

## TEMPLATE – CHRONOLOGICAL REPORT

*Writing guide for describing facts accurately and in context*

*Important: This document is a support tool designed to guide you in writing your report. It is not intended to be followed strictly or to impose a single structure. Its purpose is to help you organise your ideas and include the essential elements that will enable a clear understanding of your situation and the facts you wish to present. Write in a factual manner, staying as close as possible to what actually happened. Be sure to clearly distinguish between the following three aspects:*

- **The observable facts:** what can be objectively observed.
- **Your reaction:** what you did or said in response to these facts.
- **Your feelings/the impact:** how this made you feel, what you thought or experienced.

### 1. General information

- First and last name;
- Company name;
- Department; Position/role;
- Period covered by the report: [e.g., September 2025–February 2026 (6 months)].

### 2. Brief background (optional – maximum 10 lines)

If necessary:

Only include background information that is essential to understanding recent events. If older events are relevant, summarize them briefly in a few points. Then focus the timeline on events that have occurred in the last 6 to 12 months.

### 3. People concerned

People involved (main actors):

- Name/Initials;
- Position;
- Hierarchical relationship;
- Department/Unit;
- Useful comments (optional)
- People present (witnesses) – if applicable (Name; Position; Hierarchical relationship; Department/Unit; Useful comments (optional))

### 4. Chronology of events (to be completed – core of the report)

Points to follow:

Describe each event in chronological order, creating one point per fact or episode. For each entry, specify:

The date (if the exact date is unknown, indicate the month and year), the location, the people present, the exact words (if you can recall them), as well as the manner in which they were said (tone, volume, attitude, gestures), then your reaction (what you did or said) and the impact/how you felt. If you have any documents, messages, screenshots, or other evidence, refer to the corresponding items in your Annex.

- Location (office/room/video conference meeting/corridor/customer site, etc.);
- Communication channel (in person/email/phone/Teams/WhatsApp, etc.);
- People present (names/initials); Immediate context (before the event) (What happened just before? Subject? Meeting? Request?);
- Observable facts Describe only what was said or done, accurately and without interpretation. If possible, reproduce the exact phrases in quotation marks. Also indicate how it was expressed: tone, volume, rhythm, pauses, interruptions, irony, gestures, posture—only what you actually observed.
- Your immediate reaction: Indicate what you did or said at the time. Reaction of others (if applicable). Specify who reacted and how (words, gestures, attitude).
- Immediate follow-up: Indicate what happened immediately after the event: email sent, access withdrawn, meeting scheduled, call received, intervention by a third party, etc.
- Perceived impact (short term): Describe the immediate effects on you: stress, fear, confusion, difficulty sleeping, loss of appetite, physical tension, etc., without using terms that imply a medical diagnosis.  
Professional consequences: Specify the impact on your tasks, your access, your workload, your organization, your team relationships, or your work environment.
- Supporting documents (Appendices): List the documents or items that support the facts described: Annex 1: email from ..., Annex 2: screenshot ..., Annex 3: certificate ...
- Number them clearly and refer to them from the corresponding events.

### Example (illustration)

Example (*names anonymized*) – illustrates the level of detail expected, separating facts from feelings.

On 06.06.2025 (*Date*), at the office (*Location*), during a verbal exchange followed up by an email confirmation (*Method of communication*), the following individuals were involved: myself, A.B. (*Person concerned*), P1 – GPO (*Person involved*), P2 – GCH (*Person involved*) and colleagues from the dispatch department (*People present/indirect witnesses*).

Since March 2025 (*Previous period*), I had noticed that I was no longer receiving the daily sales email and had asked several colleagues about this.

On 06.06.2025 (*Date of the main event*), I learned that a request had been made to remove my name from the daily sales mailing list. An email dated 05.03.2025 explicitly mentions this request. P2 – GCH was copied on this message.

On the same day (*immediate chronology*), I raised the issue with P2 and expressed my surprise. He replied that he was not aware of this and added:

“It is not surprising that some people do not receive this information, even if they are in management positions” (*exact quote*).

After checking, I found that I was the only person on the management committee who was no longer receiving this information.

P2's response was calm and assertive (*form/tone observed*). No particular gestures were noted.

In response (*personal reaction*), I indicated that this information was necessary for me to perform my duties and asked to be reinstated on the mailing list.

At the time (*immediate impact*), I felt surprised and confused. In the days that followed, I noticed an increase in my stress levels and a feeling of isolation.

(*Personal feelings/interpretation*: from that date onwards, I had the feeling that certain decisions were aimed at pushing me away.)

The supporting documents are as follows:

Annex 1 (*Supporting document*): email dated March 5, 2025;

Annex 2 (*Material evidence*): copy of the mailing list;

Annex 3 (*Additional exchanges*): follow-up exchanges.

- Avoid generalisations (always, never). Describe specific incidents with dates.
- When quoting a sentence, put it in quotation marks and indicate the context (meeting, hallway, email, etc.).
- Distinguish between facts (observable) and feelings/interpretations.
- For each important fact, mention an annex or explain why there is none.
- Focus on the last 6 to 12 months (unless context is essential).