



What To Do If You Witness A Member of the SLU Community Being Treated Disrespectfully By a Colleague

Witnesses are the third party to incidents and may feel vulnerable, particularly if the person accused of bullying or disrespectful behavior is a supervisor or manager.

It is often difficult to know what to do if a victim appears to be ignoring bullying or disrespectful behavior. If support and advice is needed, seek assistance from a manager, an HR Consultant or contact the Cura program.

There are several steps you could take if you observe someone being bullied or harassed:

- Speak to the person who is being bullied or disrespected informally and confidentially and tell them what you have observed.
- Ask if they feel able to discuss the situation. Do not underestimate the effects of the bullying or disrespectful behavior on them since they may be upset or unable to talk to anyone. Do not press for information.
- If they wish to discuss the incident, listen sympathetically and, if permitted, take notes as these may be useful at a later stage. Be respectful of the person's privacy and need for confidentiality.
- If they are unable to discuss the matter with you, encourage them to talk to someone they trust, such as a supervisor, department management, an HR Consultant, the Cura program or EAP. Offer to contact the person they choose on their behalf and make arrangements for a meeting, or go with them to the meeting.
- Remember that if a formal request for assistance is made, you may be called upon to describe what you saw and serve as a witness.