# Conflict Resolution Form

**Purpose:** This form is designed to document workplace conflicts in order to ensure transparent communication, facilitate resolution, and record steps taken toward a constructive outcome. It helps HR professionals and managers track incidents objectively and determine follow-up actions.

## Basic Information

**Date of Report:** {reportDate}

**Reported By:** {reporterName}

**Department:** {department}

## Individuals Involved

|  |  |  |
| --- | --- | --- |
| **Name** | **Role** | **Contact Info** |
| {#individuals}{name} | {role} | {contactInfo}{/individuals} |

## Incident Overview

**Date of Incident:** {incidentDate}

**Location:** {location}

**Description:**

{incidentDescription}

## Impact Assessment

{incidentImpact}

## Resolution Steps Taken

{#steps}

* **{stepTitle}**: {stepDescription}

{/steps}

## Agreements or Outcomes

{resolutionOutcome}

## Follow-Up Actions

{#followUps}

1. {followUpAction}

{/followUps}

## Additional Notes

{additionalNotes}

## Confidentiality Agreement

{#signedAgreement}

*All parties have signed the confidentiality agreement and agree not to disclose details related to this matter.*

{/signedAgreement}

{^signedAgreement}

*The confidentiality agreement has not been signed by all parties.*

{/signedAgreement}

## HR Representative

**Name:** {hrName}

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** {hrDate}