

Am I being bullied at work reflection tool

This tool aims to help you reflect on behaviours you are experiencing in the workplace, and to help you determine whether they fall within the [NHS Scotland Workforce Bullying and Harassment Policy](#)¹. This is for personal use and does not form part of the formal process.

Any of the behaviours can be by individuals or a group (mobbing), using verbal, non-verbal, written or electronic communications.

It is not always easy to differentiate between appropriate behaviours and bullying and harassment, particularly in the relationship between you and your manager. Here are a few comparisons to help you think about this.

Appropriate Behaviour

Consistent
Shares information
Fair
Truthful
Delegates
Builds team spirit
Leads by example
Listens
Admits mistakes
Challenges constructively

Inappropriate Behaviour

Inconsistent
Withholds selectively
Has favourites
Distorts, fabricates
Abdicates
Creates fear, divides
Sets a poor example
Snaps
Blames others
Avoids conflict

It is accepted that these descriptions represent extremes of behaviour, although in practice things may not be so clear and individuals may display characteristics which fall somewhere in the middle.

Am I being bullied at work reflection tool

Using the scale of 1 to 5 please indicate how often you have experienced the following behaviours within the last 6 months.

Never 1	Now and then 2	Monthly 3	Weekly 4	Daily 5
------------	-------------------	--------------	-------------	------------

How often are you experiencing:	1	2	3	4	5
Being shouted or swore at					
Persistent negative and inaccurate attacks on your personal or professional performance					
Being criticised in front of others					
Malicious rumours being spread about you					
Malicious allegations made against you					
Verbally threatening behaviour					
Physically threatening behaviour					
Inappropriate body language and non-verbal communication					
Emails that are inappropriate in tone, language and / or quantity					
Inappropriate behaviour via social media platforms					
Sexually threatening or intimidating behaviour					
Being set objectives with impossible deadlines or unachievable tasks					
Work being removed or areas of responsibility replaced, with menial or trivial tasks					
Having your contribution undervalued					
Over-monitoring of your performance					
Withholding of information with the intent of deliberately affecting your performance					
Being isolated					
Prevented from accessing opportunities					
Inappropriate, unfair and / or inconsistent use of management policies or procedures					

This is not an exhaustive list, this reflection tool is for personal use and does not form part of the formal process. A single serious incident and / or an ongoing pattern of inappropriate behaviours can be considered bullying or harassment.

References

¹ NHSScotland Workforce Bullying and Harassment Policy
<https://workforce.nhs.scot/policies/bullying-and-harassment-policy-overview/>