

DIFFICULT PEOPLE AND SITUATIONS



**BULLYING AND HARASSMENT
WORKBOOK**

DIFFICULT PEOPLE AND SITUATIONS SERIES

A series of 4 outstanding dramatized DVDs
– a must for every business!

NEW RELEASE 2009!

1. LEADERSHIP SINS
2. PERSONALITY CLASH
3. DAMAGE CONTROL
4. BULLYING AND HARASSMENT

Ideal for managers, teams and staff at all levels.
Excellent case studies cover:

- Leadership, feedback and empowerment
- Open communication and conflict resolution
- Customer service, complaints & quality
- Diversity, bullying and sexual harassment

WORKBOOKS



Each DVD comes with a workbook with activities, handouts and a full script.

DIFFICULT PEOPLE AND SITUATIONS SET OF 4 DVDs

STOCKCODE: DIFFSET



CLOSED CAPTIONED



Created by psychologist
Eve Ash



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SEVEN DIMENSIONS Pty Ltd
www.7dimensions.com.au
P: +61 3 9686 9677
F: +61 3 9686 7577
E: eve@7dimensions.com.au

1. LEADERSHIP SINS DVD

STOCKCODE: DIFF1

ISBN: 978-1-921409-68-4

Duration 22 minutes

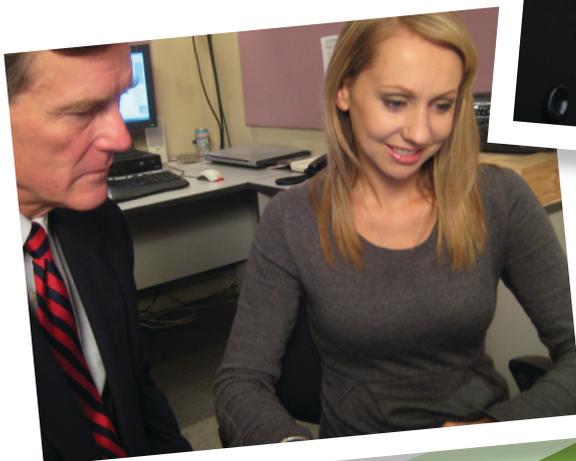
(Version 1: Drama only - 9 minutes.
Version 2: With Psychologist Eve Ash
commentary – 13 minutes)

Leadership requires awareness, open communication and the ability to empower others. David makes several mistakes managing Anne, and after a feedback session he makes some changes.

PART 1: THE SINS – David doesn't discuss and agree on the way they will work together, doesn't listen and continually interrupts, fails to acknowledge good work, invades personal space, is inflexible about the way things are done, is oblivious to Anne's body language and the impact of his own behavior.

PART 2: FEEDBACK – Anne gives David specific feedback about his behavior and how it makes it hard for her to work effectively. David acknowledges the feedback and accepts the need to change.

PART 3: EMPOWERMENT – David discusses career goals with Anne and brings out her motivation.



2. PERSONALITY CLASH DVD

STOCKCODE: DIFF2

ISBN: 978-1-921409-69-1

Duration 14 minutes

Anne and Kim are very different culturally and in their work styles. Kim is annoyed by Anne's attitude, insensitive comments and fashion clothes. Anne, who is new, feels that Kim does not fit in well, and is frustrated by her messy desk and personal hygiene issues. Their relationship is spinning out of control. Anne takes the lead and sets up an open discussion where they give each other feedback, discuss their differences and come to a resolution for an effective working relationship.

PART 1: COMMUNICATION BREAKDOWN PART 2: FEEDBACK AND RESOLUTION

- 20 Key Learning Points are provided in an alternate version.



DIFFICULT PEOPLE AND SITUATIONS SERIES

3. DAMAGE CONTROL DVD

STOCKCODE: DIFF3

ISBN: 978-1-921409-70-7

14 minutes

(Version 1: Drama only - 7 minutes. Version 2: With 20 Key Learning Points - 7 minutes)

An excellent case study of a major product delivery disaster and a very angry client – all superbly managed by the account manager, who demonstrates exceptional service, communication, problem solving, and leadership skills.

PART 1: THE PROBLEM – Anne is furious about the inferior quality of a recent delivery. Tash, the account manager, takes responsibility, listens and apologizes, and commits to solving the problem quickly.

PART 2: RESOLVING THE PROBLEM – Tash investigates the problem internally - without blame, and leads the team to implement a quick solution.

PART 3: UPDATING THE CLIENT – Tash keeps the client informed and outlines the full solution, again apologizing.

PART 4: ENSURING PROBLEM WON'T HAPPEN AGAIN – Tash debriefs with the team and invites ideas to improve.

4. BULLYING AND HARASSMENT DVD

STOCKCODE: DIFF4

ISBN: 978-1-921409-71-4

15 minutes

Bullying, harassment and especially sexual harassment - are unacceptable in any workplace. But many people don't realize when the line is crossed. And what can someone do if they are bullied? These four outstanding dramatized case scenarios will provide triggers to help identify bullying and enable people to discuss strategies for reporting and overcoming it.

CASE 1: RACHEL AND MARK - 5 minutes
Mark is a senior consultant, but his manager makes him feel humiliated. He talks to his father but is reluctant to go to HR. He feels his only options is to leave.

CASE 2: MIKE AND JUDY - 2 minutes
Judy is upset about the way Mike speaks to her. It is making her feel sick about work.

CASE 3: LEE AND JANE - 2 minutes
Lee and Jane are peers but Lee is making it awkward for Jane who likes to do her job well. Lee criticizes Jane's enthusiasm, but is this bullying?

CASE 4: MIKE AND CLAIRE - 6 minutes
Mike is Claire's boss and up until recently they often laughed and joked together. But now he has started asking her out, requesting her to stay back from work and even move her desk closer to his. Claire stands up to Mike but is unsure of the future and how she will be able to continue working with Mike.

NEW RELEASE 4 DVDs

1. LEADERSHIP SINS
2. PERSONALITY CLASH
3. DAMAGE CONTROL
4. BULLYING AND HARASSMENT



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E: eve@7dimensions.com.au

BULLYING AND HARASSMENT

ISBN: 978-1-921409-71-4

DURATION: 15minutes

SYNOPSIS

Bullying, harassment and especially sexual harassment - are unacceptable in any workplace. But many people don't realize when the line is crossed. And what can someone do if they are bullied? And how should the person doing the bullying be managed? These four outstanding dramatized case scenarios will provide triggers to help identify bullying and enable people to discuss strategies for responding to it, reporting and overcoming it.

CASE 1: RACHEL AND MARK - 5 minutes: Mark is a senior consultant, but his manager makes him feel humiliated. He talks to his father but is reluctant to go to HR. He feels his only option is to leave.

CASE 2: MIKE AND JUDY - 2 minutes: Judy is upset about the way Mike speaks to her. It is making her feel sick about work and fearful of any interactions with Mike.

CASE 3: LEE AND JANE - 2 minutes: Lee and Jane are peers but Lee is making it awkward for Jane who likes to do her job well. Lee criticizes Jane's enthusiasm, but is this bullying?

CASE 4: MIKE AND CLAIRE - 6 minutes: Mike is Claire's boss and up until recently they often laughed and joked together. But now he has started asking her out, requesting her to stay back from work and even move her desk closer to his. Claire stands up to Mike but is unsure of the future and how she will be able to continue working with Mike.

TARGET AUDIENCE AND USAGE

Ideal for managers and staff at all levels for use in staff meetings, development sessions, and training workshops. This program can be used to help identify bullying and harassment across a whole organization. Specifically it can be used for:

- OHS training regarding bullying and harassment for all staff
- Bullying and harassment policy development and implementation
- HR training
- Leadership development
- Conflict resolution skills
- Communication and assertiveness skills

CHARACTERS

CASE 1: Rachel, Mark and his father

CASE 2: Mike and Judy

CASE 3: Lee and Jane

CASE 4: Mike and Claire

KEY LEARNING POINTS

CASE 1: RACHEL AND MARK

Rachel's communication style is very unpleasant. Her behavior is bullying, and especially so if this is typical of the way she communicates with Mark – i.e. not a one off occasion. This case can be used as a discussion starter to cover these points:

- Bullying leads to stress, lowering of confidence and self-esteem, concentration and motivation.
- The bullying is impacting Mark: lowering confidence, poor self-esteem and depression.
- Mark should discuss this with HR and seek personal counselling – but many in this situation refuse to take any action.
- Rachel needs to be given feedback – ideally in the first instance by Mark (specific examples) and then from her manager or HR as a result of Mark's complaint (when he does make a complaint). Rachel should be given a warning and disciplined or terminated if her behavior is repeated. If another colleague sees the bullying they should report it.
- An agreement needs to be made between Mark and Rachel regarding acceptable behaviors and non-acceptable behaviors, and regarding specific work outcomes and standards. Regular reviews (e.g. weekly) are needed to ensure this is happening.
- If Mark's performance is poor then Rachel should manage his performance appropriately – giving him specific feedback on problems, requesting change and putting the feedback in writing if it continues to be a problem. She needs to use effective counseling and coaching skills.
- If Rachel and Mark feel they are unable to resolve their ongoing differences a mediator should be called in.

CASE 2: MIKE AND JUDY

Judy is visibly shaken (body language and tone of voice) by her experience with Mike. He may not be aware of the impact of his behavior on Judy. As it has not been the first time, Judy ideally needs to give him feedback about his behavior and certainly report it to HR. This case can be used as a discussion starter to cover these points:

- Bullying leads to stress, anxiety, lowering of confidence and self-esteem, concentration and motivation.
- The bullying is impacting Judy: creating fear, lowering confidence and motivation to work.
- Judy should discuss this with HR and seek personal counselling or coaching to develop assertiveness skills to deal with this kind of behavior in the first instance.
- Mike needs to be given feedback – ideally in the first instance by Judy (specific examples) and then from his manager or HR as a result of Judy's complaint (when she does make a complaint). Mike should be given a warning and disciplined or terminated if his behavior continues beyond two warnings. If another colleague (in this case Claire who sits nearby) sees or knows about the bullying, they should report it.
- An agreement needs to be made between Judy and Mike regarding acceptable behaviors and non-acceptable behaviors, and regarding specific work outcomes and standards. Regular reviews (e.g. weekly) are needed to ensure this is happening.
- If Judy's performance is poor then Mike should manage her performance appropriately – giving her specific feedback on problems, requesting change and putting the feedback in writing if it continues to be a problem. He needs to use effective counseling and coaching skills to ensure her work is productive and their communication is effective.
- If Judy and Mike feel they are unable to resolve their ongoing differences a mediator should be called in. A transfer to another area could be considered for either party if discomfort after the resolution makes it not possible to work effectively.

CASE 3: LEE AND JANE

Lee and Jane are work colleagues in the same team. Jane is new and Lee is not making it easy for Jane to settle in to her new role. Lee is challenging her about being “too good” and trying to be “too” impressive. This is an ideal trigger to discuss the borderline area of bullying because many would regard this as not bullying at all:

- Jane is being impacted by Lee’s behaviour and there is a feeling that there has been more than one occasion. This would need to be substantiated to establish if bullying has taken place.
- Peer pressure to do the “wrong thing” e.g. Lee pushing to overstay the tea break, is a form of bullying and undue influence to “belong” and fit in to a certain (less than acceptable) standard.
- Subtle bullying can take many forms – even glaring at someone, sending inappropriate emails, having pornographic or explicit pictures at work, making racist jokes... all of which should be covered in a bullying and harassment policy.
- Jane needs to be assertive with Lee and tell her this behavior is not acceptable and that if it continues she will report it. Assertive skills training and development would be ideal for Jane.
- Jane should report it to her supervisor for assistance and if she does not get a satisfactory response, she should seek help from HR.
- Lee needs to be warned about her behavior and the impact it can have on others.
- An agreement about acceptable behaviours in the workplace needs to be established.
- Team ground rules or workplace values of respect and caring can help prevent bullying if all staff are given the education about workplace behavioral standards expected.

CASE 4: MIKE AND CLAIRE

Mike is Claire’s manager and should not be pressuring her to go out, to work back late alone or to move her desk closer to his. But what happens if a staff member like Claire has had previous jokey chats with Mike about relationships? Where and when is the line crossed?

This case provides an excellent trigger for a discussion and training on sexual harassment:

- It is not a reasonable request on the part of a manager to ask a staff member to stay back late at work – alone with that person if they feel uneasy (with good reason) – no matter whether it is opposite or same sex.
- Personal compliments need to be kept to a minimum – about clothes, perfume, hair etc – because some people are embarrassed and offended, and see it as an invasion of privacy. With repetition and insistence it is a form of harassment.
- Claire was assertive and told Mike she was not happy and wanted it to stop. Her next step needs to be to report it to HR.
- Even once reported to HR it may not be possible for Claire and Mike to keep working together.
- Mike needs to be counseled and disciplined about his behavior and should be given a warning or in some circumstances (e.g. repeated behavior) terminated for his behaviour.
- Claire should seek counseling at the expense of the employer, as this has obviously upset her. It is reasonable that she be given help to find a transfer if Mike is staying on in the role. But ideally Mike is moved or removed.

DISCUSSION QUESTIONS

1. What is bullying and what examples do you know of at your workplace?
2. Which of the 4 cases represent bullying and harassment and in what order of severity would you put them?
3. Who should you talk to if you are being bullied?
4. Which parts of bullying behaviors are actually illegal? Is it the same for all workplaces?
5. What constitutes sexual harassment?
6. What should you do if it is your boss that is harassing or bullying you?
7. Who should you talk to if you are upset? What if you don't want to officially report it?
8. What can you implement within your workplace to eradicate bullying and harassment?
9. What would you say to someone who is bullying a person in your team?

ACTIVITY 1: PROGRAM REVIEW

Watch the program and make notes on bullying or harassment behavior.

CASE 1: Rachel and Mark

CASE 2: Mike and Judy

CASE 3: Lee and Jane

CASE 4: Mike and Claire

ACTIVITY 2: BULLYING & HARASSMENT POLICIES

1. LIST EXAMPLES

Devise a list of situations and problems that can occur in your workplace that could be considered to be bullying or Harassment (e.g. verbal, written, sms, photographs, jokes, staring etc.)

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2. POLICY POINTS

List the things your company already covers in its bullying and harassment policy. If you do not have a policy – make a list of what should be covered in the policy.

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3. EDUCATION REQUIREMENTS

Now write out the kind of training you think everyone should have to ensure these policies are adhered to. Should it be different for managers and staff?

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ACTIVITY 3: RESPONDING TO PROBLEMS

Work though the following problem and response.

1. Write out a bullying or harassment problem or complaint that might happen in your organization/team.

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2. Now write out the steps for how to manage this problem and what actions should be taken for the person who is bullying and the victim.

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3. Now divide into small groups and practise dealing with the situations you have described positive way to resolve the situation. Observers should make notes and give feedback.

What was done well?

What needs improving?

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SCRIPT – BULLYING AND HARASSMENT

15 minutes

CASE 1: Rachel and Mark 5 minutes
CASE 2: Mike and Judy 2 minutes
CASE 3: Lee and Jane 2 minutes
CASE 4: Mike and Claire 6 minutes

CASE 1: RACHEL AND MARK

5 minutes

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MONTAGE OF DIFFICULT PEOPLE SCENES FROM SERIES

SUPER: DIFFICULT PEOPLE AND SITUATIONS

7D LOGO

TITLE SEQUENCE - MONTAGE OF FOUR SHORT SEGMENTS OF BULLYING SCENES FROM THE PROGRAM

RACHEL AND MARK ARE IN THE STAFF KITCHEN

SUPER: BULLYING AND HARASSMENT

RACHEL: Well what part of this don't you understand? What part of this do you not get?

MARK: Well I ...

CUT TO JUDY'S OFFICE

MIKE: Are you telling me what to do with my job?

JUDY: No, I'm just relaying to you what the boss wants you to do?

MIKE WALKS OUT MUTTERING IN ANNOYANCE

CUT TO LEE AND JANE ON OFFICE BALCONY DURING TEA BREAK

LEE: No it isn't. You don't have to be extra nice to everybody.

JANE LOOKS UPSET

CUT TO MIKE AND ANNE

MIKE: How about we go out for a drink one night?

SPLATTER WIPE TO RACHEL AND MARK IN STAFF KITCHEN

SUPER: CASE 1

RACHEL AND MARK

RACHEL: What do you mean you had a late night?

MARK: Well I've been working on that report, the one that's due on Friday...

RACHEL: (CUTS IN) Oh actually, look we should have told you but that report was due last Wednesday, you know, and you're going to need to get it to me as soon as possible. And you should have realised that from when we talked about it, that it was likely that things might change.

MARK: Well, it's about an hour away so...

RACHEL: Oh well, okay. You know, that's probably okay but you know, really, in the future it needs to be done, you know, earlier than that. And why were you here all night?

MARK: Well I just wanted to um... it's a 94 page report, so I just wanted to get...

RACHEL: (CUTS IN OVER TOP OF MARK) I don't care how long it is. It doesn't show you as being very efficient. Everybody else manages to get their reports done without staying here all night. You know, and then the next morning you're here and you're sort of looking bedraggled and tired obviously, so how much work are you going to be able to get done today? (RACHEL'S PHONE BEEPS A MESSAGE) And you know - oh, I've got a bloody message...

MARK: Well, I, I will have the report finished in the next... within the next hour.

RACHEL'S PHONE BEEPS A MESSAGE

RACHEL: You know, look, honestly, it's a bit of an ongoing issue, this business with the reports because, you know, I've had other people make comments you know.

MARK: About my reports?

RACHEL: Yes.

MARK: What's... what is the problem with them?

RACHEL: Well, what part of this do you not understand? What part of this do you not get?

MARK: Well I've been following the template you gave me and ...

RACHEL: (CUTTING IN) Honestly, you should have been up to date with that. There were emails sent to everybody about the changes and formats.

MARK: Recently?

RACHEL: Of course you should have got the email about it.

MARK: Could you, could you... can you send that to me again...

RACHEL: (TALKING OVER HIM) How come... I just don't understand

MARK: ...because I haven't received it.

RACHEL: You should not be asking me to send the email again. Ask one of the admin people. But honestly, it does not look good that you're not on top of this, you don't know what the changes are, you don't know what's happening with the report.

MARK: Rachel, could we um, could we have a talk about...

RACHEL: (CUTTING IN) But we have talked about it. You know, you go and get the report done this morning and I think, you know, what else is there to say really?

MARK: I would really appreciate it if we could talk about...

RACHEL: (TALKING OVER HIM) I've got a message I've got to deal with. You know, honestly, I think... look, go away, get it finished, get it on my desk, get it... (WAKLING OUT) you know, that's it.

MARK: Sure.

MARK LOOKS UPSET

MARK (VO): I don't know what I'm supposed to do in this situation. I don't know how I'm supposed to respond to this

CUT TO MARK INTERVIEW SEGMENT

MARK: It's both confusion and frustration. Bewilderment, I don't know what I'm supposed to be doing that I'm not, because I'm doing my best and I'm doing everything I'm supposed to do. (VO CONTINUES WITH OVERLAY OF HIS ENCOUNTER WITH RACHEL) Look I don't like playing the victim, but I feel as if I'm at a huge disadvantage here and that someone in a position of power is giving me (MARK 100%) an intolerable experience and I don't know (VO CONTINUES WITH OVERLAY OF HIS ENCOUNTER WITH RACHEL) what to do about it. If that's bullying, then I guess, I guess I am being bullied, yeah. (100%) I shouldn't be feeling this. HR don't want to hear from me, or anyone about this sort of thing. Well, what are they going to do? You know... They're hardly going to step in and say: "You've been bullying Mark again. You know, what's your problem?" They're not going to do that and I'm not... I can't ask them to do that. So there's no point. You know, sorry.

MARK IS VERY UPSET. VISION OF MARK IN INTERVIEW CONTINUES

MARK VO: I'm going to have to leave. I can't see any future here.

DIP TO BLACK

MARK IS AT HIS FATHER'S PLACE TALKING TO HIS FATHER.

MARK: You're looking, you're looking well.

FATHER: Not bad for an oldie. But ah ...How are things at work?

MARK: Oh much the same really. Bit rough... I've got this, this boss ... she's... god she's hard to deal with... ah very difficult to please, um demanding, unreasonable and inconsistent. I don't... you know the sort of person you can't please? Um she's... and I know, I know this sounds stupid but it's like, it's like I'm being bullied.

FATHER: You being bullied?

MARK: I know, I know it's bizarre. But I don't know, I don't know how to stop it. And I just feel... ah... it's...

FATHER: I can't understand how you could be bullied at your age.

MARK: There's no one there I can talk to about it. I certainly can't talk to her about it. I've tried to. I've actually tried to broach it. I've said to her "Look, is, do you have a problem with me?" and she says "No, you're the one with the problem". So I try a different tack and that doesn't work and I just... If she didn't belittle me to such an extent. That would be good. And I can't believe I'm even saying this.

FATHER: So what are your options?

MARK: I've got no idea. I mean, tough it out, hope that she, hope that she gets promoted, or sent interstate. (FATHER SMILES) I just wish she was gone 'cause I don't know how to cope with it and I can't stand this.

FATHER: It's affecting your health too.

MARK: Well I've stopped enjoying it. 'Cause if, if it had been reversed - if it was a male and a female in this situation – reversed - you'd think there was some sort of sexual tension, you know? And I don't know, maybe it is. I don't know, I don't know, it's... I've tried just about everything, you know, within reason.

FATHER: Every sort of circumstance you go through there's a solution and the best solution, and you've got to find it.

MARK: Do you reckon you could go talk to her?

FADE TO BLACK

CASE 2: MIKE AND JUDY

2 minutes

PAINT SPALTTTER WIPE TO JUDY'S OFFICE

SUPER: CASE 2

MIKE AND JUDY

CUT TO INTERVIEW JUDY

JUDY: I was told he's an arrogant person but I did not believe in it...

OVERLAY OF MIKE, JUDY AND CLAIRE

JUDY (VO): ...because we get on well and err... we even exchange jokes and so I thought oh... he's not arrogant, he's a good one. So I was really shocked when it happened. (JUDY 100%) He told me "Are you taking over my job?" I said "No, I'm just relaying to you what Mary wants you to do".

CUT TO JUDY AND MIKE IN OFFICE

JUDY (VO): He keeps on saying... ahh... "You do this... you do that... I want this now" and umm... I just didn't say anything. The first time I just ignore it, and then we were back (CUT TO JUDY INTERVIEW 100%) laughing again. But the second time...

CUT TO MIKE AND JUDY OVERLAY

JUDY (VO): ... that was really, really... he was really angry.

DRAMA 100%

MIKE: What are you telling me for?

DRAMA CONTINUES WITH JUDY VO

JUDY (VO): I was already terrified looking at him and even to hear his voice it umm... It terrifies me. It makes me shake.

CUT TO DRAMA 100%

MIKE: Are you trying to tell me my job now?

JUDY: No I'm just relaying to you what the boss wants you to do.

MIKE: (SPEAKING OVER JUDY) Sounds like it (STORMS OFF)

DRAMA CONTINUES WITH JUDY VO

JUDY VO: Because he's a friend of the boss so... I'm sure that the boss would be on his side.

CUT TO JUDY INTERVIEW

JUDY: I feel like I'm having butterflies in my tummy and I...I umm... I feel terrified just looking at the, the door of the workplace.

CUT TO JUDY AT HER DESK DRINKING FROM A MUG. MIKE ENTERS TO GET SOMETHING.

JUDY (VO): I'm terrified to get into the umm... this room. Oh... I feel like I want to go home, yeah.

CUT TO JUDY INTERVIEW

JUDY: I don't want to look at his face and (VISION OF MIKE AS HE TURNS AROUND WITH JUDY VO) I don't want to hear his voice (JUDY INTERVIEW 100%) because it terrifies me.

FADE TO BLACK

CASE 3: LEE AND JANE

2 minutes

CUT TO LEE AND RACHEL ON OFFICE BALCONY DURING A BREAK

SUPER: CASE 3

LEE AND JANE

JANE: Right well umm... we'd better get going back in. I think we've been about ten minutes.

LEE: Nah it's all right, we'll stay out for a little bit longer.

JANE: But we're only supposed to be out for ten minutes.

LEE: Yeah but it's okay, no one will notice that we're gone anyway.

JANE: Umm... okay.

VISION OF LEE AND JANE CONTINUES

JANE (VO): There's just this girl umm... called Lee.

CUT TO JANE INTERVIEW

JANE: And she's... she doesn't like the way that I sort of conduct myself. She thinks that I'm too... (VO CONTINUES WITH LEE AND JANE OVERLAY) ... enthusiastic I suppose, and too friendly and nice, and she thinks that I'm sort of pretending to be.

CUT TO LEE AND JANE

LEE: Well what is it with you anyway? Like...you know, you're always all goody and... you know trying to get into the good books of everyone.

JANE: It's just work isn't it.

LEE: No it isn't like you don't have to be extra nice to everybody.

JANE: I'm not trying to be extra nice.

LEE: Doesn't matter that you came from overseas or whatever like you're... you just... we all just work together, and it really doesn't matter.

JANE: ... I was just trying to help.

LEE: Yeah but even at the meeting you had two suggestions (CUT TO LEE AND JANE IN A MEETING WITH LEE VO) and everyone else had one... like it doesn't have to be... you know.

OVERLAY OF LEE AND JANE CONTINUES

JANE (VO): I like to work hard and I want to do well so. (JANE 100%) I like to make suggestions but umm... she seems to think that I'm sort of pretending and she's always sort of commenting on it and... and making remarks and... (VO CONTINUES WITH OVERLAY OF LEE AND JANE) So it's not really bullying but it just... I don't really know how to describe it, because it makes me feel bad.

CUT TO LEE AND JANE

JANE: I was just trying to be nice and friendly to people. (VO CONTINUES WITH OVERLAY) I don't really know what to do about it, so when she's there I don't know really how to... you know behave... whether to say something or not, and yeah... (100%) All I know is that now I just don't feel comfortable coming to work and being around her.

FADE TO BLACK

CASE 4: MIKE AND CLAIRE

6 minutes

CLAIRE IS WORKING AND MIKE COMES IN TO HER OFFICE

SUPER: CASE 4

MIKE AND CLAIRE

MIKE: Hi Claire, how are you?

CLAIRE: Oh sorry I'm not ignoring you, just so busy end of month yeah.

MIKE: Doing the reports.

CLAIRE: Yeah.

MIKE: What's that perfume?

CLAIRE: Thanks err... it's just a Chanel one.

MIKE: Oh nice... nice. How was your night?

CLAIRE: Umm... last night I didn't really do anything, just a bit tired had a quiet night in.

MIKE: Ok, I thought you'd be in demand, going out on hot dates.

CLAIRE: Hardly.

CUT TO CLAIRE INTERVIEW

CLAIRE: At the end of the day Mike is a great guy. He's very funny. (CUT TO MIKE, JUDY AND CLAIRE IN THE OFFICE WITH CLAIRE VO) I know Judy's had some issues with him but I never have. I... he's always (CLAIRE 100%) been funny, sometimes a bit on the edge but... but you know you've just got to take it with a grain of salt. He's a nice guy.

CUT TO MIKE AND CLAIRE

MIKE: I've never noticed that suit before. You've never worn that suit before it looks nice.

CLAIRE: You're observant.

MIKE: Yeah.

CLAIRE: Yeah, it is new.

MIKE: And your hair looks nice.

CLAIRE: Thank you... full of compliments today.

MIKE: Just being friendly.

CLAIRE: Umm...

MIKE: What are you doing for lunch today?

CLAIRE: I've got heaps to do... all these reports so...

MIKE: How about we go out for a drink one night?

CLAIRE: Umm... yeah sure... well we've got staff drinks this Friday so...

MIKE: I thought we'd go alone.

CLAIRE: Alone umm... yeah maybe.

CUT TO CLAIRE INTERVIEW

CLAIRE: Lately he's been a little bit too friendly umm... Normally I can take it... you know. Normally it's just a joke and, you know, it's funny and I can laugh it off. But yeah... lately it's been a bit too much. Umm... and it's making me feel uncomfortable. I think he's really starting to over step the line. (CUT TO OVERLAY OF MIKE STANDING BEHIND JUDY WITH CLAIRE VO CONTINUING) It's just going to make it so uncomfortable now. I mean... he's asked me out for a drink it's just so inappropriate. How am I supposed to work with that from now on? I just don't know what to say.

CUT TO MIKE AND CLAIRE

MIKE: One thing I've never asked you.

CLAIRE: Yep.

MIKE: Have you got a boyfriend?

CLAIRE: Why do you ask?

MIKE: Oh just curious.

CLAIRE: Ww... I don't see how that's any of your business.

MIKE: I'm just trying to be friendly.

CLAIRE: Yeah sorry you...

MIKE: This Friday are you free or...?

CLAIRE: Umm... No... I'm going to the staff drinks.

MIKE: Okay.

CLAIRE: Yeah.

MIKE: Saturday?

CLAIRE: Umm... I'm going to visit my parents this weekend.

MIKE: Ok Sunday?

CLAIRE: Ah... I'll be away at my parents for the whole weekend.

MIKE: Okay.

CUT TO CLAIRE INTERVIEW

CLAIRE: It's a difficult one because we have always (CUT TO MIKE AND CLAIRE LAUGHING TOGETHER WITH CLAIRE VO) joked about these kind of things... about relationships and our social lives and whatever. (CLAIRE 100%) But I don't know it's such a... the line is blurred. Like I also feel partly responsible because I feel like I've encouraged it 'cause I've always joked with him. (VISION OF MIKE IN OFFICE WITH CLAIRE'S VO) But now he's really putting the hard word on and it's so uncomfortable and he's my manager... (CUT BACK TO INTERVIEW - CLAIRE 100%) So it's such an awkward situation that I don't know what to do.

CUT TO MIKE AND CLAIRE

MIKE: Need some reports that need to be done by tonight as well so you might have to stay back tonight.

CLAIRE: Tonight?

MIKE: Yeah.

CLAIRE: Err... I've already made arrangements for tonight. Can we... can I come in early in the morning instead or...

MIKE: Well I thought we could work together... that's all.

CLAIRE: Is anyone else staying behind?

MIKE: No, just me and you.

CLAIRE: Can I work from home? I'll take the laptop with me and I can email it to you.

MIKE: Oh well... I thought we could work together, that's all.

CLAIRE: Alright...well umm... I guess I'll change my plans.

MIKE: Okay that would be nice. Been also thinking need to move err... the desk closer to me as well.

CLAIRE: Why?

MIKE: To get reports and everything done a lot quicker.

CLAIRE: I think this is a perfectly good arrangement. I work well with Judy and it's a nice office. I'd rather stay here if that's okay.

MIKE: Just trying to be friendly, to get to know you.

CUT TO CLAIRE INTERVIEW

CLAIRE: And now that Mike has (VISION OF MIKE STANDING CLOSE TO CLAIRE WITH CLAIRE VO) you know... stepped over that line, it's just going to make working here (CLAIRE INTERVIEW 100%) so difficult because we work so well. He's my manager and we work so closely (VISION OF MIKE, CLAIRE AND JUDY WITH CLAIRE VO) together on projects. I don't want to make it any (CLAIRE INTERVIEW 100%) more uncomfortable by... you know, confronting him. But (VISION OF MIKE STANDING CLOSE TO CLAIRE WITH CLAIRE VO) at the same time I don't want to be uncomfortable and it's... it's just not right.

CUT TO MIKE AND CLAIRE

CLAIRE: Listen Mike, I don't feel comfortable you asking about my private life so if you wouldn't mind...

MIKE: Okay so a drink's out of the question?

CLAIRE: Umm... I'd rather not. I prefer to keep it professional.

MIKE: Ok, lunch one day?

CUT TO CLAIRE INTERVIEW

CLAIRE: I've tried to have a serious discussion with him. You know jokes aside, there's a time and a place for the jokes. But now he's gone beyond that. So I've had to try and be a bit serious with him and pull him in line and let him know that I do feel uncomfortable. Some of the things he's saying are beginning to become inappropriate and I'd reluctantly have to go to the HR Manager and ... and say something.

CUT TO MIKE AND CLAIRE

CLAIRE: Look Mike you're going to have to stop asking me out otherwise I'll have to go to the HR Manager and...

MIKE: Oh you don't have to do that. That's alright. Just... you know, just trying to be friendly, that's all.

CLAIRE: Yeah... yeah I'm sure.

MIKE: Yeah.

CLAIRE: Okay I'm going to get back to my work.

MIKE: That's alright. I'll move on to somebody else, thanks.

MIKE LEAVES, CLAIRE IS AT HER COMPUTER LOOKING UPSET. CLAIRE VO CONTINUES.

CLAIRE: Of course my problem is if I do take it to HR... well it's just going to escalate it and (CLAIRE INTERVIEW 100%) I don't think we will be able to work together. I mean how could we after that?

7D LOGO

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