****

**INCIDENT REPORT**

**Information about the employee/staff involved in the incident**

* Name**:**
* Employee Code**:**
* Designation**:**
* Department**:**
* Permanent Address**:**
* Phone/Mobile No**:**
* Reporting Manager / HOD**:**

**Information about the incident**

* Date & Time of the Incident**:**
* Location of the Incident**:**
* Police Notified**:** Yes No
* Other people/employees involved (if any)**:**

1. **3.**
2. **4.**

* Witnesses (if any)**:**

1. **3.**

1. **4.**

**Description of the incident: (what happened, how it happened, when it happened, and who was/were involved. Be specific as much as possible and use additional sheets if necessary)**