



Workplace Bullying

Quick Reference Card

Understand Workplace Bullying

+ **Workplace bullying** refers to repeated, intentional behaviors that cause physical, mental, or emotional harm to employees, such as insults, threats, or aggression.

Workplace bullying is more common and damaging than you might think.



60.4 million Americans are affected by workplace bullying.



Over 60% of employees who experience workplace bullying consider changing jobs.



57% of workplace bullies are men, and 33% are women.



56% of employees who are bullied at work face mental health issues.



Types of Workplace Bullying

Workplace bullying can come in many forms, including:



Verbal Bullying:

Harsh words, insults, or belittling comments.



Physical Bullying:

Harmful actions like bumping into someone or invading personal space.



Cyberbullying:

Sending harmful emails or shaming someone on social media.



Social Exclusion:

Leaving individuals out of meetings, or communications.



In the U.S., workplace bullying could be illegal if linked to discrimination or harassment. Employers must create and enforce anti-bullying policies under OSHA guidelines to maintain a safe work environment.

Recognize the Signs of Bullying

Some signs of bullying are clear and easy to spot. Here are these warning signs:

Verbal Abuse:

Yelling and name-calling.

Personal Insults:

Mocking personal traits.

Threats:

Physical or job threats

Sabotage:

Disrupting work

Exclusion:

Ignoring in meetings

Overwork:

Unrealistic deadlines



Impact of Bullying



For Individuals: The personal impact of workplace bullying includes:

1. Emotional Distress and Health Problems
2. Impaired Job Performance



For Teams: Bullying affects not just the individual, but also the entire team:

1. Reduced Morale and Productivity
2. Increased Absenteeism



For Organization: The organization also faces several negative impacts from bullying:

1. Increase in Turnover
2. Damaged to Reputation
3. Legal and Financial Risks

Establish a Bully-Free Workplace

Making a workplace free from bullying means having a clear, active plan that's part of how the company works. Let's break this down:



Establish clear, firm policies against all forms of bullying, including subtle psychological behaviors.



Conduct regular training on recognizing and responding to bullying.



Create a safe environment for employees to report bullying.



Promote teamwork and positivity with team-building activities.

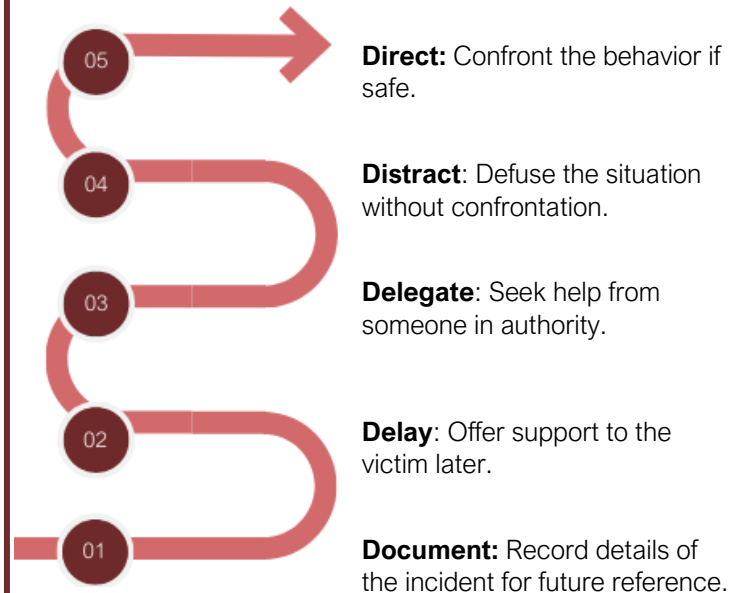


Ensure fair and prompt action in response to bullying incidents.

Bystander Intervention in Workplace Bullying

A **bystander** is someone who witnesses a situation, like bullying, but is not directly involved. They have the choice to either intervene and help or stay passive.

The 5D's of Bystander Intervention



Report Bullying

Bullying is something no one should have to endure. If you're facing bullying, remember you're not alone. Here are some steps you can and should take:



Know that you're protected: You're legally protected against bullying, both by laws and by your organization.

Make clear the behavior is unwelcome: Tell the harasser their behavior makes you uncomfortable.



Document the Incident: Record details of the bullying as soon as possible for accuracy.

Report it: If the bullying continues to happen—report it to your employer for resolution.



Get Support: Take care of yourself and consider reaching out for support if needed.

The Role of Leadership in Preventing Bullying

Leadership is key in shaping an organization's culture and attitude towards bullying. Effective strategies include:

Lead by Example: Model respect and kindness to influence others.

Encourage open communication: Foster dialogue for understanding and empathy.

Celebrate Diversity: Embrace and honor different perspectives.

Provide Equal Opportunities: Treat everyone fairly and equally.

Promote Collaboration: Encourage teamwork for respect and inclusivity.



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