

WORKPLACE BULLYING: RESOURCES FOR PENN EMPLOYEES

Workplace bullying is a significant problem in today's workforce. It is not acceptable workplace behavior and should not be tolerated in any form.

When one experiences the despair, confusion and challenge of workplace bullying, we behave in a number of ways – some of them are conscious and some of them are unconscious. Serenity can come from the ability to feel a sense of perceived control over one's circumstances and existence. It has been reported that 35% of the U.S. workforce, and half of all Americans, report being bullied. Workplace bullying can be defined as repeated, unreasonable actions of individuals or a group directed towards an employee or group of employees, which are intended to intimidate, degrade, humiliate, or undermine; or which creates a risk to the health or safety of the employee(s).

This practical guide has been developed to help all members of the Penn community identify and deal with bullying in the workplace. The objective of this training program aims to provide practical advice and information on making our workplace safer for everyone concerned. Specific objectives are, as follows:

- Understand the Misconceptions of Bullying
- Provide a Definition of Workplace Bullying
- Identify the Contributing Factors of Bullying
- Understand the Impact on Victims and Employers
- Compare and Contrast the Types of Workplace Bullying
- Understand Cyber-bullying:
- Understand the University's Relevant Principles of Responsible Conduct
- Understand the University's Policy on Retaliation
- Understand the Roles and Responsibilities of the Available Resources at Penn

This 90-minute training program is designed to provide participants an opportunity to become familiar with all relevant aspect of Workplace Bullying and help provide strategies to deal with this troubling issue.