



What To Do If You Are Accused of Treating a Colleague Disrespectfully

If you have been told that your behavior makes someone feel uncomfortable, you should stop and reflect on what you are doing. Even though your behavior may seem innocent to you, it is important to consider its effect on others.

If you are told that your behavior is disrespectful, you should consider the following points:

- Listen carefully to the issue and to the particular concerns expressed.
- Remember it is the other person's reaction to your behavior that is important, not your intention or the reaction you think they should have.
- Reflect on the behavior being brought to your attention and consider stopping it. This may not be the first person who has been offended. It may be that you have upset other colleagues who have not raised the issue.
- If you do not understand the problem, discuss the matter with a supervisor, an HR Consultant, EAP or someone else you trust.
- If a request for assistance is filed with Cura program, and an investigation is needed, cooperate with the investigation by making yourself available and by telling the truth in response to questions asked.
- Seek assistance from EAP if it would be helpful to speak confidentially with a professional counselor.

If you are convinced that you are being unjustly accused and/or that the other party is acting maliciously, you should:

- Gather evidence in your defense, including witnesses.
- Seek help from a manager.
- Submit a request for assistance to the Cura program. It may be that an informal discussion between you, the person alleging the bullying or disrespectful behavior and a third party can resolve the issue.