

# Workplace Bullying 101

**Know the subtle signs:** *excerpted from*  
<http://www.workplacebullying.org/erc/>

1. **Deceit.** Repeatedly lying, not telling the truth, concealing the truth, deceiving others to get one's way.
2. **Removal of responsibility.** Removing someone's responsibilities, changing their role, or replacing aspects of their job without cause
3. **Projection of blame.** Shifting blame to others and using them as a scapegoat; not taking responsibility for problems or issues
4. **Withholding information.** Intentionally withholding information from someone or giving them the wrong information
5. **Intimidation.** Overt or veiled threats; fear-inducing communication and behavior
6. **Rationalization.** Constantly justifying or defending behavior or making excuses for acting in a particular manner
7. **Undermining work.** Deliberately delaying and blocking an employee's work, progress on a project or assignment, or success; repeated betrayal.
8. **Impossible or changing expectations.** Setting nearly impossible expectations and work guidelines; changing those expectations to set up employees to fail
9. **Constant change and inconsistency.** Constantly changing expectations, guidelines, and scope of assignments; constant inconsistency of word and action (e.g. not following through on things said)
10. **Criticism.** Constantly criticizing someone's work or behavior, usually for unwarranted reasons

**Know the obvious signs?** *These behaviors undermine everyone's success*

11. **Aggression.** Yelling or shouting at an employee; exhibiting anger or aggression verbally or non-verbally
12. **Coercion.** Aggressively forcing or persuading someone to say or do things against their will or better judgment
13. **Punishment.** Undeservedly punishing an employee with physical discipline, psychologically through passive aggression, or emotionally through isolation
14. **Belittling.** Persistently disparaging someone or their opinions, ideas, work, or personal circumstances in an undeserving manner
15. **Embarrassment.** Embarrassing, degrading, or humiliating an employee publically in front of others
16. **Revenge.** Acting vindictive towards someone; seeking unfair revenge when a mistake happens; retaliating against an employee
17. **Threats.** Threatening unwarranted punishment, discipline, termination, and/or physical, emotional, or psychological abuse
18. **Offensive communication.** Communicating offensively by using profanity, demeaning jokes, untrue rumors or gossip, or harassment
19. **Campaigning.** Launching an overt or underhanded campaign to "oust" a person out of their job or the organization
20. **Blocking advancement or growth.** Impeding an employee's progression, growth, and/or advancement in the organization unfairly

**Obstructionism:** Deliberate delays and preventing a process or change for the purpose of advancing power and control.

**Deliberate Deception:** Lying about a person or their performance to achieve a goal. The goal is not for the greater good – but to advance power and control.

**Scapegoating:** Placing blame on a person as a substitute for someone else. Sometimes because the person you are really targeting has more power. As a means to hurt them, you target people close to them or their appointees.

**Bullying is not a leadership style - These behaviors are toxic and undermine the fabric of our democracy. True leadership that benefits everyone allows processes to work.**

**It's not what you say it's what you do that matters**

**Name it to change it**