

HFES Incident Report Form

If you witness or experience inappropriate conduct at an HFES event or other activity including a mentorship program, including but not limited to the prohibited conduct described in the [Statement of Appropriate Conduct at Conferences of the Human Factors and Ergonomics Society](#), please report such conduct immediately to HFES at info@hfes.org or telephone (202) 367-1114. Anyone experiencing or witnessing behavior that constitutes an immediate or serious threat to public safety at the Event is advised to call security or law enforcement/police. He or she is not required or expected to discuss the concern with the alleged offender.

Please use this form for observers or targets of prohibited conduct to help with an investigation. HFES will make every effort to maintain the confidentiality of any supporting documentation.

General guidelines for reporting incidents:

- If possible, write everything down (times, places, nature of the incident, and comments made).
- Save emails, notes, etc.
- Be as detailed as possible.

Your Name (optional): _____

Your contact information (optional; needed for HFES to follow up):

Phone: _____ Email: _____

Name of alleged offender (If you are unable to provide a name, please describe the individual's physical appearance in as much detail as possible): _____

Name(s) of individual(s) who experienced or witnessed the incident: _____

Time and date of incident: _____

Nature of incident: _____

Comments: _____

Additional information: _____
