



# September 2021: Combating Bullying

**MINES  
& ASSOCIATES**  
*A National Business Psychology Firm*



***“Knowing what's right doesn't mean much unless you do what's right.” – Theodore Roosevelt***

Welcome to the **September 2021 edition of TotalWellbeing**, your guide to the **8 dimensions of wellbeing**. This month we will be looking at ways to identify and stop workplace bullying.

Workplace bullying is a serious issue and requires an approach that involves not only leadership, but the entire team. Workplace bullying is best countered by a culture that fosters collaboration, respect, and displays zero tolerance for any type of bullying from any level within the organization. When allowed to propagate bullying can quickly become rampant and team members will begin to see this type of behavior not only as acceptable, but as normal. This is why it is critical to put policies in place that explicitly prohibit this type of behavior, build a culture around mutual respect, and take all reports of potential bullying very seriously. Not doing so can leave everyone in the company open to hostile environments, excessive stress, and even legal repercussions.

Please remember that your EAP is here for you if you need to talk about bullying you have encountered or need ideas on how to encourage a more respectful environment either at work or at home. You have access to free and confidential counseling, self-help tools, trainings, and more. Plus, an online resource library full of proactive self-help tools! Visit [PersonalAdvantage](#) for helpful articles, personal and professional development tools, and more!

## ***This Month's Focus***

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To your total wellbeing,

The MINES Team

### ***Bullying in the Workplace***

Often when people hear the word “bullying,” they think of children on the playground or high schoolers getting teased by their classmates. You might think that as people get older, rates of bullying decline due to developing brains and emotions. However, this is not the case.

The prevalence of workplace bullying is significant. According to a 2017 national survey by the Workplace Bullying Institute, about 20% of U.S. workers have experienced bullying in the workplace and over 60 million workers have been affected by bullying.

#### ***Workplace Bullying Defined***

Workplace bullying is defined by aggressive behavior with the intent to intimidate, humiliate, sabotage, or degrade. It involves deliberate, hurtful, and repeated mistreatment of employees fueled by a desire to control.

To read more including how to identify bullying, examples of bullying, common bullying characteristics, and steps to stop workplace bullying [click here](#).

Remember, if you or a household member are dealing with stress, anxiety, or other negative effects of bullying, your employee assistance program is here for you. Resources include free and confidential counseling, self-help tools, trainings, stress management tools, and more. **If you need additional information or to access services, please call MINES and Associates at 1-800-873-7138 today.** Also, [PersonalAdvantage](#) has a ton of great resources and FREE [webinars](#).

### ***Tips for Dealing with a Workplace Bully***

If you think you might be a victim of bullying in the workplace, it's important to formulate a plan of action. Remember: Never stoop to the bully's level or let them walk all over you. Instead, take the high road and always keep interactions professional and respectful.

#### **Do Your Homework**

- Educate yourself about what constitutes bullying behavior.
- Keep a log of the dates and summary of incidents. Note any witnesses who were present.
- Save a paper trail of emails or letters. Keep copies at home rather than in the office.

### **Stand Up for Yourself**

- Do not allow yourself to be intimidated.
- Practice self-affirmation and self-assertion.
- Seek to open channels of communication with the bully.
- Address the behavior with the bully—tell them how it makes you feel.
- Tell the bully what the consequences are if it continues (e.g., getting your supervisor involved, contacting the Human Resources department).

### **Useful Assertive Phrases**

- “I feel offended by what you said. Can you explain what you meant by it?”
- “I didn’t appreciate when you did \_\_\_\_\_ (describe action). It seems like you are purposely trying to interfere with my job duties.”
- “I feel disregarded and disrespected by your behavior.”

### **Plan of Action**

- Make efforts to take action and change the situation before leaving employment.
- Discuss your concerns with your supervisor or other management.
- Contact Human Resources to discuss the situation.
- Reach out to family and friends for support.
- Seek counseling for additional support.

### **What You Can Do as a Bystander**

- Listen to the target and offer support.
- Don’t participate or spread gossip as this only fuels the bully.
- Document details of what you witness to share with management or Human Resources.
- Tell the bully to stop.
- If the bully continues, walk away—bullies need an audience.

***If you or a member of your household needs assistance or guidance on any of these wellbeing topics, please call MINES & Associates, your EAP, today for free, confidential, 24/7 assistance at 800.873.7138.***

**To access past issues of *TotalWellbeing* please visit our [newsletters page](#). This newsletter is aimed at providing helpful information about various aspects of your wellbeing and then connecting it all back to important and relevant parts of everyday life. If you have any thoughts, questions, or content you would like to see covered here please get in contact with us. You can email us directly by clicking [here](#).**

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