

# Bullying Behaviours

## Forms of intimidation (generating fear and insecurity)

- ? yelling or raising voice inappropriately
- ? verbal abuse, swearing at someone
- ? expressing hostility in words, tone or body language
- ? menacing behaviour, glaring, stamping feet, huffing or puffing, going into a rage
- ? slamming things, doors, papers, pens, fists on table
- ? throwing things, kicking things, attacking objects
- ? invading person's space with face, body, hands, objects, standing over someone
- ? threatening to hit or set a person up, making threats about one's job or safety, subtle threats and insinuations of ill favour
- ? pushing, physical assault or unwanted touching
- ? falsely blaming, accusing or alleging, making exaggerating claims, making mountains out of molehills
- ? coercion, refusing to work with a person, attempting to force someone to leave
- ? sarcasm, ongoing moodiness, the silent treatment, mind games, distortions, wild exaggerations or minimisations, mocking
- ? refusing to listen or acknowledge a person's rights
- ? pranks, horseplay, set-ups for embarrassment

## Forms of demeaning behaviour (attacking person's self-esteem and self-confidence)

- ? put downs, belittling comments, offensive name calling
- ? asking demeaning questions, making insulting statements, rudeness, constant impoliteness, insinuating a person is stupid or lacking in intelligence
- ? sneering, rolling eyes, insulting gestures, ridicule
- ? teasing, taunting, making fun of in front of others
- ? using offensive graffiti, pictures, texts, emails, leaving offensive notes etc.
- ? mimicking a person's speech or behaviour
- ? treating a person as incompetent in their job, patronising or speaking to them in a condescending manner
- ? disregarding a person's stress concerns by insinuating they are weak

## Forms of abuse of power (using one's position to unfairly treat another)

- ? making subtle threats (e.g. "I wouldn't do that if you want a career here" – "If you don't like it here; leave")
- ? making false allegations (maybe of bullying)
- ? taking credit for one's work, refusing to give credit when due
- ? refusal to provide information about work targets or benefits
- ? refusal to clarify work expectations, job descriptions
- ? refusing to provide adequate resources, tools, information or ways to do a job etc,
- ? not providing opportunities for improvement, training etc that others may have
- ? conducting impromptu performance appraisals
- ? conducting unfair performance appraisals or making arbitrary judgements that are unfair
- ? micro managing, nit picking
- ? constant criticism, not being specific about criticisms, generalised comments
- ? constant questioning, interrogation.
- ? claims of underperformance that do not relate to the facts
- ? being dictatorial and demanding, using heavy handed behaviour.
- ? not giving a person time or space to reply to issues
- ? conducting unfair investigations that do not examine all the evidence fairly

- ? claiming to have given direction when this hasn't occurred or refusing to acknowledge a direction that has been given
- ? giving mixed or unclear messages and instructions
- ? setting someone up to fail
- ? giving a person all the difficult or dirty jobs
- ? destabilising the workplace by making undue changes, removing supports, changing the goalposts
- ? making impossible demands, increasing workloads to unbearable levels, setting impossible deadlines
- ? unfair application of rules or procedures
- ? removing responsibility unfairly, giving menial tasks
- ? manipulating situations or people
- ? making changes without consultation
- ? refusing to show basic respect, being difficult

**Forms of undermining (attempts to make a person look bad to others)**

- ? saying false and malicious things about someone, spreading false rumours, gossiping, back-biting, whispering
- ? setting people against each other, starting conflicts between people or groups
- ? stating complaints have been made about the person and refusing to provide details of the complaints or complainant
- ? making claims that others agree or support the bully's criticisms or point of view when this is not true
- ? laying guilt trips, making a person the scapegoat
- ? sabotaging a person's job, interfering in order to create failure
- ? public humiliation such as dressing a person down or criticising them in front of others
- ? constantly overruling a person in meetings, speaking over people
- ? ambushing a person, unfair disciplinary meetings without prior warning of allegations, time to consider a response or having a support person present
- ? creating false minutes from meetings that unfairly blame or may create false concerns about a person
- ? going above a person to complain about them without first giving them a chance to resolve the issues

**Forms of isolation and exclusion (attempts to separate and exclude people)**

- ? ignoring, marginalising and dismissing a person or their ideas/opinions as unimportant or irrelevant
- ? being snubbing or exiled, sent to Coventry
- ? encouraging others to bully or harass another person
- ? being pressured to join a mob against another person
- ? leaving a person out of the communication loop, repeated 'forgetting' to cut a person in on emails or other communication
- ? treating a person who makes a genuine complaint as the problem, victimising the complainant by suggesting they are weak, too sensitive or acting maliciously
- ? suggesting the complainant deserves to be bullied or justifying the bully's behaviour
- ? refusing to cooperate or supply information, refusing to give leave or any other benefit open to others
- ? singling a person out for treatment different than others, applying unfair administrative sanctions
- ? encouraging others to spy or report secretly on a person