## **CPA** Practice **Advisor**

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According to recent research from staffing firm OfficeTeam, about one in three (35 percent) workers surveyed admitted they've had an office bully. More than onequarter (27 percent) of human resources (HR) managers interviewed said they think workplace bullying happens at least somewhat often at their company.

When employees were asked how they responded to a bully, 32 percent stated they confronted the person. Another 27 percent told their manager, and 17 percent did nothing.

## Enlarge the infographic.

Workers were asked, "Have you ever had an office bully?" Their responses:

Yes	35%
No	<u>65%</u>
	100%

HR managers were asked, "How often do you think office bullying takes place at

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100%

Workers who have had an office bully were also asked, "**What did you do in response**?" Their responses:

Confronted the bully	32%
Told my manager	27%
Quit my job	13%
Nothing	17%
Other	<u>11%</u>
	100%

"Workplace bullying often flies under the radar because employees tolerate or fail to report it," said Robert Hosking, executive director of OfficeTeam. "Managers and staff alike should be supported in addressing bullying issues. This includes not giving anyone a pass for negative behavior, no matter how valued that person may be."

OfficeTeam offers five tips to help employees who are victims of workplace bullying:

- 1. Take a stand. Avoid being an easy target. Bullies often back off if you show confidence and stick up for yourself.
- 2. Talk it out. Have a one-on-one discussion with the bully, providing examples of behaviors that made you feel uncomfortable. It's possible the person is unaware of how his or her actions are negatively affecting others.
- 3. **Keep your cool.** As tempting as it is to go tit-for-tat, don't stoop to the bully's level. Stay calm and professional.

4. Document poor conduct. Maintain a record of instances of workplace bullying,

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