

# Internal Allegation Documentation Format

## 1. Allegation Details

Summary of Allegation

Provide a brief summary of the allegation...

Date of Alleged Incident

Location

Specify the location...

## 2. Parties Involved

Individual(s) Alleged

List of individuals alleged...

Reporting Individual

Your name or anonymous...

Witnesses (if any)

List of witnesses...

## 3. Description of Incident

Detailed Description

Provide a detailed account of the incident...

## 4. Evidence Attached

Description of Evidence

List and describe any documents, emails, recordings, or other evidence provided...

## 5. Action Requested/Expected

Specify what action you are requesting or expecting

Describe the expected outcome or requested action...

## 6. Declaration

Declaration

I hereby declare that the above information is true and correct to the best of my knowledge.

Date

### Important Notes

- This document is confidential and should be handled as per organizational policies.
- Ensure all information is accurate and as detailed as possible.
- Submission of false information may have disciplinary consequences.
- All evidence and attachments must be kept secure and submitted responsibly.
- Follow up with relevant authorities or designated officers after submission.