



Sixty-one stop formulations

LINDBERGH FORMATION — 16 rue de Maillé, 91310 Montlhéry, France · Companies register (RCS) Evry 817 946 114

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Fictional document

Fictional document — demonstration example

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Fictional document, produced for demonstration. **No alert is created and the message is not kept.** Telling HR that an employee mentioned their manager is exactly the opposite of what should be done.

The message displayed, as it stands

"I am not the right contact for this situation, and I am not going to ask you questions. Here is who can see you: [harassment officer], [occupational health], [staff representatives]. You can also write to [address] — that message does not pass through me."

The last sentence is the most important in the message. It tells the employee that the channel being offered is not the one they have just used.

What happens, and what does not

Action	Done?	Why
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Display the contacts	Yes	—
Stop the exchange	Yes	Anything further would be fact-gathering
Ask since when	No	That is an act
Ask what happened	No	Same
Ask the manager's name	No	Same
Alert HR	No	The opposite of what should be done
Create a flag	No	Same
Keep the message	No	What is written to a tool is written somewhere

The families of formulations

Family	Formulations	Example trigger
Bullying	14	"he pressures me every day"
Sexual harassment	11	—
Discrimination	12	"ever since I said that..."
Physical danger	9	"this workstation is not safe"
Distress	10	Referral to emergency numbers
Others	5	—

The list is deliberately broad. One stop too many costs the employee a referral they did not ask for; a stop missed costs something else.

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