

How to Document Employment Discrimination

If you think you are being treated unfairly at work, it is important to keep a record. This can help you prove what happened if you decide to report it.

What to Write Down

When you take notes about unfair treatment, include:

- **When and where** it happened (time, date, and place)
- **Who was involved**, including anyone else who saw it
- **What happened** – write down exactly what was said or done. If you cannot remember the exact words, write a summary.

What to Keep

Save any papers or messages you get about unfair treatment, such as:

- Notes
- Memos or letters
- Files
- Policies and procedures
- Reports or evaluations
- E-mails

You might want to get your personnel file (work record). You have the right to see and copy it.

Where to Keep Your Notes

You can store your notes in any way that works best for you. Some options include:

- A notebook
- A calendar
- A computer file

Need Help or Have Questions?

If you think you have been treated unfairly and want help, contact Disability Rights Rhode Island at **(401) 831-3150** or info@drri.org.