

MINDFUL MOMENTS

NOVEMBER: SPOTTING THE SIGNS OF BULLYING

Introduction

Bullying isn't something that's just confined to school playgrounds, it can also take place in the workplace. Having difficult relationships with colleagues can make work feel harder to cope with and can have a negative impact on mental health leading you to feel unhappy and worried. Sometimes bullying may be obvious, but other times it can be more difficult to recognise.



How can I help myself?

It's important to take care of your emotional health and wellbeing to prevent the bullying having a negative effect on your mental health. Don't feel guilty or ashamed if you need some time out. Speak to your GP if you think your feelings are becoming overwhelming or leading to more serious issues such as depression and anxiety.

If you feel you're being bullied at work, the best thing you can do is speak to someone you trust at work. This could be someone in the HR department, your manager or someone in your team. You might want to seek legal advice, the [Acas website](#) has information about your rights related to bullying and harassment at work.

How to spot the signs of bullying?

It can be difficult to spot the signs of bullying. Remember that bullying is not 'just a clash of personalities', someone's leadership style or provoked by the victim. It might include refusing to speak to someone, making insulting remarks, threatening behaviour, spreading rumours, intimidating someone outside of the workplace or misuse of power or position. You might feel like you're being excluded or denied of opportunities, overworked and undervalued.

Support Available

- **Compass Speak Up** to raise an issue: [Compass Group International Workplace Alert Program \(compass-speakup.com\)](#)
- **Acas helpline** to help you talk through your options: call 0300 1231100 or visit www.acas.org.uk
- **Citizens Advice** to provide advice and confidential information about your rights, call 0800 144 8848 or visits www.citizensadvice.org.uk.

Tips to help you cope with bullying in the workplace:

1. **Find out about your workplace bullying policy** – this should outline unacceptable behaviours and how to address them.
2. **Try to resolve the issue informally** – ask for support from your manager or a colleague and arrange to speak with the person who is bullying you.
3. **Discuss it with someone you feel comfortable with** – this could be anyone from your manager, HR department, welfare officer or union.
4. **Document any incidents in detail** – including the date, times, place, who was involved and the names of any witnesses.
5. **Get independent advice** – if you're not ready to talk to someone at work visit the [Acas website](#) or call their helpline. Citizens Advice may also be able to help.
6. **Raise a formal complaint** – formal complaints at work may help to resolve bullying.

Don't forget you can contact our 'Ask Your ESS Nutrition and Wellbeing' specialist: ess.wellness@compass-group.co.uk