

Civility Matters!

RESPECT

• INCLUSION

• KINDNESS



Workplace incivility! Are YOU part of the problem?

Review the questions below and tick-off those situations that you have actively participated in. Remember that bullying is repeated and persistent unreasonable behavior and not necessarily a one-time occurrence only!

- Have you humiliated, embarrassed or intimidated a co-worker?
- Have you assigned a task beyond the scope of a person's job knowing or hoping they will fail?
- Have you denied or discounted someone's contributions at meetings or on a project?
- Have you noticed how your attitude to other workers who don't share your job title may be different than the attitude you have with individuals who do share it (RNs' relationship with LPNs, Care Aides or other staff)?
- Have you refused to pass on crucial information to someone or sabotaged work because you did not want them to succeed?
- Have you ever shouted at, cursed at, or in some way threatened a co-worker?
- Have you played malicious pranks on a co-worker?
- Have you stolen someone's ideas and taken credit for them yourself?
- Have you started or failed to stop destructive gossip about a co-worker?
- Have you exaggerated or embellished an event to cause trouble?
- Have you targeted someone new, or someone you don't want to succeed or to continue on your team?
- Have you denied access to resources, such as training or information because you want to see a co-worker fail?
- Have you uttered threats or shown physical intimidation, such as throwing objects?
- Have you treated practicum students with disrespect and used condescending behaviours towards them?
- Have you targeted someone to be fired?
- Have you publicly discredited someone?
- Have you been defensive or portrayed yourself as always competent when someone has raised concerns about your professional practice or approach?
- Have you witnessed bullying and not intervened, or reported it?

We would like to acknowledge the BC Nurses' Union for the creation of this checklist, which is a tool that any worker, manager, or leader can use, regardless of profession.