

# Hurt Feelings Report

Name of person whose feelings were hurt:

Name/s of person/s who hurt your feelings:

Date feelings were hurt:

## Incident During Which Your Feelings Were Hurt

Where did the incident take place:

How did the person/s hurt your feelings:

What did the person/s who hurt your feelings do after the incident?

Witnesses (include contact details):

## Injury (if applicable)

Description of injuries (please include both physical and mental injuries incurred as a result of this injustice. We understand that such trauma may cause injuries in the future so please include both current and future anticipated injuries):

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## Reporting of the Incident

Incident Reported to:

Date:

How (this form, in person, email, phone):

## Suggested Follow up Action

Some people are ruthless and oblivious to other's feelings. Such people might need to be educated or disciplined. How do you suggest we do this? Please suggest appropriate follow up action.

Would you accept compensation of any sort to retract this formal complaint (i.e. how can the person/s who hurt your feelings compensate you for the damage incurred)?:

Signature of person whose feelings were hurt: