

We are all aware of bullying in schools. Have you imagined this could also happen in your workplace?

We expect that once we leave the school and move to the workplace, bullying is left behind.

We don't expect an adult, or a professional to harm a colleague.

Sad to say, our expectations differ from reality because bullying exists and occupies a position in the workplace.

Every worker is an open target at any age in any situation.

Imagine an adult or a professional doing a damaging behavior such as bullying. It's more dangerous. The emotional and psychological effect is more fatal. And its effect can be lifetime.

Technically, it's not protected under law. But it is professionally unethical.

So, there must be a workplace anti-bullying policy in place within the company or organization.

However, even if an anti-bullying policy is in place, if organizational leaders do not faithfully follow the rule, the victims will be more at risk when these leaders tend to protect themselves first, ignoring their responsibilities to protect their subordinates.

Organizational leaders and Human Resource Offices try to cover workplace bullying behaviors to protect their leadership ability and public image being stained with negative implications.

So, you need to be able to protect yourself.

But don't worry because you can do something.

The first step is to know if you are being bullied in your workplace.

Workplace bullying behaviors come in many different forms.

It can be covert and hard to notice over time that you'll realize it when the damage has already been done.

It can be blatant and obvious that it leaves you physically, emotionally and psychologically hurt.

Workplace bullying does not have to occur a certain number of times to be classified as such.

Any instance of unwanted behavior that is intended to harm, threaten, intimidate, humiliate, coerce, belittle, emotionally and psychologically disturb a person is bullying.

Being able to identify workplace bullying tactics that affect you and your colleagues at work will enable you to find ways and utilize strategies to protect yourself and deal with these bullies and the effects of abusive behaviors once and for all.

Here's a GUIDE on how to know if you are bullied in your workplace.

- You experience aggression such as but not limited to verbal abuse, profane languages, overtly aggressive insults and reprimands, yelling or shouting, exhibiting anger verbally or physically.
- You are intimidated, belittled or demeaned such as but not limited to unfounded threats and comments about job security, someone forces you to do things their way, insists that their opinion is the only one that matters, a coworker misuses a position of power to threat or show fear-inducing behavior.
- You are humiliated such as but not limited to being yelled at in a meeting, embarrassed in front of people, colleagues are making fun of you, someone is attempting to undermine you or make you appear less competent.
- You are prevented or blocked from getting a promotion, attending a training or workshop opportunities, getting a role or award you're qualified

for, or by withholding information from you that might have helped your progress in your career.

- Your reasonable requests are being refused without reason.
- You experience sexual harassment or unwelcome sexual comments or unwelcome sexual advances.
- Your bully keeps an account of your mistakes. If your boss keeps an account of your errors and keeps mentioning it to you for no practical reason, then you are surely being bullied.
- You are falsely accused of others' mistakes. Blame is projected on you by your colleagues as a scapegoat and not taking responsibility for problems or issues.
- You are removed from duties, or your job is changed or limited without reason; the goals of your project are suddenly changed, negating all your progress, or you're saddled with impossibly difficult tasks.
- You experience micromanagement such as but not limited to supervision and monitoring of your job even its smallest aspects that you don't feel like your actions are being trusted yet there's no effort to provide guidance, mentoring or encouragement.
- You are isolated either physically or socially such as but not limited to; being outcasted, alienated, ignored, or excluded from meetings, decisions, conversations, and work-related events.
- You are the subject of workplace gossip such as malicious or false rumors about you are being spread.
- You are held to standards that are different from your peers such as impractical schedule that would cause you trouble such as, but not limited to setting last minute schedule of meeting on days that your bully knows you are not available.
- You receive obstacles, distractions, busywork requests and roadblocks to prevent you from successfully completing your tasks on time.

- You become a prey of sabotage such as but not limited to, submitted reports and other documents become missing, rules that relate to your work are altered in a haste to let you fail, not attending to your call or refusal to sign on your documents.
- Your works are credited to others or claimed by others.
- You receive unfair punishments or reprimands without justifiable reason.
- You are undervalued of your efforts like successfully doing your work but your superior still searches for minor errors or accuses you of not carrying out the tasks in the right way.
- You are being called by other names, nouns, or adjectives aside from your name.
- You receive unofficial increased responsibilities intended to let you fail or your duties are removed unreasonably.
- You are treated differently from your peers. It's normal for people to have stronger connections with some than others, but it's not fair for them to show people preferential treatment or favoritism in the world of work.
- You often feel ganged up like when you make a comment, suggestion or disagree with a point of view, you're responded to with a pile of responses by others, with a mentality determined to prove you wrong.
- You get cut off most of the time you talk during meeting and discussions, dismissing your concerns, so that your ideas will not be considered.
- You and your work are publicly diminished. Your excellent work is not acknowledged by your boss and/or they give the credit to others in a public setting such as a meeting or an off-site.
- You experience condescension or mansplaining such as when toxic colleagues condescend or infantilize coworkers to make them feel inferior.

- You experience constantly changing expectations, guidelines, and scope of assignments such as but not limited to; constantly changing scheduled time with little to no notice and you become late to or absent from meetings; constant inconsistency of word and action that it becomes impossible to succeed because your goals aren't clear.
- You receive lies such as but not limited to false information, promises that are not kept, deception to get one's way, and creating false hopes with no plans to fulfill them.
- You receive destructive instead of constructive criticism.
- You never or rarely receive support from your superior or colleagues such as but not limited to technical assistance, additional guidance or resources and program support at your workplace.
- You experience gaslighting a manipulative behavior used to confuse people into thinking their reactions are so far off base that they're crazy. When gaslighting occurs, you start doubting whether the challenges you're experiencing are real and start to believe that you're the problem. Gaslighting can affect your self-worth and your ability to trust yourself.
- You experience intrusion such as but not limited to tampering of documents and personal belongings; intruding on someone by unnecessarily lurking around their desk; stalking, spying, or pestering someone
- You are subjected to pitting wherein employees are unnecessarily and deliberately pitted against one another to drive competition, create conflict, establish winners and losers thereby encouraging employees to turn against one another.
- Your superior or Human Resource Officer tells you to just work it out yourself when you report workplace bullying concerns. How can you work it out with someone more powerful than you (if your bully is your superior)? How will you work it out if there is no well-defined process?

• You feel your work is a suffering for you and you feel sick when you think about going to work. These are possible physical and psychological repercussions of unwanted behaviors that you experience in your workplace.

Sometimes we ought to deny that we are affected but our physical body feelings and actions reveal.

Bullying can lead to depression, anxiety, panic attacks and mood swings.

Other physical symptoms are increased blood pressure, rapid heartbeat, sleeping troubles, loss of appetite food trip, and increased alcohol intake.

In extreme cases, the effects of workplace bullying can also lead to heart attacks and strokes.

These examples of bullying situations mean you need to be careful at all time.

If you experience bullying, don't worry because the problem is not on you.

The problem lies on your perpetrator.

According to experts, "the reason why people are targeted is because they are good at their jobs."

Surprisingly, "workers who tend to be targeted of harassment and bullying in the workplace happen to be the most skilled."

According to the Workplace Bullying Institute (WBI), "targets are more technically skilled than their bullies."

"And because targets tend to be more empathetic and have higher emotional intelligence than those who are bullying them, they are less likely to be confrontational."

Now that you know if you are bullied in the workplace, you must also be able to protect yourself.

In my book, **THE CAUTIOUS WORKER: How to Protect Yourself from Workplace Bullying,** you'll learn how to protect yourself whether you are still searching for a job, you already joined the workforce but haven't experienced bullying yet, or you are already employed and currently experiencing workplace bullying.

Inside THE CAUTIOUS WORKER, you'll discover;

- ► A drop-dead-easy way to protect yourself from workplace bullying you'll wish you had known about years ago!
- ► The **Dynamics of Workplace Bullies.**
- ▶ 11 Reasons Why People Bully in the Workplace.
- ► The 8 Types of Workplace Bullies.
- ► The Attributes of Bullied Workers.
- ▶ 10 Reasons Why Workers are Bullied in the Workplace.
- ► The Legal Grounds in the Workplace.
- ▶ 9 Ways to Boost your Resilience in the Workplace that every worker/employee ought to know about.
- ▶ The 7 Steps to Do When You Experience Workplace Bullying.
- ► The **7 Powers** you possess, and how you can use these to **Overcome** Workplace Bullies and Toxic People.
- ► How a little-known personal power can overcome workplace bullies and toxic people **you'll be amazed**.

And so much more.

THE CAUTIOUS WORKER is available at: https://helplegacy.com/sales/