Stop bullying:
it’s in your hands

Bullying in the workplace is not as obvious as you may think. There is a fine line between a strong work style and bullying behaviour that can make a person feel demeaned and inadequate. Bullying is never acceptable and in the NHS it is considered to be a serious offence.

If you think you are being bullied, what can you do?

Remember, being bullied is not your fault
However, if it persists, it is up to you to change the situation by seeking help.

Share your experience
Talk to someone you trust to get a sympathetic ear, fresh perspective and support.

Make a record
Keep a diary of details, including events, witnesses, and any emails or correspondence.

Confront the bully
In the early stages, a quiet word to the bully could stop them - they may be unaware of the effect of their behaviour. However, if they are bullying on purpose, challenging them may make them worse. In this case, don’t approach them, seek help.

Seek advice and support
Contact someone who can help you. It may be your line manager, another manager, human resources team, occupational health team, mediation and counselling service, welfare service, trade union representative or bullying and harassment representative.

Consult your employer’s bullying and harassment policy. Employers have a legal duty of care under the Protection from Harassment Act 1997.

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Have you crossed the line?

Bullying in the workplace is not as obvious as you may think. There is a fine line between a strong work style and bullying behaviour that can make a person feel demeaned and inadequate. Bullying is never acceptable and in the NHS it is considered to be a serious offence.

If you think you could be a bully, what can you do?

Be honest with yourself
Admitting you may be perceived to be a bully is the first step. Do you really want this reputation?

Don’t copy other people’s mistakes
Remember how it felt to be bullied, or to witness it? You can learn to act differently and stop the cycle.

Be firm but fair
Treat all employees with respect. Avoid favouritism and don’t take out your own frustrations on colleagues.

Communicate
However busy you are, make time to listen to your colleagues and talk to them. Value their opinions, even if you do not agree with them.

Seek help
Contact a counselling or advice service such as the Andrea Adams Trust on 01273 704 900, or request additional training.

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