

## Structure of a diary

1. Company name and job description
2. People involved with job description
3. People present (witnesses)
4. Conduct of the fact(s) (precise explanation of what has been said or done) with precise dates
5. Description of your reaction on the attacks
6. Supporting documents to support the fact(s) (warnings, emails, witnesses' testimonies, ...)
7. Your expectations

This document serves as a guideline to help you write a diary.

Please do not fill in. Write on a separate sheet.