

Questionnaire to determine if you're being 'targeted' by a Workplace Bully



Not too sure if you're the 'target' of a workplace bully? If so, you wouldn't be alone.

It's not until people see a 'list' of behaviours being perpetrated against them - that they realise they could very well be the 'target' of a workplace bully.

The questionnaire that follows is by no means a definitive list of bullying behaviours. However, it *does* outline the most 'used' and 'prominent' behaviours that bullies employ against their chosen targets.

How to use the questionnaire

Read through each question, then rate the level of your chosen response from 1 to 5 using the following scale: 1 = rarely 2 = occasionally 3 = often 4 = quite often 5 = almost always.

Left: Lapel Button supporting Know Bull! Day, a national day and an annual event to raise awareness about workplace bullying. To see the full range of anti-bullying lapel buttons, click on the lapel button.

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|----|---|---|---|---|---|---|
| 1 | Are you taunted where the intention is clearly to embarrass, intimidate, and humiliate you? | 1 | 2 | 3 | 4 | 5 |
| 2 | Are you subjected to disparaging remarks about your work or personal life? | 1 | 2 | 3 | 4 | 5 |
| 3 | Do you having false concerns raised about your performance, or your ability to do your job? | 1 | 2 | 3 | 4 | 5 |
| 4 | Does your manager or another staff member subject you to excessive monitoring, or micro-management? | 1 | 2 | 3 | 4 | 5 |
| 5 | Are you increasingly being overloaded with work, which makes achieving targets more difficult? | 1 | 2 | 3 | 4 | 5 |
| 6 | Is your work being plagiarised intentionally, or is the 'credit' for your work being stolen? | 1 | 2 | 3 | 4 | 5 |
| 7 | Are you finding your responsibilities being increased, but your authority removed? | 1 | 2 | 3 | 4 | 5 |
| 8 | Is your 'normal' work being removed and replaced with inappropriate and/or menial jobs? | 1 | 2 | 3 | 4 | 5 |
| 9 | Are you undermined, especially in front of others? | 1 | 2 | 3 | 4 | 5 |
| 10 | Are you humiliated especially in front of others? | 1 | 2 | 3 | 4 | 5 |
| 11 | Are you unfairly blamed, accused, or feel like your character is being assassinated? | 1 | 2 | 3 | 4 | 5 |
| 12 | Are you treated differently from the remainder of your colleagues? | 1 | 2 | 3 | 4 | 5 |
| 13 | Are you 'excluded' e.g. not invited to important meetings, left off important emails? | 1 | 2 | 3 | 4 | 5 |
| 14 | Are you denied the resources/tools necessary for completing your work and achieving goals? | 1 | 2 | 3 | 4 | 5 |
| 15 | Are you constantly being criticised; or nit-picked? | 1 | 2 | 3 | 4 | 5 |
| 16 | Are you set unrealistic goals or impossible tasks, which are then changed without notice or reason? | 1 | 2 | 3 | 4 | 5 |
| 17 | Are you asked for explanations and proof of achievement, which are then ridiculed, overruled, dismissed or ignored? | 1 | 2 | 3 | 4 | 5 |
| 18 | Do you receive instructions only via memos, emails, or a series of post-it notes/notes? | 1 | 2 | 3 | 4 | 5 |
| 19 | Are you 'punished' with the silent treatment e.g. people avoiding you, refusing to communicate with you, avoiding eye contact with you? | 1 | 2 | 3 | 4 | 5 |
| 20 | Are you frequently denied support by your manager/supervisor? | 1 | 2 | 3 | 4 | 5 |

Total the number of 1's, 2's, 3's etc:

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How to interpret your score

- Mostly 1's and 2's: It's highly probable you're the target of minor workplace bullying behaviour. Bullying behaviours may, or may not escalate, but at this stage - just be alert.

- A mix of 2's and 4's, but mostly 3's: These numbers indicate a definite pattern of workplace bullying emerging. If you are not already keeping a diary of workplace bullying incidents - now is the time to start. Include details such as: date of bullying events; time; what occurred; and names of any witnesses. You will more than likely need this record at a later date should this pattern continue, or escalate even further.

- Mostly 4's and 5's: If your score reflects 50% or more 4's and 5's it's almost certain you are the 'target' of a workplace bully. If other staff have been previously targeted, the offender is a 'serial' bully. If the bully is allowed to continue operating in this manner despite others in the workplace knowing - you are in a 'toxic' workplace. Seek specialist *external* counselling to assist you, make an appointment with a lawyer and take a diary of events with you. Understand that when this stage is reached it is virtually impossible to remedy without legal action, if at all.