

Worksheet: The Cost of Your Workplace Bully

Instructions:

Use the following worksheet to determine the cost of bullying in your organization specifically. Here are the instructions:

1. In Column A you'll find listed an activity resulting from a workplace bully.
2. In Column B you should determine all of the people involved in that activity. We've provided some ideas about who they might be, but you might be able to think of additional participants.
3. In Column C determine the number of hours spent on each activity by each person involved. Again, we've provided some guidance, but you should fill in what you believe is appropriate.
4. In Column D, determine how much those hours spent on activities are costing the organization. (If those involved are salary, determine their hourly breakdown - there are 177 working hours in a month, and 280 working days per year).

So, for example, if you are making \$75,000 per year, your hourly rate is approximately \$35 ($75,000 / 177 / 12$). If you spend just one hour per day talking with a target of bullying instead of working, you alone are costing the organization \$9,800 per year.

Here is an example:

Column A	Column B	Column C	Column D
Activity/Item	People Involved	Hours Spent	Cost
Target talking with other employees	Target, peers	Minimum 4 hours per day	Total cost: \$53,000 over 2 yrs
Direct manager counseling aggressor	Aggressor, direct manager	40 hours each, 80 hours total	Total cost: \$8,000
Target's direct manager counseling target	Target, direct manager	75 each, 150 total	Total cost: \$15,000
HR involvement in counseling bully/target	HR	25	Total cost: \$2,000
HR recruitment of replacement for targets and witnesses who leave	HR, managers, supervisors	260 (it costs 25-65% of annual salary to replace employee)	Total cost: \$40,000
Training new employee	Department, team members, managers, HR	300	Total cost: \$13,000
Total			\$181,000

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Now it's your turn:

Column A	Column B	Column C	Column D
Activity/Item	People Involved	Hours Spent	Cost
Target talking with other employees instead of working	Target	Total hours spent:	Total cost: \$
Allies target is talking to target instead of working	Allies/employees/peers	Total hours spent:	Total cost: \$
Target's time spent at work, looking for different work	Target	Total hours spent:	Total cost: \$
Soothing targets	Target, HR, managers, supervisors	Total hours spent by all parties:	Total cost: \$
Counseling/talking with bully	Bully, HR, managers, supervisors	Total hours spent by all parties:	Total cost: \$
Reorganizing departments	HR, managers, supervisors, employees, owner/President	Total hours spent by all parties:	Total cost: \$
Recruiting replacements for targets and witnesses who leave	HR, managers, supervisors	Total hours spent by all parties:	Total cost: \$
Unemployment insurance paid to employees let go	N/A	N/A	Total cost: \$
Lost customers who were victimized by the aggressor	Name lost customers here:	N/A	Total cost: \$
Conflict management, communication, and other types of training	HR, T&D department, attendees, hired consultants/trainers	Total hours spent by all parties:	Total cost: \$
Workers compensation	Any targets utilizing workers comp program for stress	N/A (Note: 1/3-1/2 of stress-related illness is due to aggression)	Total cost: \$

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Time lost to doctor appointments for stress	Any target leaving work to go to doctor appointments	Total hours spent at doctor by all targets:	Total cost: \$
Legal costs for counsel	Attorney(s), HR, Legal Dept	Total hours spent by all parties in-house:	Total cost: \$
		Total hours spent by attorney:	Total cost: \$
Settlement fees to targets			Total amount paid: \$
Settlement fees to bullies			Total amount paid: \$
Additional Costs			Total cost: \$
			Total cost: \$
			Total cost: \$

Notes: