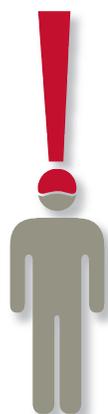


Somebody picks on me at work!



Workplace Harassment

You will learn about:

- **What is harassment (ha-rass-ment)?**
- **What is bullying (bull-lee-ing)?**
- **What can I do?**
- **What is an I-message?**
- **What can my staff do?**
- **What can my boss do?**
- **Where can I find out more?**

Harasser (ha-rass-sir)	A person who picks on you for a special reason.
Bully (bull-lee)	A person who picks on you for no reason.
Victim (vik-tum)	A person who is harassed (ha-rass-duh) or bullied.
Discrimination (dis-krim-mi-na-shun)	When a person treats only you in a way that is not fair.

Somebody picks on me at work

It happens to all people.

A person picks on you.

This does not make you feel good.

You may not want to see that person any more.

People can pick on you at work, school or anywhere.



The person who picks on you is a harasser or bully.

The person who gets picked on is the victim.

A person treats only you in a way that is not fair.

This is discrimination.

To discriminate (dis-krim-mi-nayt)

Discrimination (dis-krim-mi-na-shun)

What is harassment?

Harassment is a form of discrimination.

There are 12 reasons [ree-zuns] for harassment.

They are:

- my skin color
- the group of people I belong to
- my religion
- my disability
- my age
- the country where I am from
- who my Mom and Dad and Grandma and Grandpa were
- if I am a man or a woman
- if I am married or single
- the way I make my money
- if my family is rich or poor
- if I like people of the same or other sex

To harass (ha-rass)

I was harassed (ha-rasst)

This is harassment (ha-rass-ment)

The law does not allow harassment.

This picture is from the
DVD "Who are you?"
on harassment
at work



What is a bully?

A bully is a person who feels that they are better than you.

The bully wants to show that they have power over you.

There is no law that says you can not bully a person.

To bully (bull-lee)

I was bullied (bull-lead)



Is to harass the same as to bully?

To harass and to bully are not the same.

They are almost the same.

Read this:

<p>“You don’t know anything!”</p>	<p>This person just bullied you. There is no reason for a person to say this to you. Even if you made a mistake.</p>
<p>“You don’t know anything because you are a woman!”</p>	<p>This person harassed you. The way they talk means that if you are a woman you don’t know anything. This is not okay.</p>

A person picks on me. What can I do?

I want the harasser to stop.

1. I can tell another person.

This can be a person in my family, a friend, my staff or my boss.

This person can try to help me stop the harassment.



2. I can talk to or write to the harasser.

I can give an “I message” [I-mess-ij] to the harasser.

This is hard but I can do it.

3. I can phone the Alberta Human Rights and Citizenship Commission.

Alberta Human Rights and Citizenship Commission

Edmonton	780-427-7661
Calgary	403-297-6571
free line from outside Calgary and Edmonton	310-0000

Policy	A rule that tells you how you need to act.
I-message	When you tell how you feel if you are harassed or bullied.

What is an I-message?

In an I-message, I tell the harasser many things:

- I tell the person what it is that I don't like.
- I say how it makes me feel at that time.
- I tell how I feel later at work and at home.
 - I may not be able to do a good job at work.
 - Or I may feel upset even with my family.
- I tell the person to stop what they do to me.
No means No.
- I tell the person what I will do if they do not stop.

This is a sample letter with an I-message.

May 10, 2007

Dear _____:

I do not like it when _____

It makes me feel _____

I want you to stop _____

If you do not stop I will _____

From _____

What can my staff do?

My staff can help me make a plan to stop the harassment.

They can help me talk to the harasser or bully.



What should my boss do?

The law tells my boss to make rules at work.

The rules say that a person may not harass or bully at work.

They call these rules policies (paw-li-sees).

If a person at work picks on me I can take steps.

The steps help me stop the harassment.

They call the steps procedures (pro-see-jers).

The boss needs to tell all workers about the rules and steps.



Some one tells me that I harass them!

What if a co-worker tells me that I pick on them?

I do not think that I do this.

But the other person feels that I do.

Now I need to stop what upsets my co-worker.

Where can I find out more?

I can learn more about harassment on the Internet.

I can go to:

www.vrri.org,

the website of the VRRRI,
and search for “They pick on me at work.”



www.albertahumanrights.ab.ca/publications,

the website of the
Alberta Human Rights and Citizenship Commission

OR I can phone:



Alberta Human Rights and Citizenship Commission

Edmonton 780-427-7661

Calgary 403-297-6571

free line from
outside Calgary
and Edmonton 310-0000

Hard Words:

To **discriminate** (dis-krim-mi-nate) is when a person treats only you in a way that is not fair.

A **bully** (bull-lee) is a person who picks on you for no reason.

A **co-worker** is a person who works at the same place as you do.

A **harasser** (ha-rass-sir) is a person who picks on you for a special reason.

An **I-message** is when you tell how you feel if you are harassed or bullied.

A **policy** (paw-li-see) tells what the rule is.

One policy, **2 policies**

A **procedure** (pro-see-ger) gives the steps a person must follow.

A **victim** (vik-tum) is a person who is harassed or bullied.



Notes:



A Social Inclusion Easy Reading Booklet

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The Vocational and Rehabilitation
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For more information or other resources, contact
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