

STEPS TO DEAL WITH A BULLY IN THE WORKPLACE

1. ASSESS THE SITUATION



When it comes to being bullied, trust your instincts. If you feel bullied, you most likely are.

The first step in addressing the situation is identifying the issue.

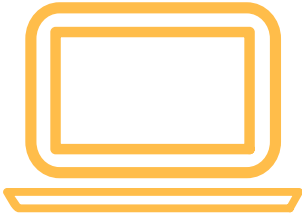
2. REPORT THE SITUATION

Ignoring disruptive behavior won't make it go away. Confide in someone you trust. If the situation persists, escalate to a trusted manager, supervisor or personnel liaison.

It may be tempting to return bullying behavior. Do not stoop to their level.



3. DOCUMENT THE BULLYING BEHAVIOR



Anytime you experience bullying behavior, document it by sending yourself a private email - this will record the date and time for you.

4. CONTACT CAPS OR FILE A COMPLAINT

Contact CAPS for other options. You may be able to file a complaint or other action. It is a good idea to inform CAPS of potential issues early.

Every situation is different. Reach out.



5. TAKE CARE OF YOUR MENTAL HEALTH



Evaluate your options and make a decision. Remember, many times bullying behavior stems from jealousy or from the bully's own personal situation. It is not a reflection on you.

6. KNOW WHEN TO HAVE ANOTHER PLAN

Whatever you decide, it never hurts to be prepared and proactive. Know your rights and continue to advocate for yourself.

