



How to deal with workplace bullying

Bullying is someone being aggressive because they want to hurt another person. Bullying can be:

- Emotional being unfriendly, not including you, tormenting (e.g. hiding things that you need, threatening you)
- Physical pushing, kicking, hitting, punching or any use of violence
- Racist saying racist things or making gestures
- Sexual making unwanted physical contact or comments
- Homophobic because of, or focussing on your sexualit
- Verbal name-calling, being sarcastic, saying things about you that aren't true, teasing
- Cyber all areas of internet ,this includes email & internet chat room misuse, mobile threats by text messaging and calls, misuse of things like camera and video facilities

What are the signs?



The most common forms of bullying are watching your work more closely than anyone else, not including you in things, picking on you and setting targets that it would be hard for you to meet.



It could be in the form of telling stories about you that aren't true, making fun of you in front of other people, jokes that insult you and not telling you things that you need to know to do your job. However it happens bullying can make people feel stressed and depressed.

Doing something about it



Many people don't want to speak up because they are frightened that it will make things worse. They might be afraid too that it will make them look bad with their employer. You must deal with it though as it is wrong.



Try speaking to the person who is causing you problems and explain how what they are doing is affecting you. If this is too difficult try speaking to another colleague or manager / supervisor but explain that you want to deal with this unofficially at this stage.



Keep a diary of all the times that you think that you have been picked on, including the dates. Also keep emails and documents which give evidence of this.



You can choose to make a formal complaint or 'raise a grievance'. Ask your Manager or Human Resources department about this telling them what has happened and when.



After you have raised a formal complaint, your employer will most likely ask for a letter giving the details of your grievance and arrange a meeting to talk about it more.



In the letter, say how you would like your employer to solve the problem and make sure you keep a copy. You can take a colleague or trade union representative along to a grievance meeting.



The result of the complaint could be disciplinary action against the person. The aim of this is to improve the person's actions or attitude. If what they have done is very serious, they could be dismissed. After dismissal, they will not be allowed to work for your employer any more.



If you are not happy with the decision that your employer makes you can make an appeal. When you do this, usually someone more senior in the company looks at your complaint or grievance.



Whatever you decide, you must do something as bullying is wrong. Remember that it is not good to suffer in silence and other people may be going through the same thing. Someone needs to speak up.