**Does someone else regularly use these behaviours against you and your workmates and do you use these behaviours towards others at work?**

* Shout, groan, snarl, interrupts, won’t listen, impatient?
* Jiggles, points, threatens, scowls, traps you when no one is around?
* Dogmatic, patronising, arrogant, bossy?
* Gives critical personal or professional comments?
* Blame, denigrate, humiliate?
* Spread malicious rumours?
* Make fun of or use sarcasm?
* Exploit and humiliate staff publicly or privately?

Bullying Behaviours Checklist

Workplace Bullying

Are you being bullied at work? Take a free assessment test

# *Bullying behaviours checklist:*

* Control freak- micro-manage, intimidate?
* Ignore your verbal and non-verbal feedback,
* Lacks empathy, enjoys target’s powerlessness, fear, anger and tears?
* Sabotage or prevent employees fulfilling their work requirements?
* Single out a few targets?
* Attack or exclude successful achievers?
* Bullies to show their power and maintain their status?
* Protect non-threatening, lazy but compliant employees?
* Hide their incompetencies by blaming the target for problems?
* Nice to your face but nasty behind your back?
* Bullies people with less power and sucks up to those with more?
* Uses convincing, compulsive lies?
* Bullies to hide fraud or mismanagement?
* Avoid any requests to resolve conflicts?
* Has a history of bullying behaviours?
* Denigrate workplace bullying and harassment training sessions?
* Control your work environment by bullying?
* Harass people who are emotionally or physically vulnerable or injured?

‘Whodunit Exercise’

1. **The bully:**

* Boss bully 1…….. Bully 2……. Bully 3…… Bully 4 ……… Bully 5……..
* Shouts, groans, snarls, interrupts, won’t listen, impatient?
* Pushes, punches, hits, kicks, threatens?
* Excludes, spreads malicious rumours, threatens?
* Sends mean text messages, emails and cyber lies …….

**2. I think that:**

* The bully is fooling around and doesn't mean to upset me yes/no
* The bully enjoys hurting me yes/no
* Just follows their bully boss yes/no
* Is still a nice colleague yes/no
* Was my friend yes/no
* Bullies other staff yes/no
* Became a bully after our disagreement yes/no

***3. I am bullied ............(*fill in what applies to you)**

Every day........

Once a week.........

Once a month...........

I have been bullied at these jobs ……………… (mention different states,

countries)

I have been bullied for …… years

***4. This is where I am bullied*: draw map……..**

Lunch room, open office, closed office, board room, etc?

**5. This is what I say and do when I am bullied:**

eg ‘ I try to defend myself’

‘I am too scared so I say nothing’

**6. The onlookers who witnessed the bullying…**

* While it was happening they did ……..
* Employees who tried to help me were …………
* While it was happening my friends did …………….
* Who else is being bullied?

**7. I reported it to my line manager, human resources, occupational health and safety union, lawyer: When? Where? How often?**

* These staff were helpful…………….
* These staff were unsympathetic…………….
* These staff tried but weren’t successful …………….
* These staff made it worse and bullied me too…..

**8. What actions did your organization take?…………….**

* Did it validate your experience?
* Make you safe?………
* Do nothing?……………………….
* Make it worse?…………………………

**9. Have you involved your family or friends?**

* I told my partner, friends and they….…
* They helped me by……
* They made it worse by not believing me or …...

**10. What else is happening at your organization?**

e.g. toxic culture, managers not trained or made accountable for their behaviours, reduced profits, new manager needs to prove himself, cheaper to bully than make employees redundant, feedback and whistleblowing not permitted, anti-bullying policies aren’t implemented, bullies threatened by competent employees.

11. **How the bullying is affecting/injuring you!**

* Do you have any physical symptoms? eg stomach problems, weight changes, hair loss, voice changes, sleep difficulties, nightmares…..
* Do you have any psychological, emotional symptoms eg obessessing about the bullying, hypervigilant, avoiding places when you could meet people from work and other places?
* Do you have any social symptoms, eg less contact with family, friends, neighbours?
* Has it affected you cognitive abilities eg concentration, memory, doing your papaerwork?
* Do you feel that you are a different person? Has your identity changed in any way?

**12. Are you getting help?**

If you are being injured/affected by the bullying then you need regular help from your general practitioner, psychologist, (who has experience in dealing with workplace bullying) , psychiatrist, lawyer, and read both my workplace bullying books, DVD, look at other websites , books etc to do your research and work out your options.

Good luck , Evelyn M Field OAM, FAPS

Reflection space

Use this space to write any other thoughts, feelings, experiences or memories you have….