

## What To Do If You Feel You Are Being Treated Disrespectfully By a Colleague

### **Do Not Ignore It**

If you feel that you are being subjected to bullying or disrespectful behavior, for any reason, do not feel that it is your fault or that you have to tolerate it. Many people ignore bullying and disrespectful behavior for fear of retaliation or being labeled a troublemaker, but it is unlikely that the conduct will stop if you ignore it. The offender is often doing this to try and exert control, so silence may be interpreted as acceptance.

### **Insist that the Person Responsible for Bullying or Disrespectful Behavior Stops It**

In some circumstances you might be able to ask the offender to stop. If you wish, take a coworker, supervisor or an HR Consultant with you; this will prevent the offender from claiming that you did not attempt to address it personally, leading them to believe that you did not object. To prepare for the conversation, outline in writing as clearly as possible what behavior you find offensive and the effect it has on you. If you feel unable to directly approach the offender, this does not imply that you consent to the behavior nor will it prejudice any request for assistance you may wish to bring.

### **Collect Evidence of the Bullying or Disrespectful Behavior**

Keep documentation of all relevant incidents including dates, times and places. This will be invaluable in supporting your case if you submit a request for assistance. Wherever possible, get material witnesses to provide factual evidence. If there are no material witnesses to an incident, make sure you keep relevant documentation of an incident, including emails and other electronic information.

### **Find Out if the Same Person is Bullying or Disrespecting Anyone Else**

Often an offender will have a history of such behavior, and you may discover you are not alone. This can be very effective in demonstrating that there are wider issues that need to be addressed and will make your claims more difficult to dispute.

### **Get Resolution**

If your own efforts are not successful, you may need to seek help from a manager or reach out to Cura for assistance.