

Template for a memorandum in case of discrimination

After experiencing or witnessing discrimination (regardless of type) it is helpful to keep a written record of what happened, in order to not forget any important information or details. Write down what happened as soon as possible, as memories can fade over time, opening up room for ambiguity.

Writing down what occurred may also help you to organize your thoughts after the incident, and can be useful if you plan to undertake further steps or measures (e. g. file a charge or complaint). To make it easier for you to write a record, you find a form template here on our website. Based on several questions you are guided to fill in the key information (when, where, who, what and how) of your experience.

The written record is mainly for you and is not a requirement for an initial counselling meeting. The form template may be used by concerned people, witnesses as well as counsellors.

When did the incident happen?

Specify the date and if possible, the exact time of the incident.

Where did the incident happen?

Describe the location and context in which the incident happened be as accurate as possible (e. g. lecture, seminar, one-to-one conversation, on campus, on the phone, e-mail, social media etc...)

Who or what was the cause of the discrimination or disadvantage (e.g. person, practices regulations)

What exactly did happen?

Write down all information about the incident, be as detailed as possible and follow the chronological order of events.

Who else was involved? Who witnessed the incident and could bear testimony?

If possible, write down names and contact information

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Have any further steps or measures been undertaken? If so, which?

(e.g. the use of counselling services, medical examination in cases of bodily injuries, filing of a criminal charge or the use of legal counselling)

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