

# WORKPLACE BULLYING CHECKLIST FOR THE COMPLAINANT

The following checklist has been compiled by Helen O'Connor with the assistance of Catherine Hable, [www.bulliesdownunder.com](http://www.bulliesdownunder.com)

The checklist below can be used by personnel who believe they may have been bullied and could be made available to complainants to help them check what they intuitively feel.

Would you describe yourself as outspoken on workplace issues?	Yes /No
Are you being unfairly targeted for poor performance?	Yes /No
Would you agree that you are treated less favourably than others in your workplace?	Yes /No
Are clients actively encouraged to complain about your work?	Yes /No
Has your work been undermined or criticised in front of others?	Yes /No
Have you been provided with inadequate or inaccurate information about your work?	Yes /No
Do you feel isolated from your colleagues in how you are treated at work?	Yes /No
Have you been unfairly accused of doing or not doing something at work recently?	Yes /No
Has someone deliberately lied to you about a matter relating to your work?	Yes /No
Have you been humiliated in front of other staff?	Yes /No
Have rumours about you been deliberately circulated in your workplace?	Yes /No
Do you feel as if you are constantly in damage control mode at work?	Yes /No
Have you used sick leave as one way of avoiding these problems at work?	Yes /No
Is there a culture of harassment & bullying in your workplace?	Yes /No
Are you aware of other staff members suffering from work related stress at your workplace?	Yes /No
Have you been deliberately embarrassed or humiliated in front of clients?	Yes /No
Do you feel that what you say at work is not believed?	Yes /No
Do you feel that you are being over supervised or as if you are not trusted to do your work?	Yes /No
Do you believe that you are being deliberately bullied at work?	Yes /No
Has there been a high staff turnover at your workplace?	Yes /No
Do you feel that you are constantly struggling to keep up with changes to your work or increasing workloads?	Yes /No
Are you being allocated inappropriate tasks or have resources you've previously had access to in performing your duties been restricted or removed?	Yes /No
Are your complaints being ignored at work?	Yes /No
Do you feel that you are deliberately left out of decision making sometimes?	Yes /No
Is there a high level of conflict at your workplace?	Yes /No

Do you feel that your judgement is constantly being questioned?	Yes /No
Is your work suffering because of your anxiety about being seen to be incompetent?	Yes /No
Do you feel extremely anxious about going into work?	Yes /No
Are you beginning to doubt your own competence because of what others are doing & saying about you?	Yes /No
Has a client made unsubstantiated allegations or complaints about you?	Yes /No
Are your opinions & suggestions marginalised or trivialised?	Yes /No
Are your personal messages sometimes not passed on?	Yes /No
Are your sleeping patterns disturbed by what is happening to you at work? eg: unable to fall asleep and/or waking frequently during the night	Yes /No
Are the 'goal posts' at work constantly changing and often without notification?	Yes /No
Are you being pressured to do more, often with fewer resources?	Yes /No
Are you often being allocated clients with high needs compared to those of your colleagues?	Yes /No
Have you used long service leave or other leave options as a means of relieving workplace problems?	Yes /No
Are decisions which impact on your duties and responsibilities made without your consultation?	Yes /No
Have you been threatened and/or abused by a client and received no support from management?	Yes /No
Has important information eg: your worker's compensation claim, gone missing or not got beyond 'the front desk'?	Yes /No
Do you believe you are gaining an unfair reputation amongst your colleagues as a 'stirrer' or trouble maker because of your efforts to defend yourself or others in your workplace?	Yes /No
Has important information regarding job/career prospects been concealed from you?	Yes /No
Do you feel that some of your colleagues might be worried about being seen to be too closely associated with you?	Yes /No

If you answered 'Yes' to ten more of the questions above, the chances are high that there is bullying in your workplace.

If you answered 'Yes' to twenty or more of the questions above then there is certainly some serious bullying going on at your workplace and you are probably being targeted.

If you answered 'Yes' to thirty or more of the questions above then you are quite likely to be a target of a serial bully. You need help.

If you wish to seek assistance in confidence phone 0800 284 678

Instep offers a variety of programmes including our Employee Assistance Programme (EAP), Alcohol and Drug Free Workplace (AoD), Mental Fitness for Work, Professional Supervision, Speak Up confidential whistle-blowing, Return to work after mental setbacks (Back on your Feet) and related human risk-management workplace training. Our programmes meet your specific needs. Let's talk about what you need done! See [www.instep.nz](http://www.instep.nz) from the Skills Group



We're here to help

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