

# Workplace Bullying - What Can You Do About It?

## Individual



Begin with a calm point of view.



Ideally report the incident when it occurs. If that is not possible, report it to someone within authority.



Creating a consistent log of each occurrence, with details, dates, including any witnesses.



Be consistent in the documentation to show repeated bullying incidents.



Keep both a written and electronic version in a safe, confidential location.

## For the Organization



Educate all the employees to be aware of the possible scenarios that can occur. Help them visualize and clarify the types of circumstances under which they can become a victim, or be a witness



Consistent, focused effort to protect the victim -educate managers responsible for the victim and/or the perpetrator.



Maintain a written policy and procedures process.



Adhere to the policy and document consequences for violations