

# Abusive Conduct in the Workplace California AB2053 Training

## Support Materials



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# Transcript

Workplace bullying of any type is unacceptable in California.

50% of employees have either witnessed or been a victim of bullying in the workplace.

Bullying has a profound impact on workplace productivity and employee morale.

Psychologists have compared the effect of being bullied as similar to post-traumatic stress disorder.

It destroys creativity, increases employee turnover and spreads like wildfire through organizations - destroying them from within.

What is Workplace Bullying?

Amendment AB2053 mandates that training on abusive conduct be included with required harassment training.

The law defines abusive conduct as the conduct of an employer or employee in the workplace, with malice, that a reasonable person would find hostile, offensive, and **unrelated to an employer's legitimate business interests.**

Bullies use this malicious conduct to embarrass and humiliate co-workers and to expand their power and influence.

Bullying can occur peer-to-peer or it can be perpetrated by managers or supervisors who take advantage of their positions of power.

Bullying can be physical, verbal, non-verbal or psychological.

It can occur face-to-face, on the phone or online and be perpetrated by groups of employees or by individuals.

Engaging in a pattern of one or more of the following behaviors meets the definition of abusive conduct under California law.

The use of inappropriate language, put-downs, insults and name-calling.

Taunting, teasing or making jokes about a co-worker when the intent is to embarrass and humiliate.

Sabotaging another employee's work or copying, plagiarizing or stealing work from a co-worker and passing it off as your own.

Deliberately isolating or excluding a co-worker from work related activities.

Yelling, screaming, sarcasm, or other verbal abuse with the intent to threaten, intimidate or humiliate.

Menacing a co-worker with threatening looks, gestures and body language.

Hazing or initiations that seek to physically or psychologically embarrass or humiliate a new co-worker.

Unreasonably creating conflict or refusing to work with a co-worker.

Physically threatening, shoving, striking, or touching a co-worker in an intimidating or inappropriate manner.

Gossiping or spreading rumors about co-workers...

**...including the planting of false information or using private or confidential information** to defame or destroy the reputation of a co-worker.

Setting unrealistic standards and deadlines which are unachievable or that are arbitrarily changed without notice or reason.

Giving excessive, unreasonable and unending amounts of work to a subordinate employee.

Deliberately denying co-workers the resources necessary to do their jobs effectively.

Ignoring, ridiculing or belittling the contributions of co-workers or deliberately failing to acknowledge their good work.

Giving unjustly negative performance appraisals or taking unwarranted disciplinary action.

Singling out or treating a co-worker differently or holding a subordinate employee to different standards than his or her peers.

Excessive, unneeded and negative micromanagement

Workplace bullying has consequences.

Because of the devastating impact that bullying has on a company's creativity, productivity and morale, there can be severe consequences for engaging in it.

It can result in disciplinary actions including written warnings, suspension, demotion and

even termination.

In addition, retaliation for a bullying complaint is strictly prohibited and could result in disciplinary actions up to and including termination.

How can you stop workplace bullying? It's simple.

Treat co-workers with respect; Treat co-workers fairly and equally; Speak up when you witness bullying.

Any witness or victim of workplace bullying should report the abusive conduct to management or human resources.

**The best way to ensure that you don't engage in abusive conduct** is to remember the "Golden Rule" - treat co-workers exactly like you would like to be treated - with dignity, respect, fairness and equality.

After all, everyone deserves a workplace free of fear and full of respect.

For Evaluation Only

# Employee Quiz

1. (True / False) Workplace Bullying can only be peer-to-peer and cannot be between a manager or supervisor and an employee.
2. (True / False) Hazing and initiations are OK even if they embarrass or humiliate because many organizations consider them good teambuilding exercises.
3. (True / False) Plagiarizing, copying or stealing from a co-worker is considered workplace bullying.
4. (True / False) California law defines abusive conduct as behavior that a reasonable person would find hostile, offensive, and unrelated to an employer's legitimate business interests.
5. (True / False) Setting unrealistic standards and deadlines which are unachievable or that are arbitrarily changed without notice or reason is not considered bullying because it can motivate some employees to perform better.
6. (True / False) Giving some employees different standards and treatment than others is not bullying because different people are motivated in different ways.
7. (True / False) Workplace bullying is not just physical it includes verbal, non-verbal and psychological behaviors that occur face-to-face, on the phone or online.
8. (True / False) The effect of bullying on victims is so adverse to mental and physical health that some psychologists compare the effects to posttraumatic stress disorder.
9. (True / False) Simple jokes, taunting and teasing are not considered bullying even if they embarrass another employee.
10. (True / False) The best way to avoid abusive conduct is to follow the "Golden Rule" and treat co-workers the same way you would like to be treated - with dignity, respect, fairness and equality.

# Employee Quiz Answer Key

1. (True / **False**) Workplace Bullying can only be peer-to-peer and cannot be between a manager or supervisor and an employee.
2. (True / **False**) Hazing and initiations are not considered workplace bullying, even if they embarrass or humiliate because many organizations consider them good team building exercises.
3. (**True** / False) Plagiarizing, copying or stealing from a co-worker is considered workplace bullying.
4. (**True** / False) California law defines abusive conduct as behavior that a reasonable person would find hostile, offensive, and unrelated to an employer's legitimate business interests.
5. (True / **False**) Setting unrealistic standards and deadlines which are unachievable or that are arbitrarily changed without notice or reason is not considered bullying because it can motivate some employees to perform better.
6. (True / **False**) Giving some employees different standards and treatment than others is not bullying because different people are motivated in different ways.
7. (**True** / False) Workplace bullying is not just physical it includes verbal, non-verbal and psychological behaviors that occur face-to-face, on the phone or online.
8. (**True** / False) The effect of bullying on victims is so adverse to mental and physical health that some psychologists compare the effects to posttraumatic stress disorder.
9. (True / **False**) Simple jokes, taunting and teasing are not considered bullying even if they embarrass another employee.
10. (**True** / False) The best way to avoid abusive conduct is to follow the "Golden Rule" and treat co-workers the same way you would like to be treated - with dignity, respect, fairness and equality.