send emails to your personal emails.