

Policy Breach Incident Reporting Template

Incident Details

Date of Report

Date & Time of Incident

Location of Incident

Enter location

Reported By

Name and designation

Individuals Involved

Names & Roles

List all individuals involved

Description of Breach

Summary of Incident

Describe what happened

Policy/Procedure Breached

List relevant policies or procedures

Evidence (if any)

Include supporting documents, screenshots, etc.

Immediate Actions Taken

What was done in response to the breach?

Further Actions/Recommendations

Suggest corrective actions or preventive measures

Additional Notes

Any other relevant information

Important Notes:

- This report must be completed as soon as a policy breach is identified.
- Provide clear, factual, and objective descriptions—avoid speculation.
- Protect the confidentiality of all individuals involved.
- Attach or refer to all relevant documents and evidence where possible.
- Submit the completed report to the designated authority or department.