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Ten Policies You'll Find In Every Toxic Workplace



Liz Ryan, CONTRIBUTOR

I write about bringing life to work and bringing work to life. [FULL BIO](#) ✓

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There are lots of clues that a company or institution you're interviewing with is a bad place to work. You can tell by the way the recruiter communicates with you. You can tell from the feeling you get when you walk into the building for your job interview.

You can tell in a second how friendly or

unfriendly the people in the company are. You can watch them banter and joke with one another, or hand you off stiffly from one interviewer to the next. The cultural clues are everywhere — all you have to do is notice them!

I don't want you to accept a job offer with any organization until you've read its Employee Handbook cover to cover. If they won't give you the Employee Handbook when they're trying to get you into the company, that's a good reason to run away, right there!

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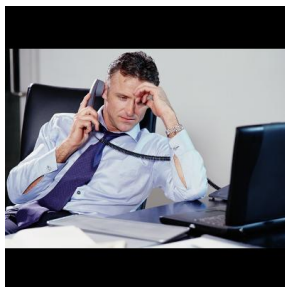
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If you were about to sign a contract, wouldn't you expect to get a look at the contract before someone stuck a pen in your hand and asked you to sign it? Of course you would! Anyone would.

If you take the job, one of the first things they'll do at your new employee orientation meeting is to make you sign a piece of paper that says you've read the handbook and intend to comply with all its policies.

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That's why you have to have a chance to read the handbook before you accept the offer. This would go without saying except that job-seekers are so used to being beaten down and treated like dirt that it doesn't occur to most of them to ask for something as reasonable as an advance copy of their possible new employer's handbook.

You have to get it, because if these policies are in it, you don't want the job!

No Moonlighting Policy

When you have a full-time job, you are responsible for giving the job a good day's work every working day. After that, it's your life. You should be able to spend it doing whatever you want to do, from fishing off a pier to making baked ziti or anything else that suits your fancy.

No employer should be able to make you sign a policy that says you won't work anywhere else after hours. How heavy-handed can you get? No-moonlighting policies are the epitome of fear-based bullying. They have no place in the Knowledge Economy we all operate in now.

Stack Ranking

Stack ranking or forced ranking is a

medieval management system that became popular in the 1980s and in some out-of-touch employers is still going strong.

In this system each manager has to “rank” his or her employees from best to worst, in case the employees are one-dimensional, stackable and rankable objects instead of vibrant, unique and amazing people. Run away from any employer who still uses a stack ranking system or otherwise pits employees against one another!

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JUL 12, 2016 @ 08:52 AM **2,103** VIEWS

Four Critical Keys For Leaders Who Work Remotely



William Arruda, CONTRIBUTOR

I write about personal branding. [FULL BIO](#) ✓

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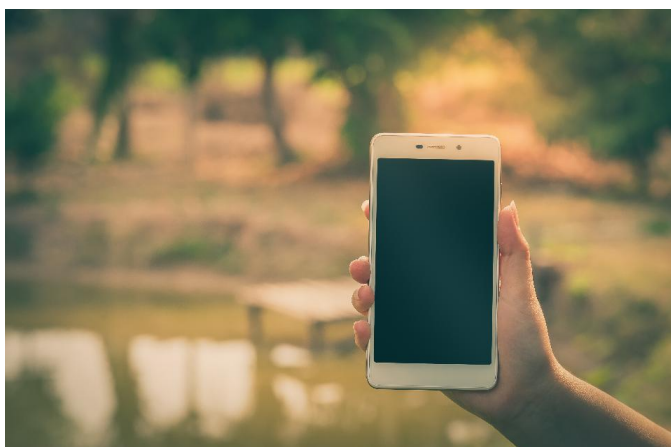


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It is becoming more and more common for leaders to have teams that are partially or completely located in different cities and/or countries. This trend will continue as technology is developed to make virtual teams increasingly viable. Managing remotely creates additional challenges and requires today's leaders to bridge the gap. Here's how to thrive if you lead from afar.

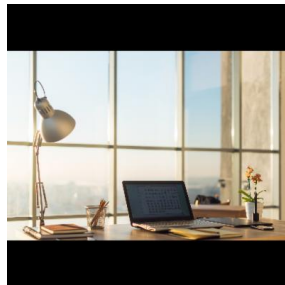
1. Develop Double Vision

Let's face it. Your people want a piece of you. They need your support and guidance, and they want an opportunity to share their successes with you. As a remote leader, your job is to make that happen, which requires additional communication beyond what routinely happens in a geographically connected team.

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Provide regular updates. Be consistent in letting your team know what's on your mind and what's happening in the company. Set a predictable schedule for when you communicate news, progress, and public praise. Augment the scheduled updates with "breaking news" and other time-sensitive information as it arises.

Overtly acknowledge. Thank you notes, congratulations messages, and birthday

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acknowledgements are more important when you are remote. Develop a system to make sure these personal acknowledgements don't get overlooked. Make note of your team members' birthdays, the day they joined the company, the day they joined the team, etc.

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Cut through the clutter. When you are remote, email and instant messaging are the primary forms of communications, creating piles of text to slog through. To stand out and make sure your team notices your leadership, use less common formats, including an occasional voicemail. Consider sending handwritten thank you notes or congratulations messages in the mail (I know, how novel!).

2. Be Real Virtually

In the age when people google us to learn more about us, and social media has become both professional and social, it's important to be current and connected.

Create accurate social media profiles that show your human side. Update

your profiles on all social media and on your company intranet. You need to go beyond what others do because your digital profile is who you are to your team members. If they're on the other side of the globe, with few day-to-day interactions with you, they will be especially curious about who you really are.

Be active in the social media your people use. Use all channels available by connecting, friending and following your team and other workers' social media. Post regularly. It helps when your team sees you in different venues.

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Ten Things Only Bad Managers Say



Liz Ryan, CONTRIBUTOR

I write about bringing life to work and bringing work to life. [FULL BIO](#) ✓

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Good managers are easy to spot. They say



things like “Great job!” and “How are you doing?” all the time, because they know how to interact with their teammates and how to listen to them. They know that encouraging their teammates is the most important part of a manager’s job.

Lousy managers are a different story.

Some poorly-equipped managers will act friendly toward you one day and blast you the next. A poor manager’s behavior can be hard to predict.

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That’s one of the reasons it’s so stressful working for a bad manager. You never know what to expect!

Still, you can spot a bad manager by listening for the obnoxious things they will say when they’re angry or stressed — things that no decent manager would allow to pass through their lips, no matter how upset or tired they might be.

Here are ten things only lousy managers say. Have you run into any of these nasty manager’s remarks before?

You can’t go home until this is finished.

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25 If you are paid a salary instead of an hourly wage, that is supposed to mean that you have discretion over your schedule. If you receive a salary, you get to decide when to go home (theoretically, that is — if you work for someone who would say this, don't test the theory, but start a stealth job search instead)!

That sounds like a personal problem.

This is what lousy managers say when you have obligations at home that conflict with your manager's ideas about what a work day and work week should look like. Any manager who says this to you is telling you that you mean nothing to them — so why should you care about hitting their goals?

If you don't want your job, I'll find someone who does.

This is the classic threat poor managers make to keep employees in line. The minute you hear this, it's time to get your resume up to date.

I'm not going to tell you again.

Only lousy managers make threats. You

are not a little kid in school. Everybody gets exasperated at times, but that’s no excuse to talk down to your teammates.

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