

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.