



# CITIZEN'S CRIME PREVENTION ASSOCIATION OF NEWFOUNDLAND & LABRADOR

## Workplace Bullying – What is it?

- Constant nit-picking, finding fault and criticism, all of which is based on distortion, misrepresentation or fabrication.
- Constant attempts to undermine you and your position, status, worth value and potential.
- Being isolated and separated from colleagues, excluded from what's going on, overruled, ignored, sidelined, or frozen out.
- Being belittled, demeaned, humiliated, shouted at, threatened - especially in front of others.
- Being overloaded with work, or having all of your work taken away and replaced with menial tasks.
- Being denied training necessary for you to fulfill your duties.
- Being subjected to disciplinary procedures with verbal or written warning imposed for trivial or fabricated reasons without proper investigation.

## How to Recognize a Bully

A bully may have some or all of the following behaviour characteristics:

- Most bullying is traceable to one person male or female. Bullying is not a gender issue
- Vicious and vindictive in private, but innocent and charming in front of others - only the target sees both sides.
- A convincing, compulsive liar and when called to account will make up anything spontaneously to fit their needs at the moment.
- Displays a great deal of certitude and self-assuredness to mask their insecurity.
- Excels at deception.
- Displays a compulsive need to criticize while simultaneously refusing to acknowledge and praise others.
- Has an over belief in the qualities of leadership but cannot distinguish between leadership and bullying.

## How Do You Know If You Are Being Bullied?

The following are symptoms a person may feel if they are being bullied at work. The target may have some or all of the following symptoms:

- Constant high levels of stress and anxiety
- Frequent illness such as viral infections, especially flu and glandular fever colds, coughs, chest, ear, nose, and throat infections.
- Aches and pains in the joints and muscles with no obvious cause and which won't go away or respond to treatment.
- Tiredness, exhaustion, constant fatigue
- Flashbacks and replays, obsessiveness, can't get the bullying out of your mind.
- Skin problems such as eczema, psoriasis, ulcers, etc.
- Hyper vigilance, being constantly on edge.
- Reactive depression.
- Shattered self-confidence, low self-esteem, loss of self-love, etc.



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## How Can I Put a Stop to Bullying?

When you prepare yourself to respond to a bully, you must recognize the situation as it is.

- Know that when you are being put down, ordered around, yelled at, joked at when you don't want to, you are being abused and abuse is unjust, disabling, and destructive.
- Know that you are responding to a person who is in some way trying to control, dominate, or establish superiority over you.
- Remember you have done nothing wrong, and nothing to cause this bullying.
- Stay aware, concentrate on the present.
- Prepare your feedback. Rehearse it. It will increase your self confidence.
- Respond with a tone of authority and firmness that shows you mean business, are serious and will not tolerate anymore harassment.

## Put an end to Bullying – Be More Assertive

Respond to accusation and blame

- When you are yelled at, told you are acting wrong, acting dumb and so forth, you are being abused. Respond with: "Stop accusing and blaming me right now! Stop it!"  
Respond to judging, criticizing and undermining
- Unfounded judgments and criticism may undermine one's professional qualities and performance which often affects self-esteem. When you hear judgments, respond with: "Cut out the criticism!"  
Respond to name calling
- Name calling is an invasion of your boundaries. Respond with: "Stop that! Don't ever~ ever call me names!"

Respond to harassment disguised as a joke.

- When you feel put down and the other person tells you it was just a joke, or when he/she laughs at your expense, you have suffered abuse disguised as a joke. You may respond with: "This joke is completely inappropriate."