



Community Norms And Practices

Respect for every person's worth is fundamental - to a university, and particularly to CUNY, which was founded on principles of inclusion. We commit ourselves to nurture a work environment that honors the dignity of all, is respectful and free from discrimination, harassment or bullying; and we therefore, agree to respect each other's differences, and to create a healthy, safe and rewarding environment that nurtures, challenges and supports the community.

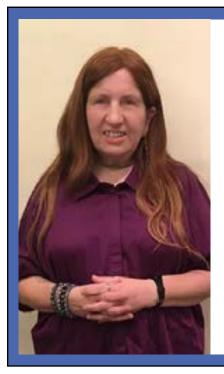
In order for our community to function in this way, it is useful for its individual members to make the following commitments:

- 1. I commit to conduct that is mutually respectful and not discriminatory, harassing, bullying or threatening.
- 2. I take responsibility for my actions and my personal perspectives, recognizing that there may be disagreements with another's.
- 3. I will respect everyone's contributions and honor the roles and responsibilities of all members through my words and actions.
- 4. I will be mindful and reflect on how I might be using or misusing my power and privilege in my interactions.
- 5. I will intend to be inclusive and support others with the same respect and compassion that I want for myself.
- 6. I am willing to be an active ally (upstander) by speaking, intervening, or acting on behalf of a person being attacked or bullied.
- 7. I will seek to understand others and assume best intentions in all interaction.
- 8. I will seek to understand other perspectives and avoid making assumption.

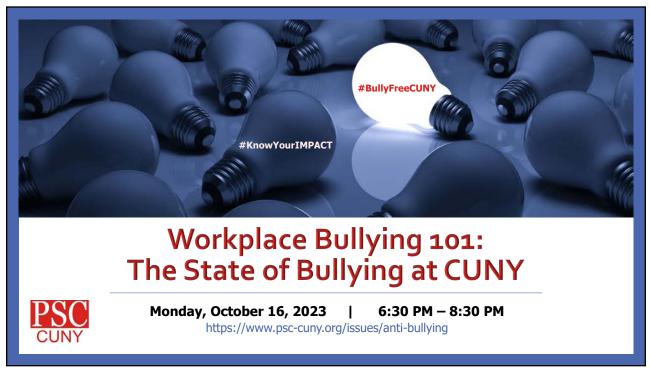
nttps://psc-cuny.org/about-us/psc-community-norms-and-practices/

9. I commit to listen actively and with compassion at the workplace and in all union meetings.





SPEAKER BIO. Clara Wajngurt is a professor of mathematics at Queensborough Community College who has written extensively on workplace bullying. She has lectured on this issue, appeared in anti-bullying panel discussions, presented on radio programs, and has an internet TV program on End Bullying Now on the Bold, Brave TV network. Her goal is to work on eradicating workplace bullying once and for all.







Outline and Presentation Goals

- What is workplace bullying, how to recognize it, why does it occur, and its effects.
- Understanding the bullying cycle.
- What do you do when workplace bullying occurs?
- What is the PSC doing about workplace bullying and how to get involved?

What is workplace bullying?

Workplace bullying is *repeated*, unreasonable actions aimed at intimidating, humiliating, degrading or undermining an employee or group of employees. Bullying may create a risk to employee health and safety.

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What does workplace bullying involve?

Workplace bullying often involves abuse or misuse of power. Bullying behavior creates feelings of defenselessness and injustice in the target and undermines an individual's right to dignity at work.

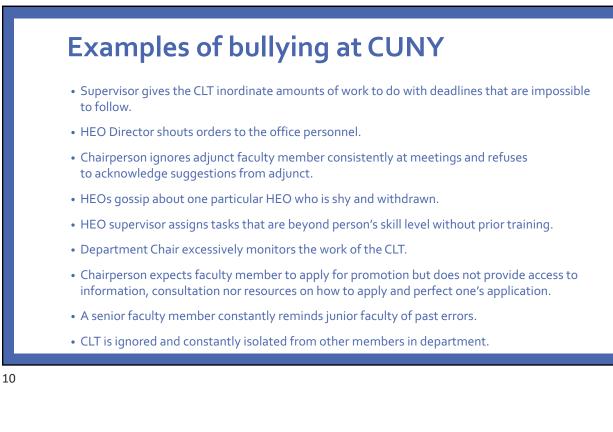
Source: https://www.psc-cuny.org/clarion/june-2012/what-workplace-bullying

What Does Bullying Look Like?



- Quiet
 - Spread misinformation
 - Share information inappropriately
 - Use nonverbal intimidation
 - Make veiled threats
 - Lies about past statements or move the goal line
 - Provide too much or not enough work
 - Withhold resources
 - Faint Praise

- Loud
 - Yell
 - Publicly criticize
 - Find fault constantly
 - Publicly humiliate
 - Physically threaten or intimidate
 - Over supervise
 - Mock and demean
 - Constant attention to shortcomings



Cyberbullying

The New York Attorney General defines cyberbullying as the use of email, websites, instant messaging, chat rooms, text messaging and digital cameras to antagonize and intimidate others.

Remote Work and Cyberbullying – How to Recognize It

- Intentionally putting someone on the spot in a Zoom meeting to embarrass them.
- Supervisor changes the passwords of the department accounts so certain people in the department cannot access the account.
- Intimidating one's colleagues after work hours by phone or email after hour text messages and phone calls from your supervisor.
- Sending offensive messages, insults, personal threats, intimidation between colleagues on the phone, video or through email.
- Withholding work-related information
- Spreading online rumors through social media

Poll #1

Have you ever witnessed bullying at CUNY?

- Yes
- No
- Not sure

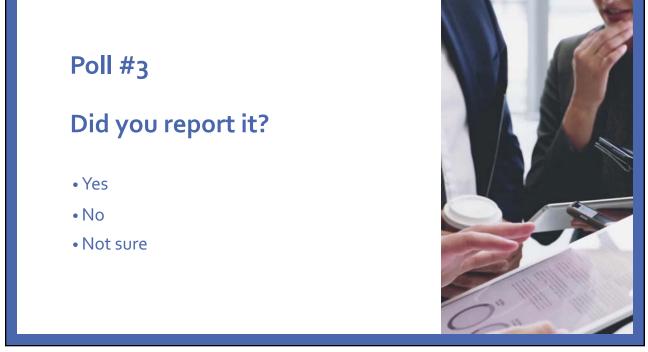


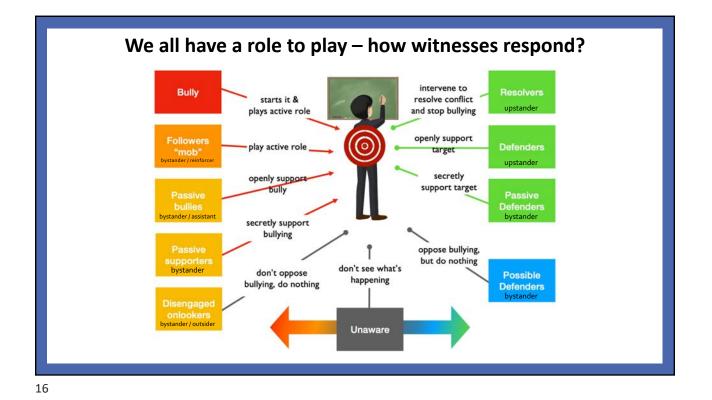


Poll #2

Have you ever been bullied or a target of a bully while at CUNY?

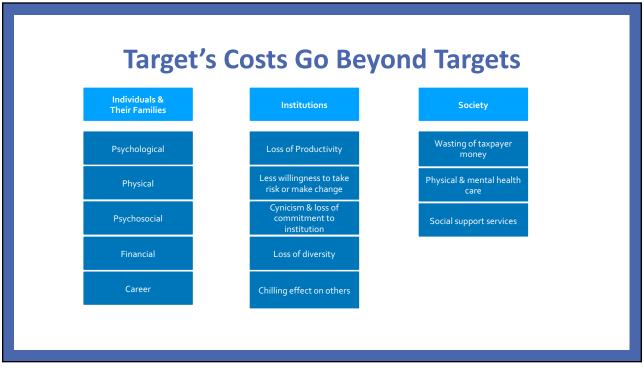
- Yes
- No
- Not sure

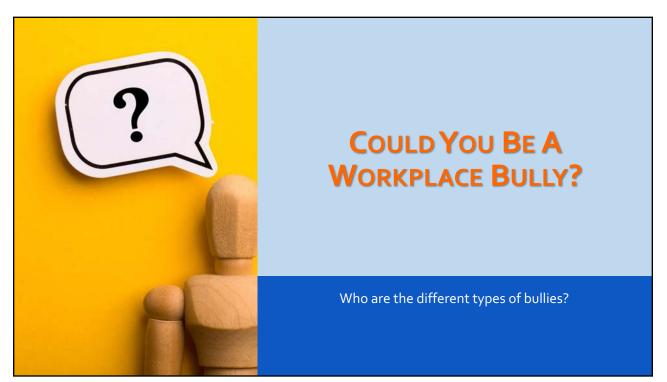














The Stress Bully

- Loses composure during stress
- Can be verbally abusive
- Believes it is immediately erased by normative behavior
- Will deny being a bully but claims target (he, she, they) is very emotional
- Seen as a driver who gets results
- May be more stressful for some than others

The Political Bully

- Uses emotional manipulation and power to compete or to label others
- Socially adept and dishonest
- Extremely likely to take credit for work of others
- Manages up, abuses down
- Team feels a need to be with him/her or against her
- "Crazy making" to target



The "Old School" Bully

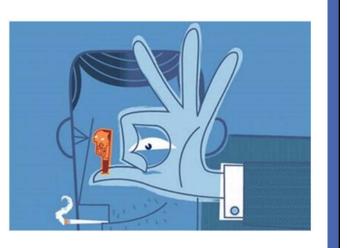
- Bullying is part of the culture
- Does not have a wide variety of tools available
- Lacks empathy believes adversity makes people strong
- Focuses exclusively on measurable results
- "They should be happy they have a job."

The Organizational Bully

- Prevails in politics, unionized workplaces, sports organizations.
- Wields substantial clout and influence
- Can threaten and mobilize group condemnation or ostracism
- Often makes use of email lists to publicly criticize
- Speaks for the "good of the group," but allows no dissent
- Will openly call people out on disloyalty

The Privileged Bully

- Earned or unearned privilege
- Indispensable to the organization
- Has unilateral control over the success or failure of others.
- Generally unapproachable by leaders at any level.
- Operates with mindset of "high standards."



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The Peer Bully

- Bigotry not based on protected class
- Alpha characteristics or status / power / authority difference
- With them or against them
- May create alliance against leaders
- Create "turkeys."



Mobbing, or Group Bullying

- We are attracted to being a member of an in group
- Affiliation with others is powerful
- Cognitive Dissonance allows justification
- Feelings of power are pleasing when they promote affiliation.

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"Death By Documentation"

- Use personnel practices as a tool to intimidate, harass, harangue, shame and motivate employees to quit
- Differs from legitimate documentation in that it is not preceded by attempts to provide tangible targets for performance improvement and assistance in meeting those targets

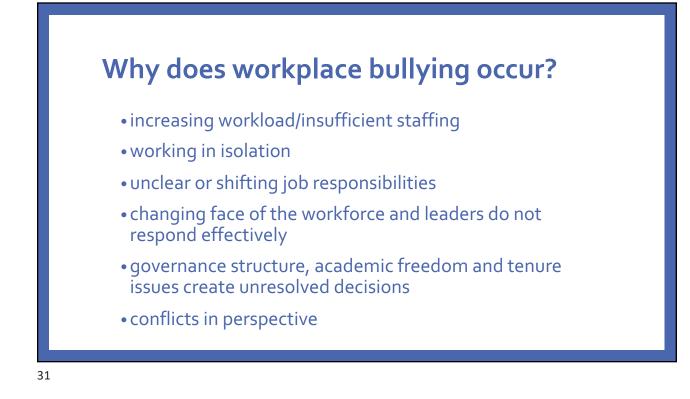


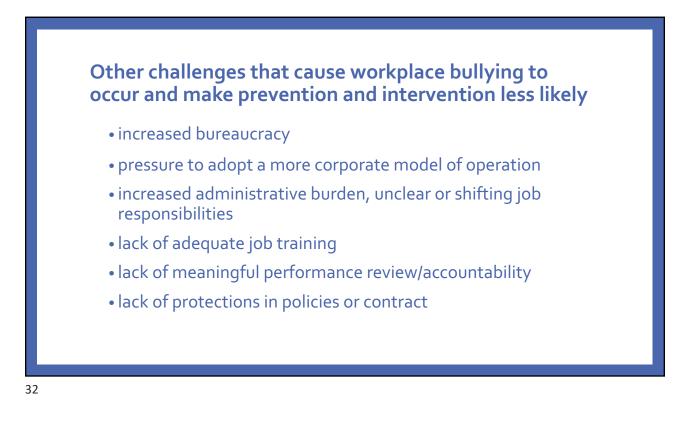
If You Recognize Yourself in the Bullying Types

- You can change
- You can acknowledge and own it
- You can apologize
- You can ask for help
- You can ask for feedback
- You can be a more productive and admired member of the organization
- Or you can deal with the inevitable consequences











- Competition and hyper-specialization
- Academic informality (blurred line between the personal and the professional)
- Belief that conflict is abnormal (and about the individual, not the issue)

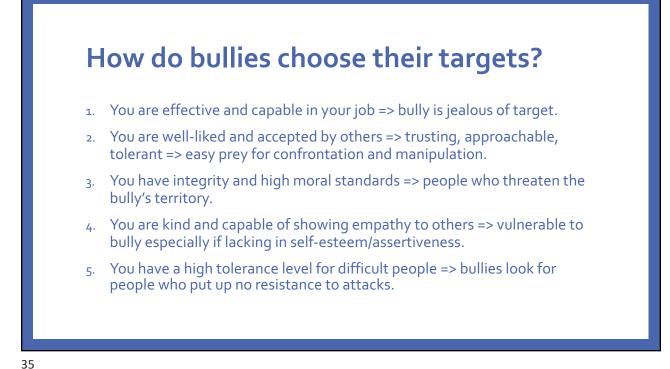
• Lack of commitment to honest and thorough assessment

CULTURE beliefs and expectations

Academic structure makes it difficult to know what is happening and what to do about it

- Decentralized structure (i.e. faculty governance, separate administrative branches for academics and campus management...)
- Lack of protections in policies or contract
- Ambiguous and changing expectations
- Lack of clear feedback on performance
- Confidential (secretive) peer-review

STRUCTURE processes and procedures

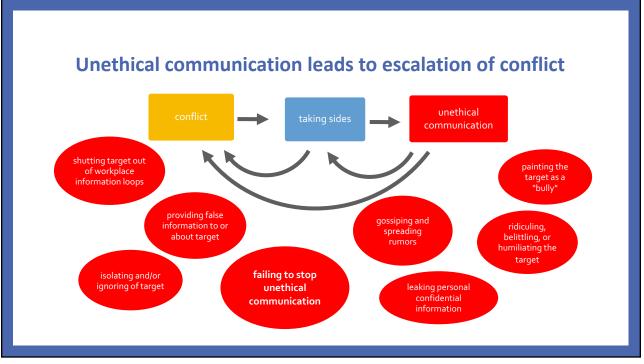


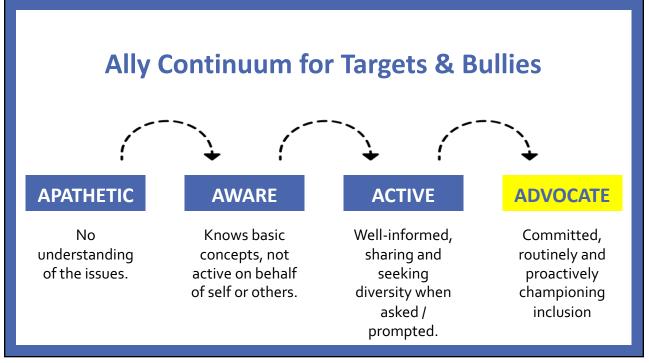


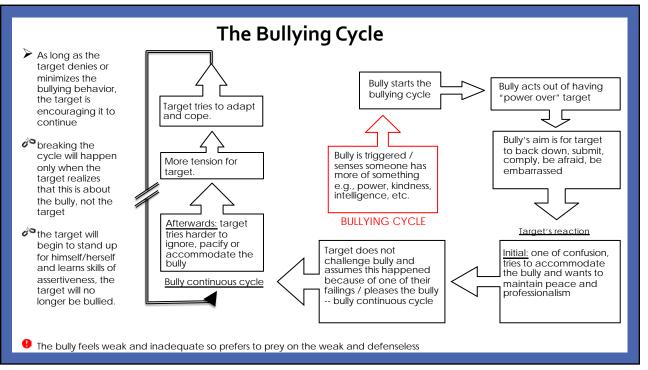


Workplace bullies often operate within the established rules and policies of their organization often using official communication chains to bully.

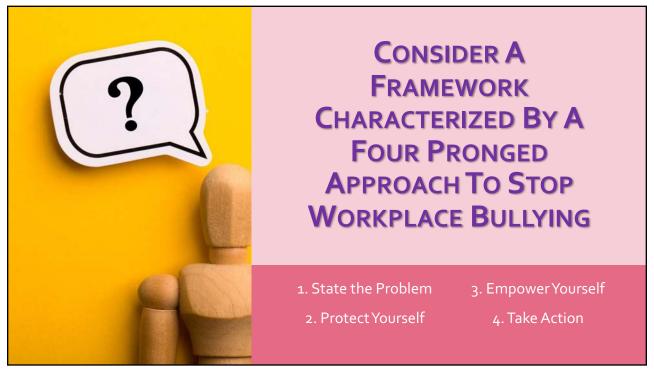
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1. State the Problem

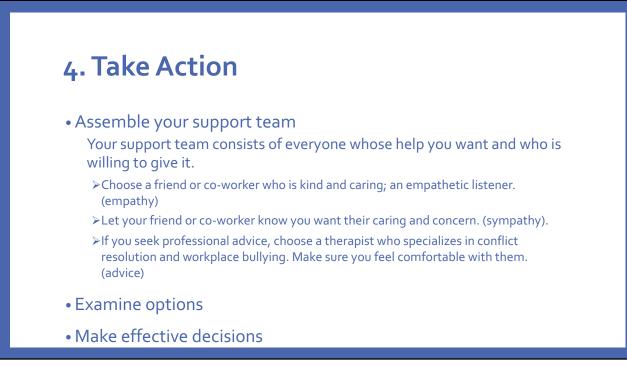
- Acknowledge the bullying.
- Realize that the bullying is about the bully, not you.
- Understand how bullying affects you.

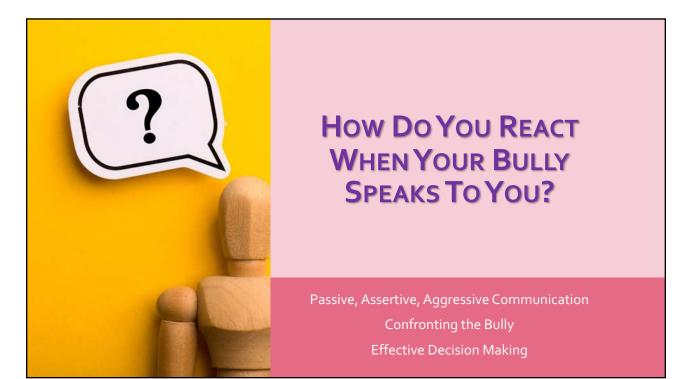
2. Protect Yourself

- Document the bullying (personal journal or log).
 For each incident, date, time, location, witnesses present, what happened, how it made you feel, identify the disrespectful behavior.
- Protect your health.
- Know that you will get through this.

3. Empower Yourself

- Increase your level of wellness.
- Take care of your physical health.
- Manage your stress levels.
- Build your self-esteem.
- Increase options.
- Learn to assert yourself.
- Develop your strengths.





	PASSIVE	AGGRESSIVE	ASSERTIVE
BEHAVIOR	Keep quiet, don't say what you feel, need or want. Put yourself down frequently. Deny that you disagree with others or feel differently.	Express your feelings and wants as though any other view is unreasonable or stupid. Dismiss, ignore or insult the needs, wants and opinions of others.	Express your needs, wants and feelings directly and honestly. Don't assume you are correct or that everyone will feel the same way. Allow others to hold other views without dismissing or insulting them.
NONVERBAL BODY LANGUAGE	Make yourself small. Look down, hunch your shoulders, avoid eye contact. Speak softly.	Make yourself large and threatening. Eye contact is fixed and penetrating. Voice is loud, perhaps shouting.	Body is relaxed, movements are casual, eye contact is frequent, but not glaring.
EMOTIONS	Fear of rejection. Helplessness, frustration and anger. Resentment toward others who "use" you. Reduced self-respect.	Angry or powerful at the time, and victorious when you win. Afterward: remorse, guilt or self- hatred for hurting others.	You feel positive about yourself and the way you treat others. Self-esteem rises.
GOALS	Avoid conflict. Please others at any expense to yourself. Give others control over you.	Win at any expense to others. Gain control over them.	Both you and others keep your self-respect. Express yourself without having to win all the time. No one controls anyone else.





How to Approach the Bully

1. Set a boundary to let bully know their tactics are not appropriate and won't tolerate them => feel empowered and more confident because you have set the boundary.

2. You can say this in two ways in person (write it out first, then say it) or in writing only.

3. Asserting Yourself with Bully
Bully cannot be "reasoned" with
Bully will respond with the following tactics:
<u>Denial</u> – "You're making a mountain out of a molehill" <u>Counter-attack</u> – Lying, deception, hypocrisy, blame – avoids responsibility
Victimhood – Bully plays victim – bully is deeply offended



- What did the other person do or say? How did you respond? How might you have responded in a more assertive way?
- 5. Basic principle of assertiveness respect yourself and others.

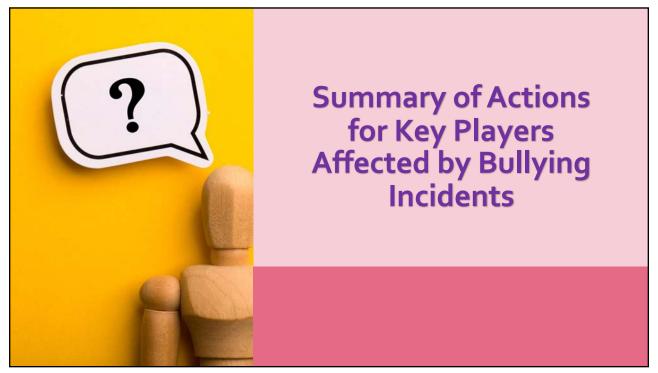


	 Step 1: Identify Your Optio 1. Ignore 2. Avoid 3. Try harder to get along 4. Talk to person – what is 		 5. Talk to person – ask them to lay off. 6. Threaten to report them 7. Talk to supervisor
Ste	ep #2: Evaluate Your Options	Pros:	Cons:
1.	Ignore	1103.	None; things will just get worse.
2.	Avoid		Don't have to deal with it – we work to closely.
3.	Get along		None; he gets worse when I try.
4.	Talk about problem?		Might work it out. Or he might get worse. He might reject me.
5.	Lay off		He might cooperate. Or he might get worse
6.	Threaten		He might stop, might call my bluff or force me to follow through with it. Do I want to?
7.	Talk to supervisor		Might be able to help. He already sees the bullying. I may be seen as a complainer.
Ste	ep 3: Choose an option		

Examples of boundary-setting sentences

- I can't do that, but I can help you find someone who can.
- I appreciate the gesture, but in the future, I'd prefer to...
- I can't take on additional responsibilities right now.
- I'm not comfortable discussing this topic with you.
- I'm uncomfortable with what you just said / did.
- Thanks for your concern, but I can handle this.
- I can't attend, but I appreciate the invitation.
- I don't give you permission to do [x] to me.
- I can't do [x], but I'm open to trying [y].

- I don't feel safe so I'm going to leave.
- I won't be spoken to in that manner.
- I'm allowed to change my mind.
- Thanks, but I'm not interested.
- I wish I could, but I can't.
- No, thank you.
- No.



Bullying is Abuse

- Its consequences are as grave as those of domestic abuse or assault
- If we would not stand and watch these things, we owe it to ourselves to find a way to help or support those experiencing it
- By doing so, we are whistleblowers, protected from reprisal by University policy and State Law.

If you Feel Bullied

- Object early; the effectiveness of objecting diminishes over time
- Seek support and assistance
- Get feedback and advice
- Seek supervisory assistance; climb the organizational ladder
- Frame your concerns by identifying specific behaviors, language or action AND the effects

Bystanders and Allies

- Name or acknowledge unfair or unkind treatment
- Interrupt bullying behavior
- Publicly support those affected
- Privately support those affected
- Privately confront those involved
- Use body language to provide feedback in the moment
- Report to someone who can do something about it.

Key Aspects of Dealing with a Complaint

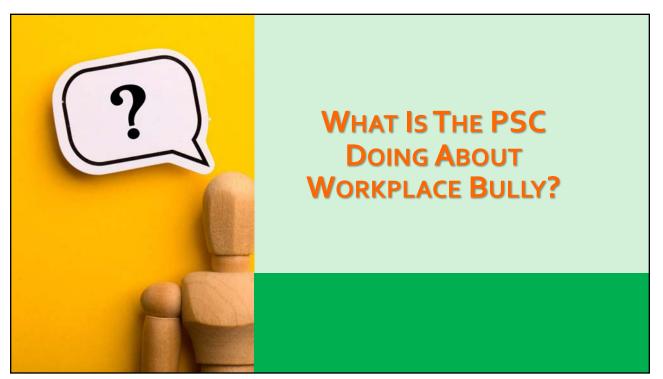
- Listen more than talk: hear the story
- Do not debate, express doubt or lay blame
- Affirm feelings
- THEN get salient facts, witness and evidence
- Stay neutral, and if you can't, get help
- Use a "reasonable person" standard
- Acknowledge you may have "missed" something in the course of supervision

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Acknowledgements

- University of Massachusetts Amherst
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- Right To Be formerly Hollaback
- Ruth & Gary Namie, Workplace Bullying Institute
- Harvard Business Review
- Sentrient
- Sheridan Abraham, York College
- Nancy Willard, Center for Safe and Responsible Use of the Internet





Bullying & Our Union

The power of our union is built upon the solidarity of our members. Member-tomember bullying breaks down the solidarity amongst our members and reduces the power of our union. Every member of our union has the duty to refrain from bullying or harassing any other member of our union. Ideally, each member of our union shall further take steps to prevent, detect, and eliminate workplace bullying in our workplace, including reporting such bullying and harassment and engaging as an upstander to intervene and end such bullying and harassment they are aware of.



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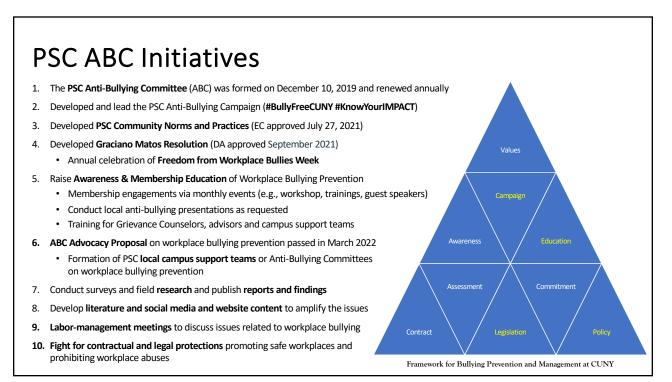
About the PSC Anti-Bullying Committee (ABC)

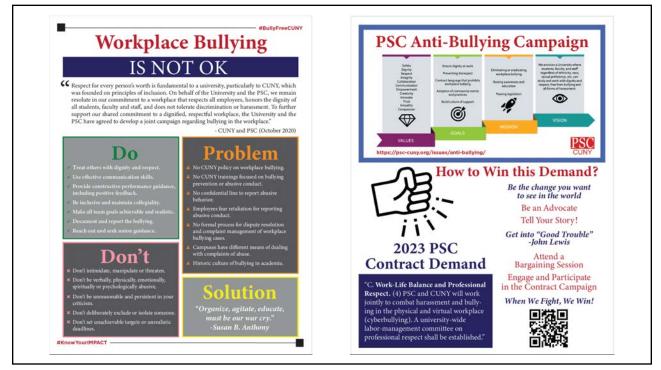
Adopted on December 10, 2020 by the PSC Delegate Assembly and reauthorized through December 15, 2023.

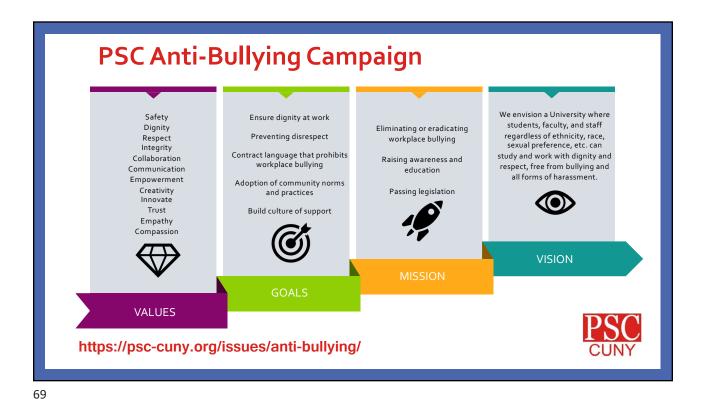
Resolved, that the PSC Delegate Assembly form an ad hoc Anti-Bullying Committee for a period not to exceed one year. The committee will advise and participate in the anti-bullying campaign and exceeded

and harassment PSC anti-bullying campaign affirms workers' rights to be treated with dignity and respect in a safe and healthy work environment.

https://psc-cuny.org/sites/default/files/Resolution%20on%20anti-bullying.pdf







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How to Win this Demand?

Be the change you want to see in the world Become a healthy workplace advocate Tell Your Story! Get into "Good Trouble" – John Lewis Attend a bargaining session Engage and Participate in the Contract Campaign When We Fight, We Win!



