



OFFICE BULLY

Dealing with the office bully is not as easy as dealing with a playground bully. Back then, you could tell the teacher. Now, the office bully could be your boss. Consider these strategies to help navigate being pushed into doing jobs that are not your responsibility, taking on too much or simply being treated disrespectfully.



01 IDENTIFY

Not all disagreeable behavior is bullying.

The tone may be harsh. The requests (and timelines) may be unreasonable. But bullying is different than high expectations. Bullying is behavior without merit but with malice.

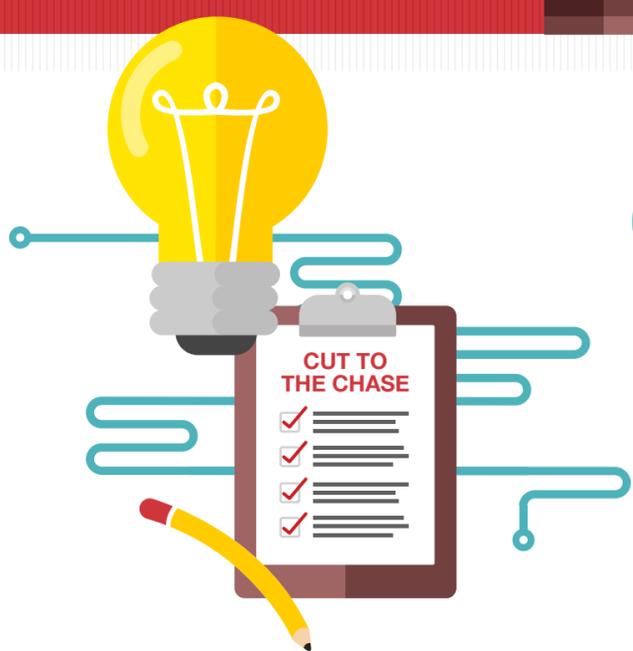
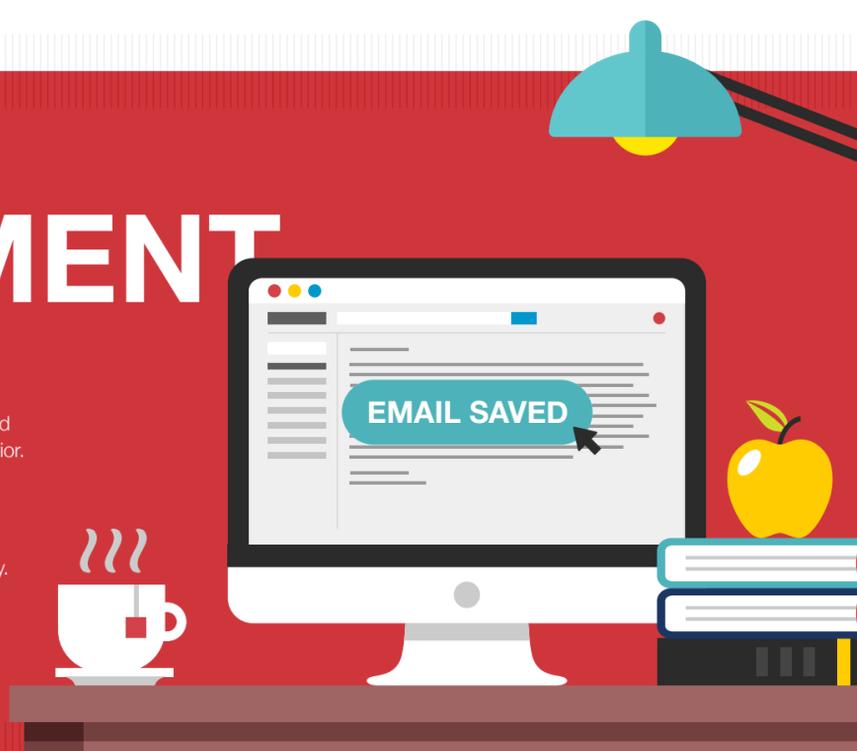
It's important to know the difference, so that you can direct your energy accordingly.

02 DOCUMENT

Make a record.

If you ever want to take your concerns to a manager or confront the bully directly, you will need documentation to demonstrate a pattern of behavior.

Ensure future steps are supported with rational evidence by maintaining a rigid routine of saving abusive emails and taking notes on in-person interactions that cross the line into bullying territory.



03 CONTROL

Ward off any bully behavior by keeping conversations focused and direct.

Simply cut to the chase at the beginning of an interaction. What's the project? What information do you need to complete it? When does it need to be done?

This direct, in-control demeanor should force your bully to act in kind, giving little room for intimidating communication.

04 DISCUSS

Face a face-to-face.

If your bully still continues to make your professional life unpleasant, it's time to tell them. Explain exactly how their actions and behavior affect you. Be calm. Be honest. Be specific.

Many bullies, when directly confronted, will make an attempt to change their behavior.



05 ELEVATE

Some mediations require an objective third party.

If all else fails, don't hesitate to bring in a mediator. Take your concerns to those parties whose responsibility it is to address office behavior: HR, your boss or their boss.

Everyone has the right to a respectful and positive working environment. If your company cannot promise that, it may be time to look for one that can.

