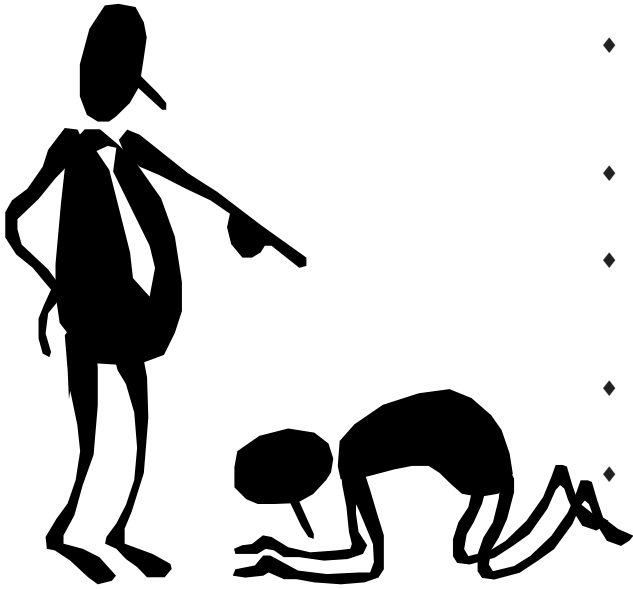


## DON'T LET A BULLY BREAK YOUR DETERMINATION!



- ♦ Remember, you are stronger than you think.
- ♦ Don't define yourself as your position. You are never just a educator!
- ♦ Don't let them allow your world to crumble.
- ♦ Put incidents behind you as soon as possible. Write it down, but don't dwell on it.
- ♦ Remember that most situations are temporary.
- ♦ NEVER give up!

## ONLINE RESOURCES:

Bully Free at Work  
[www.bullyfreeatwork.com](http://www.bullyfreeatwork.com)

"The Silent Epidemic: Workplace Bullying"  
[www.psychologytoday.com](http://www.psychologytoday.com)

Workplace Bullying  
[www.lni.wa.gov](http://www.lni.wa.gov)

Workplace Bullying Institute  
[www.workplacebullying.org](http://www.workplacebullying.org)



# Surviving the Bully at Work

## Bullying Can Happen to Anyone

Bullying is not a fair reprimand. It is often humiliating, malicious, and intended to harm the victim. Oftentimes, bullying becomes prolonged, causing physical and emotional harm to the individual.

Nothing can justify bullying behavior. This is an infringement of your human rights, and a denial of your dignity. School districts are charged with providing a safe environment in which to work, and everyone, including teachers, parents and students, are entitled to be treated with dignity and respect.



## 10 STEPS TO COMBAT WORKPLACE BULLYING

1. Identify it for what it is. It is bullying, and you are not alone.
2. Find support from your friends and family. Support from your co-workers is great, but may be in short supply. Too often, they fear becoming the next victim if they show support for you.
3. Learn more about bullying. Read books, magazine articles and utilize the internet. Knowledge is very powerful!
4. Take care of yourself. Many victims of bullying have experienced symptoms of Chronic Fatigue Syndrome and in severe cases, Post-Traumatic Stress Disorder. Seek medical help if necessary.
5. Keep a journal. Remember that your most vivid memory now will not be as strong as the words and the date that is written on paper.
6. Try stress-reducing exercises, get enough sleep and drink plenty of water.
7. Confront the bully with assistance from your association. Make it clear that you will not be treated in such a manner, and stand your ground.
8. If the supervisor's behavior has violated any of the Articles in your contract, file a grievance.
9. Take your concerns higher if necessary. The Human Resources Department, the Superintendent, and school board members are all important players.
10. Know when to say when. Ultimately, everything comes down to you and your health. Don't let a toxic environment destroy you!

## Being Bullied?

### Self-Test: Are You Being Bullied?

Consider each of the questions in the self-test below and decide if you Strongly Agree, Agree, Somewhat Agree, Disagree or Strongly Disagree with the behaviors that may be happening to you. Then, circle the corresponding number.

Does the person you're having trouble with:

		Strongly Agree	Agree	Somewhat	Disagree	Strongly Disagree
1.	Repeatedly: -Ignore you. -Not say hello when you greet them. -Not return your phone calls or emails.	5	4	3	2	1
2.	Dismiss what you're saying or "put you down" while alone or in the presence of others?	5	4	3	2	1
3.	Sabotage you or make you look foolish, by "forgetting" to tell you about a meeting (or) if the person is your boss, set you up to fail by making impossible demands of you?	6	5	4	3	2
4.	Spread rumors, lies and half-truths about you?	6	5	4	3	2
5.	Frequently act impatient with you, treating you like you're incompetent?	5	4	3	2	1
6.	Blame and criticize you?	5	4	3	2	1
7.	Try to intimidate you by interrupting, contradicting, glaring at you or giving you the silent treatment?	5	4	3	2	1
8.	Tease, ridicule, insult or play tricks on you, especially in front of others?	6	5	4	3	2
9.	Always insist on getting their own way and never apologize? They never consider your point of view.	5	4	3	2	1
10.	Leave you out of social and work situations as opposed to welcoming and inviting you in. They deliberately make ways to exclude you.	6	5	4	3	2
	Total score = _____					

To get your total score add up the numbers; there is a possible total score of 54.

If your score is 14 or below, it doesn't look like you're being bullied. If your score is between 15 and 25, there are indications of bullying behavior. Naturally, the higher the score, the more pronounced the behavior. If your score is 30 or above, you are definitely being bullied. As scores increase beyond 30, the severity of the bullying escalates.

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## **Is It Bullying, Harassment or Neither?** ©

Read the following scenarios and determine if it is bullying, harassment or neither.  
Be prepared to give reasons for your answer.

1. Jerry always makes fun of Kim's ideas at staff meetings.
2. The perpetrator tends to focus on the individual's gender, race, or religion.
3. You are repeatedly late for work. Your boss says if it happens again you will be written up.
4. Another staff member always gossips about you and says you are lazy especially to your boss.
5. The perpetrator's behavior is linked to sex, race, prejudice and discrimination, etc.
6. Crystal always gets the dirty jobs when Carla is in charge.
7. George keeps a noose on his desk. He has been asked repeatedly to take it down. He says black people should watch their back.
8. The perpetrator makes fun of the target's religion.
9. The words used are easily recognized as racist.
10. Gary belittles Malcolm because he is gay.
11. The behavior is driven by hatred of a group.
12. The perpetrator is driven by envy (of abilities) and jealousy (of relationships).

13. The person being targeted may not realize it for weeks or months.
14. Someone is taking credit for your work.
15. Mary makes fun of Lisa's clothes even though Lisa told her to stop.
16. The perpetrator is doing this hurtful action because they feel threatened by the target.
17. A staff member makes fun of gays all the time. People have told him to stop. He now says homo lovers should be fired.
18. Linda destroys Susan's work because she is Latina.
19. Nadine is bright and competent. She is never invited to lunch with the other aides.
20. Carmela calls only certain other women bitches.
21. The perpetrator touches women in a sexual manner even when they have told him to stop.
22. Leigh wears revealing clothing. Her boss told her to cover up. Leigh feels she is being discriminated against because of her age.
23. Clint asks Joanna on a date.
24. Juan has a bumper sticker on his car that says "Proud to be a Mexican American".
25. Chris once made an Asian American joke that Lee found to be offensive.
26. The Dean of students keeps calling you incompetent in front of students.