

Recommended actions

- Make it absolutely clear what you do not want. Talk about what has just happened, tell the person how their behaviour affects you AND ask them to refrain from doing so in future. You can reject derogatory behaviour with verbal and non-verbal signals – directly, if possible.
- Document the incidents in writing. Records can serve as evidence later on. Write down what happened in as much detail as possible, including the location, date, time and quotes. You can also fill out the conversation documentation template, which you can use as a memory aid later. Also keep emails, chat histories, letters or notes that may be helpful as evidence. Securing evidence and witnesses are useful.

PLEASE NOTE: When documenting incidents, you must observe the right to the spoken word. This protects the personal rights of each individual. For example, audio recordings may not be made without the consent of all parties involved. If consent has not been given, they cannot be used as evidence.

You are not to blame for what happened. You have the right to take action against it and decide what measures you take.