

## Safeguarding in the workplace

Our commitment to safeguarding the health and wellbeing of everyone, we aim to provide a safe and secure environment for learning.

Work in a caring supportive environment – build trust and enjoy the learning experience.

What is bullying in the workplace?

What does it feel like to be intimidated in the workplace- behaviour that makes you feel unhappy or threatened.



Do you feel safe in your place of work/study

**STOP BULLYING and INTIMIDATION NOW-** You do not have to accept it or put up with it.



Who can I speak to, who should I report any suspicions of bullying or abuse to?

All information discussed will be in the strictest

privacy and confidentiality.

Report it!! Speak out, report any concerns to your tutor/ team leader immediately to stop it happening.

What image comes to mind when you hear the words “workplace bully?” A ranting lunatic who yells and stomps and is king of the insults? Or is it someone who subtly disregards someone else’s work while smiling in their face

Employees who feel bullied should always:

- Stay calm and maintain their professionalism.
- Avoid reciprocating or confronting the bully.
- Limit how much they interact with the bully.
- Document the behaviour.

### Types of Bullying

- Falsely accused of making mistakes
- Comments ignored, dismissed or not acknowledged
- Criticized constantly by bosses or co-workers
- Different standards or policies applied to them
- Gossiped about
- Belittling comments made during meetings
- Someone didn’t perform certain duties, which negatively impacted their work
- Yelled at by boss in front of co-workers
- Excluded from project meetings

