

# Bullying in the Workplace

## Participant's Guide



**Business. Needs. People.**

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## Are You Being Bullied?

Does the person you are having trouble with:	Never	Not Often	Often	Almost Always/Always
Ignore you, not say hello when you greet them, not return phone calls or emails?	0	0	1	2
Dismiss what you are saying or “put you down” while alone or in the presence of others?	0	1	2	3
Sabotage you or make you look foolish, such as by “forgetting” to tell you about a meeting or, if the person is your boss, set you up to fail by placing impossible demands on you?	0	2	3	4
Spread rumours, lies and half-truths about you?	0	2	3	4
Frequently act impatient with you, treating you like you are incompetent?	0	1	2	3
Blame and criticize you?	0	1	2	3
Try to intimidate you by interrupting, contradicting and glaring at you and giving you the silent treatment?	0	1	2	3
Tease, ridicule, insult or play tricks on you, especially in front of others?	0	2	3	4
Always insist on getting their own way and never apologize?	0	1	2	3
Yell, point their finger, swear, insult or threaten you or call you names?	0	2	3	4
Total score =				

If your score is 5 or below it doesn't look like you're being bullied.

If your score is between 6 and 19, there are indications of bullying behaviour. Naturally, the higher the score, the more pronounced the behaviour.

If your score is 20 or more, you are definitely being bullied. As scores increase beyond 20, the severity of the bullying is escalating.

\*\* <http://www.bullyfreetatwork.com> \*\*

## Top 5 Reasons a Bully Will Target You:

1. You are effective and capable in your job.
2. You are well liked and accepted by others.
3. You have integrity and high moral standards.
4. You are kind and capable of showing empathy to others.
5. You have a high tolerance level for difficult people.

## Bullies typically:

- Want power over others and abuse others to get what they want
- Refuse to accept responsibility and blame their behaviour on the situation or other person
- Are obsessive and compulsive with the need to have someone as a target
- Demonstrate anger and jump to forceful behaviour quickly
- Need to control others through verbal threats and physical actions
- Tend to have little empathy for others in the relationship
- Perceive hostile intent in the actions of others
- See only aggression as a means to preserve their self-image
- Focus on angry thoughts
- Have more relationship problems than usual
- Are not flexible on their opinion

# Health Effects of Bullying

Effect	Percentage
Sleep disruption	84%
Loss of concentration	82%
Severe anxiety	94%
Feeling edgy	80%
Obsession over bully’s motives and tactics	76%
Stress headaches	64%
Avoidance of feelings and/or places	49%
Shame or embarrassment causing a change in routine	49%
Racing heart rate	48%
Flashbacks	46%
New muscle or joint aches	43%
Diagnosed depression	41%

Namie, G., Namie, R., The Bully at Work. Naperville, IL. Sourcebooks, Inc. 2000. p. 61.



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