

Workplace Bullying Response Plan

If you think that you are being bullied, the **first** thing you need to do is talk to an adult who you trust. Do not try to handle this situation alone! This person should help you decide whether or not you are being bullied. They can help you decide what to do next.

Instructions: This response plan will help you know exactly how to respond if you are bullied at work. Choose a **trusted adult** to help you fill out this response plan worksheet. This trusted adult might be a family member, teacher, mentor, job coach, or friend.

Here is what I will do if someone bullies me face to face:

Step 1: I will stay 3 big steps away from the bully.

Step 2: I will not touch the bully.

Step 3: I will say **one** sentence to them in a **calm and clear** manner.

Here are some things you could calmly say to the bully:

- "You really should stop."
- "I am walking away from you."
- "It is not ok for you to do this."
- "What you are doing is wrong."
- "What you are saying is wrong."

Here is what I will say:

Step 4: After I say one sentence to them, I will turn and walk away from them.

Step 5: I can go to a quiet place to calm down for 5 minutes if I need to.

Here are some places you could go (but make sure you are not alone with the bully):

- Private bathroom
- Office
- Supervisor's office
- Break room
- Outdoors
- Your car
- Stairwell

Here are 3 quiet, safe places I can go at work:

1. _____
2. _____
3. _____

Step 6: If I do not feel safe or if I feel that the bully might physically harm me, here is where I should *immediately* go: _____

Step 7: I can calm down by doing my coping plan. Here is what I will do to calm myself down:

1. _____
2. _____
3. _____
4. _____

Step 8: After I calm down, I should go back to my work duties.

Step 9: Within 24 hours, I will tell someone I trust what happened to me. Here is the name of the person I will tell: _____

After you have filled in this worksheet, it is very important for you to **rehearse and role-play** your response with the person who helped you create this plan. So, they will pretend to be the bully, and you will practice responding to their bullying.

