

# Toxic Workplace Checklist

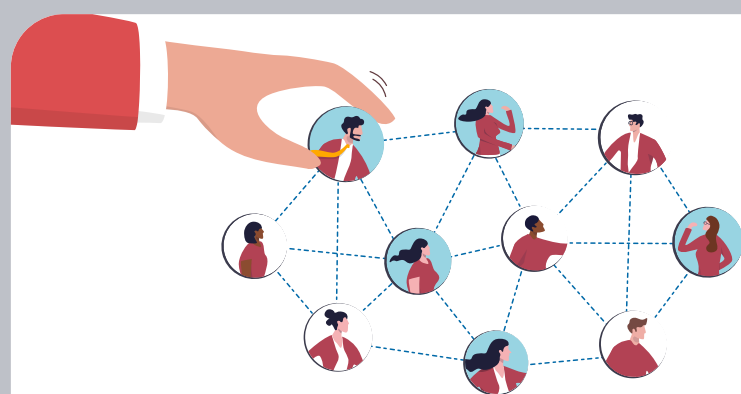


## Assess your workplace experience

### The leadership of my organisation



- ☐ Lacks integrity and cuts corners in key areas such as health and safety
- ☐ Is unwilling to adapt, innovate, or listen to new ideas, stifling growth, and creativity
- ☐ Lacks transparency. Decisions are made behind closed doors
- ☐ Tolerates inappropriate behaviour and downplays bullying, discrimination, and harassment, or even allows it to exist
- ☐ Are inconsistent and plays favourites. Certain people, or groups, receive preferential treatment for promotions and projects
- ☐ They punish mistakes and blame others if something goes wrong
- ☐ Employees who voice concerns, or offer constructive feedback, are met with retaliation or negative consequences
- ☐ Employee turnover is high
- ☐ There is no diversity - they hire people like themselves
- ☐ They foster toxic competition
- ☐ There are no neutral and confidential protocols to report abuse



### My manager

- ☐ Excessively controls and monitors every aspect of my work, leaving no room for autonomy
- ☐ Ignores me and sidelines my contributions
- ☐ Does not set clear goals and expectations, which change constantly, often without warning
- ☐ Does not communicate clearly and blames me for not understanding correctly (gaslighting and DARVO techniques)
- ☐ Critical information is sometimes withheld
- ☐ Does not acknowledge or appreciate my contributions
- ☐ Ignores inappropriate behaviour and microaggressions
- ☐ Thinks processes are a waste of time
- ☐ Diminishes or dismisses any attempt to communicate issues
- ☐ Will not facilitate any special accommodations



### Your colleagues

- ☐ Gossip. People talk about each other behind their backs
- ☐ There is little collaboration and back-stabbing is common
- ☐ They are not accountable and shift responsibility
- ☐ Morale is low and a sense of dissatisfaction, disengagement, or negativity is prevalent
- ☐ People talk over each other in meetings and humiliate and belittle certain team members who they may not like
- ☐ Microaggressions around sexism, racism, ageism and homophobia are commonplace
- ☐ They exclude team members professionally and socially



### Your experience

- ☐ You are consistently being asked to work long hours with no regard for work-life balance
- ☐ You receive high levels of out-of-hours contact
- ☐ You are not able to take vacation
- ☐ You feel burned out
- ☐ You have no opportunities for growth, professional development, training, or advancement
- ☐ You are excluded from key meetings or communication chains
- ☐ You don't get constructive actionable feedback, or any feedback at all
- ☐ You are passed over for promotion and interesting projects
- ☐ You are not adequately compensated in line with the market
- ☐ You dread going to work. You may feel angry, emotional, tense, vulnerable, afraid, or a range of these emotions
- ☐ You are experiencing physical and psychological symptoms of acute stress
- ☐ You are self-medicating

## Time to move on!

This list is not exhaustive. Toxic behaviours in the workplace can damage your physical and emotional well being

For support contact Dorothy Dalton Certified Trauma Informed and Cognitive Behaviour Coach

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