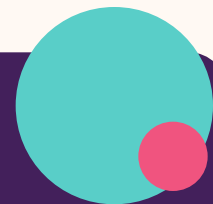


Manager Conversation & Follow-Up

RECORD SUPPORT STEPS - NOT UNNECESSARY MEDICAL DETAILS



Use this template after an employee raises a health-related workplace concern. Follow your organization's HR and privacy processes.

DATE: _____

EMPLOYEE: _____

MANAGER: _____

1. Work-related impact described

Record functional needs, not a diagnosis

2. Options discussed

3. What was agreed?

Include who will do what

4. Timing and follow-up

Start date: _____

Review date: _____

Contact: _____

5. Questions or items requiring HR review

PRIVACY CHECK

Have we recorded only what is needed to understand the workplace impact, support requested, decisions and next steps?