

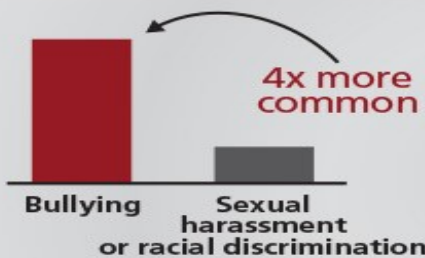
Workplace Bullying

Build a bully-free zone.

The concrete facts



65 million workers are affected by workplace bullying.



6 in 10 victims quit, are forced to quit or are fired as a result.



Women are targets 60% of the time.

Perpetrators are most likely to be bosses.

69% of bullies are men.

Bullying can crack your foundation.

A cracked foundation is shown with a jagged crack running down the center. On either side of the crack are yellow caution signs. The left sign has an exclamation mark and says 'EMPLOYEES SUFFER:'. The right sign has a question mark and says 'EMPLOYERS SEE:'. Between the signs, a list of consequences is listed.

Employees Suffer:	Employers See:
Depression	High turnover
Declining physical health	Absenteeism
Reduced self-esteem	Presenteeism
Work withdrawal	Workplace inefficiency
Increased sick days	Diminished reputation
Family tension	Litigation
Financial stress	Decreased bottom line

Blueprints for a bully-free zone

EMPLOYEES CAN:



Build a network.

Hang with those who are:

- Supportive
- Respected
- Opinion-leaders



Address the bully directly.

Attempt to address and work through problems together.



Document the details.

- Events, dates and times
- Who was present
- What was said or done



Report the behavior.

Outline the negative effect it's having on the company.



Don't be a bystander.

See something, say something.

EMPLOYERS CAN:



Take periodic climate surveys.

- Is harassment or bullying occurring?
- Is management approachable?
- Would employees recommend a friend work for the company?



Provide training.

- Define bullying.
- Provide examples of bad workplace behavior.
- Outline action steps.



Establish a written policy against bullying.

- Outline how to report.
- Define an investigation process.
- Outline consequences and potential disciplinary action.
- Designate a contact person for questions and concerns.



Build the courage to take a
stand on workplace bullying.
You can make a difference.

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