# Student worksheet - Workplace bullying

## Key messages

* While in the workplace the way you behave and treat others is taken very seriously.
* Workplace bullying is repeated and unreasonable behaviour directed towards a worker.
* Workplace bullying can create a risk to health and safety.
* Workplace bullying may affect the mental and physical health of workers.
* The best way to deal with workplace bullying is to report it quickly to your supervisor.
* The longer the bullying behaviour continues, the harder it becomes to repair working relationships and the greater the risk to health and safety.

### What is workplace bullying?

The Victorian Department of Education and Training’s [Workplace Learning Toolbox](https://www.education.vic.gov.au/school/teachers/teachingresources/careers/work/Pages/teachers.aspx#link39) video on bullying and sexual harassment can be found [here](https://youtu.be/riakb8pCmQo) - <https://youtu.be/riakb8pCmQo>

Bullying can take different forms including:

* Psychological



* Physical



* Or even indirect bullying - for example, not letting someone from work join in team activities.



Some examples of workplace bullying include:

* mean comments or rude language
* aggressive and frightening behaviour
* embarrassing comments
* practical jokes
* unfair criticism or complaints.

### What is not workplace bullying?

Not all behaviour that makes a worker feel upset is workplace bullying. Managers are responsible for providing staff with helpful feedback on their performance. If you make a mistake your supervisor needs to explain how you can do better and allow you to learn from your mistakes. Your supervisor needs to focus on the positives as well as the negatives to help you learn.

Disagreeing with a worker is not, on its own, workplace bullying.

### What are the effects of bullying?

Workplace bullying can seriously harm workers by:

* making people not want to go to work
* making workers less productive
* preventing them from going to work because of physical injuries or mental health reasons.

### What should you do if you experience bullying at a workplace?

You should:

* tell your supervisor or employer immediately
* tell the work experience coordinator or principal at your school.

Your employer and your school will have a process established for dealing with bullying.

## Activity 1 - Classroom discussion on bullying

1. What are the rules about bullying at your school?

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1. How can bullying affect you?

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1. What are some things that you can do to help stop bullying?

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