

## Appendix 1

## **Informal Process Record**

This form is to be completed by Line Managers, Staff Advocates or Human Resources to record informal action taken in accordance with the Trust Bullying and Harassment Policy. This form is only to be used with the permission of the reporting employee.

This form is not appropriate where formal action is invoked.

| Employee Name         |  |
|-----------------------|--|
| Date                  |  |
|                       |  |
| Summary of Issue:     |  |
| Action Points Agreed: |  |
| Janes Garage          |  |