

## Guidelines to Help Challenge an Individual Who Uses Bullying Behaviour

- Tell someone else that you have decided to challenge the bully on his/her behaviour.
- Choose the time and place carefully.
- Describe specifically the behaviour to which you are objecting.
- Don't label the person, just the behaviour.
- Identify exactly what you would like changed, and in which ways you would like their behaviour to be different.
- State clearly what you will do next if their behaviour continues.
- Don't make empty statements – mean what you are saying.
- At the end of the meeting, restate clearly what has been discussed and agreed.
- Write up this meeting in detail, and add to your diary of incidents, for future reference if necessary.
- Take the matter further if there is no change in the behaviour identified.

**For information on a wide range of topics or support,  
Contact your Employee Assistance Service:**

**FREEPHONE  
ROI: 1800 411 057  
24 hours a day – any day of the  
year or email us at [eas@vhics.ie](mailto:eas@vhics.ie)**