



WORKPLACE BULLYING A QUICK GUIDE

BULLYING IS DEFINED AS

unwanted and unwelcome offensive behavior intended to undermine an individual or group through persistent, negative attacks. typically, there is an element of vindictiveness to the calculated behavior with the goal to patronize, humiliate, intimidate, or demean the recipient(s).¹

Examples of Bullying can include, but are not limited to:



offensive language, yelling, screaming, verbal abuse, rudeness



excluding or isolating a person or group of people from team activities



ridicule, insults, belittling opinions, patronizing titles or nicknames



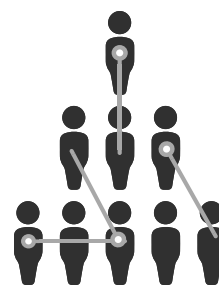
deliberately obstructing by withholding workplace info

BULLYING DOES NOT INCLUDE



- constructively delivered performance feedback or counseling
- directing or controlling workplace assignments
- genuine and reasonable disciplinary procedures

BULLYING CAN OCCUR AT ANY LEVEL



- between a manager and a supervisor
- between a supervisor and an employee
- among coworkers

WHAT TO DO WHEN YOU EXPERIENCE BULLYING



document instances of potential bullying behavior



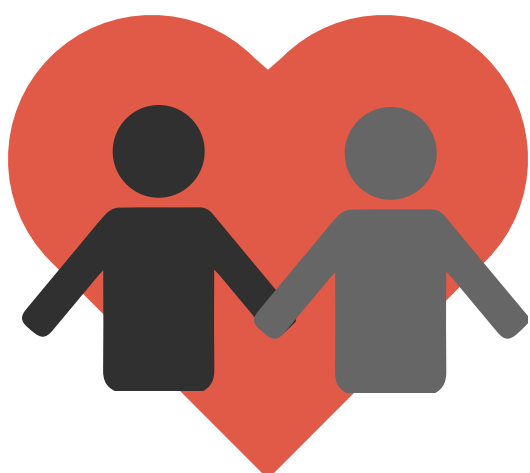
contact CAPS to discuss workplace issues



if possible, inform your supervisor or file a complaint



take time after work to preserve your mental health



Workplace bullying is often unrecognized or dismissed as acceptable behavior. Defend yourself from workplace bullying by knowing how to identify and respond appropriately to it.

KNOWLEDGE IS POWER, SHARE WITH YOUR COLLEAGUES TODAY!

¹. Modified definition. Check your Department's Workplace Violence Prevention Policy.