

The table below is from **20 Subtle Signs of Bullying at Work** found at <https://www.yourerc.com/blog/post/20-Subtle-Signs-of-Workplace-Bullying.aspx>. The third column, **Signs You Are A Victim of Workplace Bullying**, from the The Street <https://www.thestreet.com/story/12693866/1/7-signs-you-are-a-victim-of-workplace-bullying.html>

The last column is from the Workplace Bullying Institute <http://www.workplacebullying.org/individuals/problem/early-signs/> **“You could be bullied at work and not recognize it... Know the Signs”**

20 Subtle Signs of Workplace Bullying

Subtle Signs (ERC)	Not-So-Subtle Signs(ERC)	The Street
<p>1. Isolation/exclusion. Intentionally excluding someone or making them feel socially or physically isolated from a group; purposefully excluding someone from decisions, conversations, and work-related events</p>	<p>1. Aggression. Yelling or shouting at an employee; exhibiting anger or aggression verbally or non-verbally (e.g. pounding a desk)</p>	<p>Sign #1: Ignoring, isolation and exclusion</p> <p>This form of abuse could involve the perpetrator:</p> <p>Deliberately ignoring or avoiding a target; Purposefully excluding someone from group meetings, discussions or decisions; Or intentionally making someone feel isolated from the team</p>
<p>2. Ignoring. Purposefully ignoring, avoiding, or not paying attention to someone; “forgetting” to invite someone to a meeting; selectively greeting or interacting with others besides a victim</p>	<p>2. Intrusion. Tampering with someone’s personal belongings; intruding on someone by unnecessarily lurking around their desk; stalking, spying, or pestering someone</p>	<p>Sign #2: Minimization</p> <p>This form of abuse could involve the perpetrator:</p> <p>Discounting or diminishing someone else’s views or concerns; Making someone else feel useless or underused; Or only delegating the worst of tasks or responsibilities.</p>

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<p>3. Intimidation. Overt or veiled threats; fear-inducing communication and behavior</p>	<p>3. Coercion. Aggressively forcing or persuading someone to say or do things against their will or better judgment</p>	<p>Sign #3: Creating hostility among colleagues</p> <p>This form of abuse could involve the perpetrator:</p> <p>Purposefully causing hostile competition between employees; Intentionally creating conflict; Fostering a hostile team environment; Encouraging backstabbing; Or publicly ranking employees.</p>
<p>4. Deceit. Repeatedly lying, not telling the truth, concealing the truth, deceiving others to get one's way, and creating false hopes with no plans to fulfill them</p>	<p>4. Punishment. Undeservedly punishing an employee with physical discipline, psychologically through passive aggression, or emotionally through isolation</p>	<p>Sign #4: Undue criticism</p> <p>This form of abuse could involve the perpetrator:</p> <p>Constantly giving unreasonable or non-constructive criticisms; Fostering feelings of shame or guilt in employees; Or making employees feel as though their work is unworthy or inadequate.</p>

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<p>5. Rationalization. Constantly justifying or defending behavior or making excuses for acting in a particular manner</p>	<p>5. Belittling. Persistently disparaging someone or their opinions, ideas, work, or personal circumstances in an undeserving manner</p>	<p>Sign #5: Projection of blame, taking credit</p> <p>This form of abuse could involve the perpetrator: Using an employee as a scapegoat for work mistakes; Blaming others for their own mistakes or faults; Or assuming credit for work that is not their own.</p>
<p>6. Minimization. Minimizing, discounting, or failing to address someone's legitimate concerns or feelings</p>	<p>6. Embarrassment. Embarrassing, degrading, or humiliating an employee publicly in front of others</p>	<p>Sign #6: Deception</p> <p>This form of abuse could involve the perpetrator: Lying or deceiving employees; Omitting information; Or willfully giving incorrect information</p>
<p>7. Diversion. Dodging issues, acting oblivious or playing dumb, changing the subject to distract away from the issue, canceling meetings, and avoiding people</p>	<p>7. Revenge. Acting vindictive towards someone; seeking unfair revenge when a mistake happens; retaliating against an employee</p>	<p>Sign #7: Manipulation of employees' roles</p> <p>This form of abuse could involve the perpetrator: Purposefully blocking progress of work; Falsely promising projects or career progression; Removing responsibilities without justification; Or shifting expectations or guidelines without cause.</p>

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<p>8. Shame and guilt. Making an employee constantly feel that they are the problem, shaming them for no real wrongdoing, or making them feel inadequate and unworthy</p>	<p>8. Threats. Threatening unwarranted punishment, discipline, termination, and/or physical, emotional, or psychological abuse</p>	
<p>9. Undermining work. Deliberately delaying and blocking an employee's work, progress on a project or assignment, or success; repeated betrayal; promising them projects and then giving them to others; alternating supportive and undermining behavior</p>	<p>9. Offensive communication. Communicating offensively by using profanity, demeaning jokes, untrue rumors or gossip, or harassment</p>	
<p>10. Pitting employees against each other. Unnecessarily and deliberately pitting employees against one another to drive competition, create conflict, or establish winners and losers; encouraging employees to turn against one another</p> <p>11.</p>	<p>10. Campaigning. Launching an overt or underhanded campaign to "oust" a person out of their job or the organization</p>	
<p>11. Removal of responsibility. Removing someone's responsibilities, changing their role, or replacing aspects of their job without cause</p>	<p>11. Blocking advancement or growth. Impeding an employee's progression, growth, and/or advancement in the organization unfairly</p>	

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<p>12. Impossible or changing expectations. Setting nearly impossible expectations and work guidelines; changing those expectations to set up employees to fail</p>		
<p>13. Constant change and inconsistency. Constantly changing expectations, guidelines, and scope of assignments; constant inconsistency of word and action (e.g. not following through on things said)</p>		
<p>14. Mood swings. Frequently changing moods and emotions; sharp and sudden shifts in emotions</p> <p>15.</p>		
<p>15. Criticism. Constantly criticizing someone's work or behavior, usually for unwarranted reasons</p>		
<p>16. Withholding information. Intentionally withholding information from someone or giving them the wrong information</p>		

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<p>17. Projection of blame. Shifting blame to others and using them as a scapegoat; not taking responsibility for problems or issues</p>		
<p>18. Taking credit. Taking or stealing credit for other people's ideas and contributions without acknowledging them</p>		
<p>19. Seduction. Using excessive flattery and compliments to get people to trust them, lower their defenses, and be more responsive to manipulative behavior</p>		
<p>20. Creating a feeling of uselessness. Making an employee feel underused; intentionally rarely delegating or communicating with the employee about their work or progress; persistently giving employees unfavorable duties and responsibilities</p>		

<p><u>Workplace Bullying Institute – Experiences at Work</u></p>		
<p>1. You attempt the obviously impossible task of doing a new job without training or time to learn new skills, but that work is never good enough for the boss</p>		
<p>2. Surprise meetings are called by your boss with no results other than further humiliation</p>		
<p>3. Everything your tormenter does to you is arbitrary and capricious, working a personal agenda that undermines the employer's legitimate business interests</p>		
<p>4. Others at work have been told to stop working, talking, or socializing with you</p> <p>5.</p>		
<p>5. You are constantly feeling agitated and anxious, experiencing a sense of doom, waiting for bad things to happen</p>		
<p>6. No matter what you do, you are never left alone to do your job without interference</p>		

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<p>7. People feel justified screaming or yelling at you in front of others, but you are punished if you scream back</p>		
<p>8. HR tells you that your harassment isn't illegal, that you have to "work it out between yourselves"</p>		
<p>9. You finally, firmly confront your tormentor to stop the abusive conduct and you are accused of harassment</p>		
<p>10. You are shocked when accused of incompetence, despite a history of objective excellence, typically by someone who cannot do your job</p>		
<p>11. Everyone -- co-workers, senior bosses, HR -- agrees (in person and orally) that your tormentor is a jerk, but there is nothing they will do about it (and later, when you ask for their support, they deny having agreed with you)</p>		
<p>12. Your request to transfer to an open position under another boss is mysteriously denied</p>		