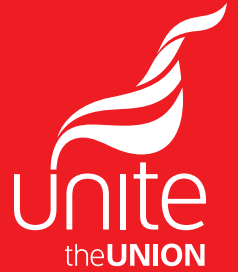




# Unite the union

## Signs of Bullying Checklist



The signs of bullying might not always be obvious, but it is how you feel that is important. Bullying can be a pattern of behaviour over time not just a single incident.

This document details some of the many signs of bullying - you may be subjected to one or any number of these by a colleague or manager but bear in mind the list is not exhaustive.

**If you think you may be being bullied, please speak to a union rep for confidential advice.**

### Subtle Signs of Bullying

- ☐ **Deceit.** Repeatedly lying, not telling the truth, concealing the truth, deceiving others to get one's way, or creating false hopes with no plans to fulfil them
- ☐ **Intimidation.** Overt or veiled threats; fear-inducing communication and behaviour
- ☐ **Ignoring.** Purposefully ignoring, avoiding, or not paying attention to someone; "forgetting" to invite someone to a meeting; selectively greeting or interacting with others besides the victim
- ☐ **Isolation/exclusion.** Intentionally excluding someone or making them feel socially or physically isolated from a group; purposefully excluding someone from decisions, conversations, and work-related events
- ☐ **Rationalisation.** Constantly justifying or defending behaviour or making excuses for acting in a particular manner
- ☐ **Minimisation.** Minimising, discounting, or failing to address someone's legitimate concerns or feelings
- ☐ **Diversion.** Dodging issues, acting oblivious or playing dumb, changing the subject to distract away from the issue, cancelling meetings, and avoiding people
- ☐ **Shame and guilt.** Making an employee constantly feel that they are the problem, shaming them for no real reason, or making them feel inadequate or unworthy
- ☐ **Undermining work.** Deliberately delaying and blocking an employee's work, progress on a project or assignment, or success; repeated betrayal; promising them projects and then giving them to others; alternating supportive and undermining behaviour
- ☐ **Pitting employees against each other.** Unnecessarily and deliberately pitting employees against one another to drive competition, create conflict, or establish winners and losers; encouraging employees to turn against one another
- ☐ **Removal of responsibility.** Removing someone's responsibilities, changing their role, or replacing aspects of their job without cause
- ☐ **Impossible or changing expectations.** Setting nearly impossible expectations and work guidelines; changing those expectations to set up employees to fail
- ☐ **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)
- ☐ **Mood swings.** Frequently changing moods and emotions; sharp and sudden shifts in emotions



- ☐ **Criticism.** Constantly criticising someone's work or behaviour, usually for unwarranted reasons
- ☐ **Withholding information.** Intentionally withholding information from someone or giving them the wrong information
- ☐ **Projection of blame.** Shifting blame to others and using them as a scapegoat; not taking responsibility for problems or issues
- ☐ **Taking credit.** Taking or stealing credit for other people's ideas and contributions without acknowledging them
- ☐ **Seduction.** Using excessive flattery and compliments to get people to trust them, lower their defences, and be more responsive to manipulative behaviour
- ☐ **Creating a feeling of uselessness.** Making an employee feel underused; intentionally rarely delegating or communicating with the employee about their work or progress; persistently giving employees unfavourable duties and responsibilities.

## Not-So-Subtle Signs of Bullying

**Bullying can also be more obvious. These signs tend to be more commonly associated with bullying.**

- ☐ **Aggression.** Yelling or shouting at an employee; exhibiting anger or aggression verbally or non-verbally (e.g. pounding a desk)
- ☐ **Intrusion.** Tampering with someone's personal belongings; intruding on someone by unnecessarily lurking around their desk; stalking, spying, or pestering someone
- ☐ **Coercion.** Aggressively forcing or persuading someone to say or do things against their will or better judgment
- ☐ **Punishment.** Undeservedly punishing an employee with physical discipline, psychologically through passive aggression, or emotionally through isolation
- ☐ **Belittling.** Persistently disparaging someone or their opinions, ideas, work, or personal circumstances in an undeserving manner
- ☐ **Embarrassment.** Embarrassing, degrading, or humiliating an employee publically in front of others
- ☐ **Revenge.** Acting vindictively towards someone; seeking unfair revenge when a mistake happens; retaliating against an employee
- ☐ **Threats.** Threatening unwarranted punishment, discipline, termination, and/or physical, emotional, or psychological abuse
- ☐ **Offensive communication.** Communicating offensively by using profanity, demeaning jokes, untrue rumours or gossip, or harassment
- ☐ **Campaigning.** Launching an overt or underhanded campaign to "oust" a person out of their job or the organisation
- ☐ **Blocking advancement or growth.** Impeding an employee's progression, growth, and/or advancement in the organisation unfairly.



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