Racism, hate or discrimination: my incident record

Write down what happened while it's fresh: when, where, who, what was said or done, who saw it, and what you kept as evidence. Then track who you reported it to.

NAME _____ DATE _____

WHAT HAPPENED

Date and time	Where (place, platform or link)	What happened, in their words where possible	Witnesses	Evidence kept

WHO I TOLD

Reported to (school, landlord, employer, police, tribunal)	Date	Reference no.	Response or next step

KEEP AND CARE

- [ ] Screenshots saved with the date, time and link showing
- [ ] Copies kept somewhere other than my phone
- [ ] Told someone I trust
- [ ] Looked after myself: rest, food, a person to talk to

In danger right now? Call 9-1-1. Thinking about suicide? Call or text 9-8-8. Time limits apply to human rights complaints; read the official page for your province or the federal commission.

SOURCES (CHECKED 2026-11-27)

The Human Rights Tribunal of Ontario says you must file within one year of when the alleged discrimination happened, or within one year of the last incident if there was a series of similar incidents. https://tribunalsontario.ca/hrto/application-and-hearing-process/ (checked 2026-11-27)
Check current Get Cyber Safe's advice on online harassment and threats on the official page. https://www.getcybersafe.gc.ca/en (checked 2026-11-26)