

(Adapted from Preventing and Responding to Bullying at Work – Good Practice Guidelines. WorkSafe NZ 2017)

PERSONAL ATTACKS (DIRECT) examples include:	TASK-RELATED ATTACKS (INDIRECT) examples include:
Belittling remarks – undermining integrity – lies being told - sense of judgement questioned – opinions marginalised	Giving unachievable tasks – impossible deadlines – unmanageable workloads – overloading – ‘setting up to fail’
Ignoring – excluding – silent treatment - isolating	Meaningless tasks – unpleasant jobs – belittling a person’s ability – undermining
Attacking a person’s beliefs, attitude, lifestyle, or appearance – gender references – accusations of being mentally disturbed	Withholding or concealing information – information goes missing – failing to return calls or pass on messages
Ridiculing – insulting – teasing – jokes – ‘funny surprises’ - sarcasm	Undervaluing contribution – no credit where it’s due – taking credit for work that’s not their own
Being shouted or yelled at	Constant criticism of work
Threats of violence	Underwork – working below competence – removing responsibility – demotion
Insulting comments about private life	Unreasonable or inappropriate monitoring
Physical attacks	Offensive sanctions (e.g. denying leave where there is no reason to do so)
Humiliation (in public or private)	Excluding – isolating – ignoring views
Persistent and/or public criticism	Changing goalposts or targets
Using obscene or offensive language, gestures, or material	Not giving enough training or resources
Ganging up – colleagues/clients encouraged to criticise or spy – witch hunt – dirty tricks campaign – singled out	Reducing opportunities for expression – interrupting when speaking
Intimidation – acting in a condescending manner	Supplying incorrect or unclear information
Intruding on privacy (e.g. spying, stalking, harassed by calls when on leave or weekends)	Making hints or threats about job security
Unwanted sexual approaches, offers, or physical contact	No support from manager
Verbal abuse	Scapegoating
Inaccurate accusations	Denial of opportunity
Suggestive glances, gestures, or dirty looks	Judging wrongly
Tampering with personal effects – theft – destruction of property	Forced or unjustified disciplinary hearings
Encouraged to feel guilty	Lack of role clarity
	Not trusting
	Sabotage