



# REACHING OUT

A PUBLICATION OF THE ADIRONDACK EMPLOYEE ASSISTANCE PROGRAM

## Don't Be a Bystander to Workplace Harassment

**T**he U.S. Equal Employment Opportunity Commission issued its 2016 report on workplace harassment. The document strongly supports “bystander training” as a powerful approach to reducing incidents of workplace harassment. The idea is for coworkers to “step in” when they witness inappropriate behavior toward others. This approach has been successful in reducing incidents of workplace violence and harassment on college campuses. We all have a personal responsibility to not stand by and witness abuse. A collective responsibility exists to protect and nurture a positive and safe workplace, while also relying on organization resources for help, like bringing incidents to the attention of one’s supervisor or other authority for proper handling.

Source: <https://www.eeoc.gov> [Search “task force harassment”]



## Dignify Differences in Others

**Y**ou know that tolerance is the key to a respectful workplace. However, tolerance can still be accompanied by silence or indifference, which can make a coworker feel unaccepted. So what is the next step along the path of inclusiveness that produces a productive, high-morale workplace in which everyone feels welcome? Answer: Dignify differences in people. While tolerance is attitude-driven, dignifying differences is an *action step*. The easiest way to dignify differences is by getting to know the actual person by looking past differences; discarding your negative first impressions; and giving the gift of listening for understanding, not agreement.



## Workplace Safety: Just Don't Fall

**T**he most common cause of fatal construction accidents is falls.

More than half of all fatal falls are from only six to 15 feet. OSHA requires you to protect yourself from an accidental fall of *from four to six feet!* Beyond using fall protection equipment, you can prevent nearly all falls with four key tips: pick up tools so you don't trip, cover openings so you don't step in them, don't use shortcuts that risk injury, and don't rush the work.

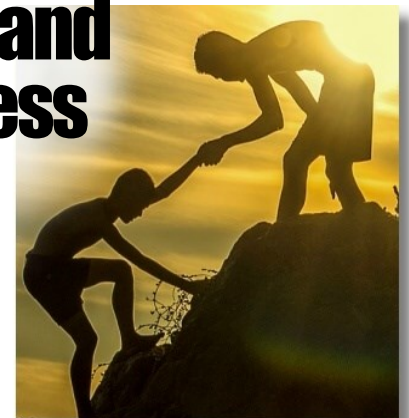
Source: Osha.gov



## Take Steps to Overcome . . . Worry, Fear, and Chronic Stress

**R**elationship issues, debt, grief and loss, and fear about an illness—these and other life issues can cause you to feel like you are only half present on the job, at social events, at a child's school

play, or at the dinner table. Don't allow this state of mind to cause health problems. It signals it's time to reach out for help. Don't resist seeking help because you think “no one's got the answer.” EAPs and professional counselors can help, and the resources they possess can be extensive. When working with a counselor, you engage in a dual track of help—first, to get relief from the feeling of dread and, second, to find practical strategies to resolve the issues you face.



## Four A's of Stress Management



**H**ave you heard of the “four A’s” of stress management? The often-discussed concept is a model for coping and a memory jogger for remembering four ways of managing stress, depending on the circumstances you face. The words are “avoid,” “alter,” “adapt,” and “accept.” *Avoid* refers to managing stress by planning or making different choices that steer you clear of stress and strain. (Example: You decide to file your tax return early to help avoid the stress of last-minute number-crunching and any feelings of panic over the deadline.) *Alter* refers to acting to create change in the present regarding the stressful situation. (Example: You decide to take a different way to work to avoid a traffic jam that will stress you out despite the alternate direction being five minutes longer.) *Adapt* refers to an internal decision you make to adjust the way you cope with a stressor you can’t avoid. (Example: You make a decision to look on the bright side of a problem or situation that would otherwise be more distressful.) *Accept* refers to “letting go” and ending the fight against a stressor you can’t control, but finding internal ways of coping with it to minimize its harmful effects. (Example: You experience a loss or fail a test, and decide to talk it over with a friend, counselor, or advisor.) Remember the four A’s menu of stress management options, and learn more by searching for information about it online.

## Try This To-Do List

**T**he march toward the holiday season has begun. If “overwhelm” is descending on you, try this improved to-do list strategy. It may help you feel more organized and focused. Draw or create a form with five small to-do list boxes on one side of a sheet of paper—mark each for one day of the week. Add six or seven lines within each box. Add your to-do items in Monday’s box and focus on completing them. Unfinished items move to the next day’s box. This strategy improves focus, gives you a global view of accomplishments, prompts more action, and reduces procrastination. Don’t expect perfection, but see whether you notice an uptick in getting more done and less negative self-talk about what you don’t get done.

## Breast Cancer Awareness

**M**ost women can survive breast cancer if it’s found and treated early. The US Preventive Services Task Force (USPSTF) recommends a mammogram every two years if you are a woman age 50 to 74. Although the USPSTF is viewed as most credible, follow your doctor’s recommendations based on your history and risk. If you are fearful about mammograms, discuss these fears with your doctor. Many myths and falsehoods about breast cancer and mammograms are found online. Much of it stems from health “experts” selling health products, discussions of old research contradicted by new research, and cancer associations with slightly different recommendations. Read about these myths at [www.nationalbreastcancer.org](http://www.nationalbreastcancer.org). Did you know that 85% of women diagnosed with breast cancer *do not* have a family history of it?



Source: <https://www.ncbi.nlm.nih.gov/pmc> [Search: PMC3519312]

## About Your EAP

**R**eaching Out is a publication of the Employee Assistance Program to inform you of services available through the EAP. The EAP is an employer-sponsored benefit provided at no cost to you and your household members. The EAP offers professional, qualified resources to assist you in resolving all types of personal or family related concerns. All contacts with the EAP are strictly confidential to the fullest degree allowed by law, so your complete privacy is assured.



**Now it’s easier than ever** to take control of those stressors, achieve a more satisfying quality of life, and reach your personal and professional goals. To get started, simply call us at (518)793-9768 or 1-800-734-6072.