What You Can Do:
Safe and Effective Bystander Action at Work

Have you ever wondered what you could do if you see someone being harassed or mistreated at work?

Remember, always assess whether it's safe for you and everyone involved before you take action!

Here are **five ways** you can support the person experiencing harm:

Distract

Indirectly interrupt the situation by engaging the person experiencing harm with the goal of removing them from the situation.

"Could you look at this document for me?"
"Can you help me find the printer paper?"

Delegate

Ask another colleague or HR to help intervene.

"I saw Alex tell Sam an inappropriate joke. I think you should ask Sam if they want your help."

"I think Alex is making Sam uncomfortable. Can you go ask Alex to help you, so I can see if Sam is okay?"

Document

Take notes to create a factual record of the incident. The person experiencing harm should always have a say in what is done with the documentation.

Include: date, time, location, individuals involved, witnesses, and any other relevant information

Delay

Check in with the person experiencing harm after the incident is over to recognize the harm and provide support.

"I heard what happened at lunch and it was not acceptable. Do you want to talk about it?"

"I took notes of what happened at lunch, and I want you to know that it was not okay. If you'd like I can go with you to HR."

Direct

Name the inappropriate behaviour and confront the person doing harm in the moment. This strategy should be used with caution as in some situations it might escalate the issue.

"That joke is not appropriate. Leave them alone."
"That is harassment. You need to stop."

RESPECT at Work · au travail
Western
Centre for Research & Education on Violence Against Women & Children

Learn more at **itsnotpartofthejob.ca**