

Memory Log in cases of disadvantage, discrimination, sexual violence and bullying

After an experience of discrimination, it is helpful to record the experience promptly in the form of a memory log so that essential information and details are not forgotten. Furthermore, writing down the experience can help to organize one's own thoughts after the incident and can be useful when initiating further steps and measures (e.g. complaint procedures, criminal charges).

To make writing easier, the Equal Opportunity Office of Paderborn University has created a template. Based on guiding questions, central information can be compiled. The preparation of the protocol is voluntary and independent of a personal consultation and thus not a prerequisite for an initial conversation.

The template can be used by victims and witnesses.¹

All data must be treated confidentially and the logs must be kept secure and inaccessible to third parties!

General Information

Protocol created by: (name, contact information, status at UPB, area of work or study)	
Protocol created on: (date)	
Person(s) concerned: (name, contact information, status at UPB, area of work or study)	

¹ The template is based on an [example](#) provided by the Federal Anti-Discrimination Agency.

Details of the Incident

When did the incident happen?

(date, if possible also the exact time)

Where did the incident happen?

(Describe the location or context as accurately as possible (e.g., class, face-to-face, on campus, phone call, email, social media, etc.))

From whom did the disadvantage/discrimination/sexualized violence originate?

(e.g. supervisor, colleague, lecturer, fellow student)

What exactly happened?

(write down as much details as possible in chronological order)

What are the grounds of discrimination?

(age, gender, sexual identity, sexual orientation, religion, social status, disability/ chronic illness, ethnic origin, racism, nationality)

Who else was involved? Who can testify to what happened?

(if necessary also indicate name and contact possibility)

What evidence is there?

Have steps/measures already been taken? If yes, which ones and by whom?

(e.g., use of counseling services, medical examination for forms of assault, filing charges, legal advice)

What further steps and measures should be taken?