

List of Bullying Behaviours

Below is a list of 30 common tactics adopted by workplace bullies as reported by bullied targets in the Workplace Bullying Institute's 2003 Abusive Workplaces Survey by Gary Namie: <http://www.workplacebullying.org/top-25/>

You can use this list as a guideline for compiling your own evidence against the bully in your workplace. You will probably find your workplace bully consistently favours a few of these tactics and may not use all of them.

Copy and paste which of these applies to each and every incident you record:

Number	Description	Frequency in survey
1	Being falsely accused of making mistakes	71%
2	Nonverbal intimidation and hostility (e.g., staring, glaring, facial or other gestures)	68%
3	Discounting ideas, suggestions, thoughts, feelings, being impatient, interrupting, not listening, ignoring others' opinions, lacking empathy, not perceiving distress (e.g., "that's ridiculous")	64%
4	Silent treatment (e.g., to ice out and separate from others)	64%
5	Display of extreme mood swings in front of one or more staff	61%
6	Made up rules "on the fly" that s/he did not follow	61%
7	Disregarded satisfactory or exemplary quality of completed work despite evidence	58%
8	Harsh criticism due to holding me to a different (higher) standard than others	57%
9	Spreading or failing to stop gossip / destructive rumours	56%
10	Encouraged others to turn against someone / hypocrisy / nice to your face, nasty behind your back	55%
11	Singled out and isolated from co-workers (socially or physically)	54%
12	Displayed gross or undignified behaviour	53%
13	Yelled, screamed or threw tantrums in front of others to humiliate	53%
14	Stole credit for work done by others	47%
15	Lied about performance standard during official performance evaluation	46%
16	Punished for failing to follow arbitrary commands	46%
17	Used confidential information to privately or publicly humiliate other/s	45%

18	Retaliation after a complaint was filed	45%
19	Verbal put-downs/insults based on gender, race, accent, language or disability	44%
20	Assigned undesirable work as punishment	44%
21	Made unreasonable demands, workloads, deadlines or duties to singled out person	44%
22	Launched a baseless campaign to oust someone and not stopped by the employer	43%
23	Encouraged someone to quit or transfer rather than face more mistreatment	43%
24	Sabotaged someone's contribution to a team goal and reward	41%
25	Ensured failure of someone's project by not signing off, taking calls or working with collaborators	40%
26	Team splitting (convincing co-workers to take sides against target)	Other
27	Hazing (initiation pranks)	Other
28	Withholding information or resources necessary to meet deadlines or complete assignments satisfactorily	Other
29	Manipulation of work schedules to inconvenience or punish target	Other
30	Creating power factions with superiors or co-workers to demean target's credibility	Other

Most Frequent Symptoms

Below is a list of the 33 most frequent symptoms of workplace bullying as reported by bullied targets in the Workplace Bullying Institute's 2003 Abusive Workplaces Survey by Gary Namie (<http://www.workplacebullying.org/top-25/>).

You can use this list as a guideline for compiling your own workplace bullying evidence of impact on you.

Copy and paste which of these applies to each and every incident you record:

Number	Description	Frequency in survey
1	Anxiety, stress, excessive worry	76%
2	Loss of concentration	71%
3	Disrupted sleep	71%
4	Feeling edgy, irritable, easily startled and constantly on guard (paranoia)	60%
5	Stress headaches	55%
6	Obsession over details at work	52%
7	Recurrent memories, nightmares and flashbacks	49%
8	Racing heart rate	48%
9	Needing to avoid feelings, thoughts, and situations that remind you of trauma or a general emotional "flatness"	47%
10	Body aches--muscles or joints	45%
11	Exhaustion, leading to an inability to function	41%
12	Compulsive behaviours	40%
13	Diagnosed depression	39%
14	Shame or embarrassment that led to dramatic changes in lifestyle	38%
15	Significant weight change (loss or gain)	35%
16	Chronic fatigue syndrome	35%
17	Panic attacks	32%

18	TMJ (Temporomandibular Joint Disorders: jaw tightening/teeth grinding)	29%
19	Skin changes, e.g., shingles, rashes, acne	28%
20	Use of substances to cope: tobacco, alcohol, drugs, food	28%
21	Asthma or allergies	27%
22	Thinking about being violent towards others	25%
23	Suicidal thoughts	25%
24	Migraines	23%
25	Irritable bowel syndrome (colitis)	23%
26	Chest pains	23%
27	Hair loss	21%
28	Fibromyalgia--inflamed joints and connective tissue	19%
29	High blood pressure/hypertension	18%
30	Ulcers	11%
31	Angina	11%
32	Heart arrhythmia	5%
33	Heart attack(s)	3%