

RESOURCES

ANNEXURE A: SELF-ASSESSMENT FOR CONFIRMING IF YOU ARE BULLIED

Reproduced with permission

Source: Workplace Bullying – A South African Perspective, 1<sup>st</sup> Edition by OK Mkhabela

TREATMENT	CONCRETE EXAMPLES: GIVE AS MANY AS YOU CAN	WHO TREATED YOU THIS WAY?	HOW REGULARLY WERE YOU SUBJECT TO THIS TYPE OF TREATMENT? Daily, weekly, monthly, rarely
I have been a target of ridicule, gossip and slander.	(i) (ii) (iii) (iv)		
Accusations / innuendo made about me; I have been denied the opportunity to explain.	(i) (ii) (iii) (iv)		
I have been excluded from discussions relating to my portfolio without valid reasons, or I have not been invited to meetings where I should participate.	(i) (ii) (iii) (iv)		
I have been denied access to information I need to do my work.	(i) (ii) (iii) (iv)		
I have been given an overload of tasks with unreasonable deadlines.	(i) (ii) (iii) (iv)		
My work is consistently criticised without any suggestion to improve it, and every proposal I have made has been rejected without valid reasons being given.	(i) (ii) (iii) (iv)		
My accomplishments have been downplayed or credit for my work has been given to other people.	(i) (ii) (iii) (iv)		

I have been verbally abused.	(i) (ii) (iii) (iv)		
I am subjected to different, more unreasonable treatment standards than my colleagues.	(i) (ii) (iii) (iv)		
The goal post is often shifted in projects I am responsible for with no consultation or valid reason.	(i) (ii) (iii) (iv)		
There is a clique of colleagues that are consistently ganging up against me.	(i) (ii) (iii) (iv)		

ANNEXURE B: SELF-ASSESSMENT FOR PROPENSITY TO BULLY

Reproduced with permission

**Source: Workplace Bullying – A South African Perspective, 1<sup>st</sup> Edition by OK Mkhabela**

Propensity to bully self-assessment tool			
For each attribute, tick a column that best describes you			
ATTRIBUTE	RARELY	MOST OF THE TIME	ALWAYS
<b>FOCUS ON PEOPLE</b>			
I actively seek out the views of others.			
I instil confidence in others.			
I encourage open feedback and debate.			
I am committed to mentoring and coaching subordinates.			
I dedicate time and effort to improving inter-personal relationships.			
I make employees feel valued.			
<b>PERSONAL INTEGRITY</b>			
I do what I say I will do.			
I show respect to everyone regardless of their position in the hierarchy.			
I am open and honest about my mistakes and I learn from them.			
I am fair in all my dealings with others.			
I am truthful and honest no matter what.			
<b>PROMOTE CULTURE OF RESPECT</b>			
I am accessible to my direct reports.			
I champion a culture of respect and dignity.			
I am available to listen to the concerns of others.			
I consistently treat everyone fairly.			
I constructively intervene whenever someone's dignity is disrespected.			
<b>HIGH PERFORMANCE STANDARDS</b>			
I establish individual and team goals.			
I always measure performance of my subordinates fairly.			
I give performance feedback as and when required, giving guidance where necessary.			
I hold everyone to the same performance standards and deal with performance breaches equally.			
I give credit where credit is due.			
I am constantly looking for opportunities for improvement for both individuals and teams I manage.			
<b>CREATION OF A CONDUCIVE WORK ENVIRONMENT</b>			
I openly challenge unacceptable bully behaviour.			

I deal decisively with open expression of prejudiced attitudes.			
I facilitate resolution of conflicts whenever I sense that my team members' disagreements are degenerating into conflict.			
ADD TICKS IN EACH COLUMN AND RECORD SUB-TOTAL			
WEIGHT EACH SUB-TOTAL	0	2	5
COMPUTE TOTAL SCORE BY ADDING UP WEIGHTED SCORES – Total possible score = 125			

What your score means:

0-50 As a manager you are clueless regarding the role a manager should be playing in creating a conducive work environment.

51-75 As a manager you are somewhat aware of the need to create a conducive work environment, but significant improvement is still needed.

76 -100 As a manager you exhibit a reasonable level of awareness and you put enough effort into creating a culture of dignity and respect, but there is still room for improvement.

101-125 As a manager you exhibit an excellent level of awareness as well as competence in creating a conducive work environment through inculcating a culture of dignity and respect.