1. Information Sheet for MSU Workplace Behavior Survey

**Principal Investigators:**

- **Loraleigh Keashly:** Department of Communication, Wayne State University, Detroit, MI, 48202
- **Joel H. Neuman:** School of Business, State University of New York at New Paltz, NY, 12561

**Purpose:** As an employee of Minnesota State University, Mankato, you are being asked to participate in a survey designed to evaluate working conditions on your campus. This project was initiated by President Richard Davenport and the Commission on the Status of Women to identify issues related to workplace bullying and to recommend strategies for addressing these concerns. This project is being conducted by consultants from Wayne State University and the State University of New York at New Paltz.

The information gathered will form the basis of a report identifying key issues regarding bullying and hostility on campus and provide recommendations for ways to enhance the quality of working relationships at your university. This report will be shared with the President, his Cabinet, the Steering Committee overseeing this initiative and the entire campus community.

**Procedures:** If you take part in this project, you will be asked to complete an online web-based survey that:

- asks your attitudes and opinions about various workplace conditions, your overall impressions about organizational policies and practices, and your experiences with different hostile workplace behaviors;
- collects basic demographic information about your gender, race/ethnicity, job tenure, and position at MSU; and,
- takes approximately 10-40 minutes to complete.

**Benefits:** The possible benefits to you for taking part in this project are that the information you provide in combination with that gathered from your fellow employees will help identify current issues of concern in the campus working environment. This information will be utilized in recommendations for actions and policies to enhance the quality of the working life for all employees at MSU.

**Risks:** There are no known risks associated with participation in this study beyond those experienced in everyday life with the possible exception of discomfort you may experience reporting on your personal experience.

**Costs:** There will be no costs to you for participation in this project.

**Compensation:** You will not be paid for taking part in this project.

**Confidentiality:**

- All information collected about you during the course of this project will be kept without any personal identifiers.
- Your responses will be combined with others from your organization into summary reports. These reports will be used to identify areas for improvement on your campus; however, no one at your university will have access to your individual responses.
- Whether you choose the web-based or paper version of the survey, your responses will be completely anonymous. In the case of the web-based survey, there will be no link to your email address, and no personal identifying information is collected in the paper version of the survey.
- To further ensure your confidentiality; please do not include any information that could identify you as
an individual in your responses to the open-ended questions at the end of the survey.

**Voluntary Participation/Withdrawal:** Taking part in this project is voluntary. You are free to not answer any questions or withdraw your participation at any time without penalty.

**Questions:** If you have any questions about this project now or in the future, you may contact Dr. Loraleigh Keashly or Dr. Joel Neuman or one of their research team members at the following phone numbers 313-577-3221 (LK) or 845-257-2928 (JN).
If you have questions or concerns about your rights as a participant in this project, the Chair of the Human Investigation Committee can be contacted at (313) 577-1628. If you are unable to contact the project staff, or if you want to talk to someone other than the project staff, you may also call (313) 577-1628 to ask questions or voice concerns or complaints.

**Participation:** By completing the survey you are agreeing to participate in this project.

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**Page #2**

2. ABOUT THIS SURVEY

**This survey consists of the following four parts:**

**Part I - Organizational and Personal Experiences:** This part of the survey asks you to describe your overall impressions of conditions in your organization as well as your own attitudes, opinions, and personal experiences.

**Part II – Workplace Behavior Inventory:** In this section, you will be asked to describe your own experiences with certain types of workplace behaviors.

**Part III - Organizational units, policies, and practices.** In this section, you will be asked to describe your experiences with specific organizational units, policies, and practices.

**Part IV – Demographic Information:** In this section, you will be asked to describe your background and employment status. Your answers to these questions will help us look at survey results by subgroups.

All of your responses to this survey will be strictly confidential. This survey is being run by researchers at Wayne State University, Detroit, and the State University of New York at New Paltz. Your responses will be combined with others from your organization into summary reports. These reports will be used to identify areas for improvement on your campus; however, no one at your university will have access to your individual responses.

When answering the questions in this survey, please read each question carefully and answer as honestly as possible. It should take between 10-40 minutes to complete the entire survey.

**PLEASE FOLLOW THE INSTRUCTIONS PROVIDED AT THE BEGINNING OF EACH OF THE FOUR SECTIONS THAT FOLLOW**

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Page #3
3. Part I: Organizational and Personal Experiences (Page 1 of 2)

Please indicate the extent to which you agree or disagree with each of the following statements.

<table>
<thead>
<tr>
<th>Strongly Disagree</th>
<th>Disagree</th>
<th>Neither Disagree nor Agree</th>
<th>Agree</th>
<th>Strongly Agree</th>
<th>Don't Know</th>
</tr>
</thead>
</table>

**Q1.** In my department, the people I work with treat each other with respect

**Q2.** In my department, a spirit of cooperation and teamwork exists

**Q3.** In my department, the people I work with can be relied on when I need help

**Q4.** In my department, the people I work with take a personal interest in me

**Q5.** At MSU, disputes or conflicts are resolved fairly

**Q6.** At MSU, differences among individuals are respected and valued

**Q7.** At MSU, managers work well with employees of different backgrounds

**Q8.** At MSU, discrimination is not tolerated

**Q9.** At MSU, there is trust between employees and their supervisors

**Q10.** In general, I feel at ease in this workplace because punishment is only applied to those who have done something wrong.

**Q11.** In general, I feel fearful or anxious when I am at work.

**Q12.** In general, work is a source of stress for me.

**Q13.** In general, I feel safe discussing sensitive work issues with coworkers.
Please indicate the extent to which you agree or disagree with each of the following statements.

<table>
<thead>
<tr>
<th>Strongly Disagree</th>
<th>Disagree</th>
<th>Neither Disagree nor Agree</th>
<th>Agree</th>
<th>Strongly Agree</th>
<th>Don't Know</th>
</tr>
</thead>
</table>

**Q14.** I know what is expected of me at work

**Q15.** I dread repercussions at work because they are unpredictable.

**Q16.** I often think about quitting

**Q17.** I have a best friend at work.

**Q18.** I would be very happy to spend the rest of my career with this university

**Q19.** I do not feel “emotionally attached” to this university

**Q20.** I feel a strong sense of belonging to this university

**Q21.** Too much in my life would be disrupted if I decided I wanted to leave the university right now

**Q22.** This university deserves my loyalty

**Q23.** One of the few serious consequences of leaving the university would be the scarcity of available alternatives

**Q24.** I would not leave my university right now because I have a sense of obligation to the people in it

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5. Physical/Emotional Well-Being and Overall Satisfaction

**Q25.** Overall, what effect does your job have on your emotional or mental health?

- Very Negative
- Somewhat Negative
- Neither negative nor positive
- Somewhat Positive
- Very Positive

**Q26.** Overall, what effect does your job have on your physical health?

- Very Negative
- Somewhat Negative
- Neither negative nor positive
- Somewhat Positive
- Very Positive

**Q27.** Considering everything, how satisfied are you with your current job?

- Very Dissatisfied
- Somewhat Dissatisfied
- Neither dissatisfied nor satisfied
- Somewhat Satisfied
- Very Satisfied
Q28. Considering everything, how would you rate your overall satisfaction in the university at the present time?

- Very Dissatisfied
- Somewhat Dissatisfied
- Neither dissatisfied nor satisfied
- Somewhat Satisfied
- Very Satisfied

Q29. I would like to leave my current position and transfer to another work unit at the university.

- Strongly disagree
- Disagree
- Neither disagree nor agree
- Agree
- Strongly agree

Q30. At the present time, I am considering leaving this university.

- Strongly disagree
- Disagree
- Neither disagree nor agree
- Agree
- Strongly agree
Page #6
6. PART II: Introduction to the Workplace Behavior Inventory

We are interested in learning whether or not you have experienced certain kinds of behaviors in your workplace over the previous 12 months. For each of the items listed, please indicate how often you have been subjected to that behavior (in column A) and who was most responsible for doing this to you (in column B). For example (see sample item below), if a co-worker has subjected you to bad jokes on a weekly basis, you would select “weekly” from the drop-down box in column A and “Co-worker” in the drop-down box in column B. If more than one person has engaged in a behavior towards you, just indicate the relationship of the one person who was most responsible for that particular behavior.

For each of the following questions, indicate HOW OFTEN each behavior has happened to you in COLUMN A and WHO was most responsible for doing it to you in COLUMN B. If you did not experience a particular behavior (answered "never" in column A), you can leave column B blank for that particular item.

(A) In the past 12 months, how often has this happened to you?

(B) Which one of the following best describes the person who was most responsible for doing this to you?

Been subjected to bad jokes

For Column B, Please Use the Following Definitions:

DEAN: Academic dean.
CHAIR: Academic or non-academic department head or chair.
SUPERVISOR / MANAGER: The person to whom you directly report or who is most immediately responsible for your work assignments.
OTHER ADMINISTRATOR: Any person other than your Dean, Chair, supervisor, or manager who holds a higher-level position than you.
COWORKER / COLLEAGUE: A person with whom you work who holds a position that is neither superior nor subordinate to you.
SUBORDINATE: A person who reports to you or an individual who holds a lower-level position than you.
CUSTOMER / CLIENT: An individual for whom your organization provides a product or service (e.g., customer, client, student, etc.)
OTHER: Any other individual not covered above.
7. Work Behavior Inventory

For each of the following questions, indicate HOW OFTEN each behavior has happened to you in COLUMN A and WHO was most responsible for doing it to you in COLUMN B. If you did not experience a particular behavior (answered "never" in column A), you can leave column B blank for that particular item.

| Q31a/b. Been glared at in a hostile manner                                      |
| Q32a/b. Excluded from work-related social gatherings                           |
| Q33a/b. Given the “silent treatment”                                           |
| Q34a/b. Not given the praise for which you felt entitled                       |
| Q35a/b. Treated in a rude and/or disrespectful manner                          |
| Q36a/b. Subjected to obscene or hostile gestures                                |
| Q37a/b. Had others refuse your requests for assistance                        |
| Q38a/b. Given little or no feedback about your performance                     |
| Q39a/b. Had others delay action on matters that were important to you          |
| Q40a/b. Yelled at or shouted at in a hostile manner                            |
| Q41a/b. Subjected to negative comments about your intelligence or competence  |
| Q42a/b. Others consistently fail to return your telephone calls, memos, or email|
| Q43a/b. Had your views or contributions ignored by others                      |
| Q44a/b. Had someone interfere with your work activities                       |
| Q45a/b. Been lied to                                                          |

(A) In the past 12 months, how often has this happened to you?

- Never
- Once
- A Few Times
- Several Times
- Monthly
- Weekly
- Daily

(B) Which one of the following best describes the person who was most responsible for doing this to you?

- Dean
- Chair
- Supervisor/Manager
- Other Administrator
- Coworker/Colleague
- Subordinate
- Customer/Client
- Other
For each of the following questions, indicate HOW OFTEN each behavior has happened to you in COLUMN A and WHO was most responsible for doing it to you in COLUMN B. If you did not experience a particular behavior (answered "never" in column A), you can leave column B blank for that particular item.

<table>
<thead>
<tr>
<th>Question</th>
<th>(A) In the past 12 months, how often has this happened to you?</th>
<th>(B) Which one of the following best describes the person who was most responsible for doing this to you?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q46a/b. Had others fail to give you information that you really needed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Q47a/b. Denied a raise or promotion without being given a valid reason</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Q48a/b. Subjected to derogatory name calling</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Q49a/b. Blamed for other peoples' mistakes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Q51a/b. Been the target of rumors or gossip</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Q52a/b. Had co-workers fail to defend your plans or ideas to others</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Q53a/b. Given unreasonable workloads or deadlines—more than others</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Q54a/b. Subjected to insults or temper tantrums when disagreeing with someone</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Q55a/b. Prevented from expressing yourself (e.g., interrupted when speaking)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Q56a/b. Had attempts made to turn other employees against you</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Q57a/b. Had someone flaunt status or treat you in a condescending manner</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Q58a/b. Subjected to excessively harsh criticism about your work</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Q59a/b. Had someone else take credit for your work or ideas</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Q60a/b. Reprimanded or &quot;put down&quot; in front of others</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Q60c. Other (please specify below)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Describe what you mean by "other" here: ____________________________________________________
Q61. In the past 12 months, have you experienced any form of racial or ethnic prejudice on the job?

Yes  
No

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10. Experienced racial or ethnic prejudice

In the past 12 months, have you experienced any of the following on the job?

(A) In the past 12 months, how often has this happened to you?  
(B) Which one of the following best describes the person who was most responsible for doing this to you?

Q62a/b. Been subjected to racist remarks

Q63a/b. Been subjected to ethnic or racial jokes or slurs

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11. Sexual harassment

Q64. In the past 12 months, have you been subjected to sexual harassment on the job?

Sexual harassment is defined as: unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, and other verbal or physical conduct of a sexual nature

Yes  
No

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12. Experienced sexual harassment

In the past 12 months, have you experienced any of the following behaviors on the job?
<table>
<thead>
<tr>
<th>Question</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q65a/b</td>
<td>Been subjected to negative comments about your sexual orientation</td>
</tr>
<tr>
<td>Q66a/b</td>
<td>Been subjected to unwanted terms of endearment</td>
</tr>
<tr>
<td>Q67a/b</td>
<td>Been subjected to unwanted touching or fondling</td>
</tr>
<tr>
<td>Q68a/b</td>
<td>Been bribed or threatened to engage in sexual behavior</td>
</tr>
<tr>
<td>Q69a/b</td>
<td>Been subjected to suggestive and/or offensive stories</td>
</tr>
<tr>
<td>Q70a/b</td>
<td>Been subjected to sexist remarks</td>
</tr>
<tr>
<td>Q71a/b</td>
<td>Experienced negative consequences for refusing requests for sexual favors</td>
</tr>
</tbody>
</table>

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13. Physical Violence

**Q72.** In the past 12 months, have you experienced physical violence, sexual assault, or the threat of physical harm on the job?

Yes
No

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14. Experienced Violence

In the past 12 months, have you experienced any of the following behaviors on the job?
Q73a/b. Had someone hit you with an object

Q74a/b. Been threatened with physical harm

Q75a/b. Been pushed, shoved, thrown, or bumped into with unnecessary force

Q76a/b. Been assaulted with a weapon or other dangerous object

Q77a/b. Raped or sexually assaulted

Q78a/b. Other (Please specify below)

Describe what you mean by "other" here:

Q78c.

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15. Have you ever witnessed bullying at MSU?
We would like to learn about any personal experiences that you may have had with respect to bullying at work. Please use the description below when responding to questions regarding witnessing or experiencing bullying at work.

**BULLYING IS DEFINED AS:** "all those repeated actions and practices that are directed to one or more workers, which are unwanted by the victim, which may be done deliberately or unconsciously, cause humiliation, offense, and distress, and that may interfere with job performance and/or cause an unpleasant working environment."

Utilizing this definition, please respond to the questions that follow but **DO NOT IDENTIFY ANY OF THE BULLIES BY NAME.**

Q79. Have you ever witnessed (actually seen) anyone (other than yourself) being bullied at work at MSU?

Yes

No

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16. Witnessed bullying
The following questions relate to the person being bullied (the victim) and the person doing the bullying (the bully).

Q80. How many incidents of bullying have you witnessed?
Q81. In thinking about the most significant or memorable case of bullying that you have witnessed, what was the gender of the victim?

Female
Male

Q82. In thinking about the most significant or memorable case of bullying that you have witnessed, what was the race/ethnicity of the victim?

Black - African American
Caucasian
Hispanic/Latino
Native American
Hmong
Japanese
Korean
Filipino
Chinese
Vietnamese
Native Hawaiian or other Pacific Islander
I don't know
Other (Please specify below)

Q82c. Describe what you mean by "other" here:

Q83. In thinking about the most significant or memorable case of bullying that you have witnessed, what was the gender of the bully?

Female
Male

Q84. In thinking about the most significant or memorable case of bullying that you have witnessed, what was the race/ethnicity of the bully?

Black - African American
Caucasian
Hispanic/Latino
Native American
Hmong
Q84c. Describe what you mean by "other" here: ________________________________

Q85. In thinking about the most significant or memorable case of bullying that you have witnessed, what was the relationship of the bully to the victim?

The bully was:
- the victim's Dean
- the victim's Chair
- the victim's Supervisor/Manager
- another Administrator (e.g., VP, Director)
- a Coworker/Colleague
- a Subordinate
- a Customer/Client
- I don't know the nature of their relationship
- Other (please specify below)

Q85c. Describe what you mean by "other" here: ________________________________

Q86. To the best of your knowledge, how long has the bullying been going on?

- Less than 1 month
- At least 1 month
- 1-6 months
- 6-12 months
- 12-18 months
- 18-24 months
- 24-36 months
- More than 36 months (3 years)
- I don't know

Q87. Has witnessing this bullying bothered you?

- Not at all
- A little bit
- Moderately
- A great deal

Page #17
17. Responses to witnessing bullying
What have you done in response to witnessing bullying and did it help?
<table>
<thead>
<tr>
<th>Q88. Did nothing (ignored it)</th>
<th>No</th>
<th>Yes, and it made things better</th>
<th>Yes, and it neither helped nor hurt</th>
<th>Yes, and it made things worse</th>
<th>Yes, and I don't know if it helped or hurt</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q89. Talked to co-workers or other people at MSU</td>
<td>No</td>
<td>Yes, and it made things better</td>
<td>Yes, and it neither helped nor hurt</td>
<td>Yes, and it made things worse</td>
<td>Yes, and I don't know if it helped or hurt</td>
</tr>
<tr>
<td>Q90. Talked to family or friends</td>
<td>No</td>
<td>Yes, and it made things better</td>
<td>Yes, and it neither helped nor hurt</td>
<td>Yes, and it made things worse</td>
<td>Yes, and I don't know if it helped or hurt</td>
</tr>
<tr>
<td>Q91. Talked to the victim about what I saw happening</td>
<td>No</td>
<td>Yes, and it made things better</td>
<td>Yes, and it neither helped nor hurt</td>
<td>Yes, and it made things worse</td>
<td>Yes, and I don't know if it helped or hurt</td>
</tr>
<tr>
<td>Q92. Advised the victim to avoid the bully</td>
<td>No</td>
<td>Yes, and it made things better</td>
<td>Yes, and it neither helped nor hurt</td>
<td>Yes, and it made things worse</td>
<td>Yes, and I don't know if it helped or hurt</td>
</tr>
<tr>
<td>Q93. Tried to keep the bully away from the victim</td>
<td>No</td>
<td>Yes, and it made things better</td>
<td>Yes, and it neither helped nor hurt</td>
<td>Yes, and it made things worse</td>
<td>Yes, and I don't know if it helped or hurt</td>
</tr>
<tr>
<td>Q94. Advised the victim to report the incident</td>
<td>No</td>
<td>Yes, and it made things better</td>
<td>Yes, and it neither helped nor hurt</td>
<td>Yes, and it made things worse</td>
<td>Yes, and I don't know if it helped or hurt</td>
</tr>
<tr>
<td>Q95. Reported incident to management or &quot;higher-ups&quot;</td>
<td>No</td>
<td>Yes, and it made things better</td>
<td>Yes, and it neither helped nor hurt</td>
<td>Yes, and it made things worse</td>
<td>Yes, and I don't know if it helped or hurt</td>
</tr>
<tr>
<td>Q96. Went with the victim when they reported the incident</td>
<td>No</td>
<td>Yes, and it made things better</td>
<td>Yes, and it neither helped nor hurt</td>
<td>Yes, and it made things worse</td>
<td>Yes, and I don't know if it helped or hurt</td>
</tr>
<tr>
<td>Q97. Told the bully to stop the behaviors</td>
<td>No</td>
<td>Yes, and it made things better</td>
<td>Yes, and it neither helped nor hurt</td>
<td>Yes, and it made things worse</td>
<td>Yes, and I don't know if it helped or hurt</td>
</tr>
<tr>
<td>Q98. Got other people to denounce the conduct</td>
<td>No</td>
<td>Yes, and it made things better</td>
<td>Yes, and it neither helped nor hurt</td>
<td>Yes, and it made things worse</td>
<td>Yes, and I don't know if it helped or hurt</td>
</tr>
<tr>
<td>Q99. Helped the bully and the victim talk to each other about what was going on between them</td>
<td>No</td>
<td>Yes, and it made things better</td>
<td>Yes, and it neither helped nor hurt</td>
<td>Yes, and it made things worse</td>
<td>Yes, and I don't know if it helped or hurt</td>
</tr>
<tr>
<td>Q100. Did not know what to do</td>
<td>No</td>
<td>Yes, and it made things better</td>
<td>Yes, and it neither helped nor hurt</td>
<td>Yes, and it made things worse</td>
<td>Yes, and I don't know if it helped or hurt</td>
</tr>
<tr>
<td>Q101. Other (Please describe below)</td>
<td>No</td>
<td>Yes, and it made things better</td>
<td>Yes, and it neither helped nor hurt</td>
<td>Yes, and it made things worse</td>
<td>Yes, and I don't know if it helped or hurt</td>
</tr>
</tbody>
</table>

Q100c. Describe what you mean by "other" here:
18. Have you been the subject of bullying at MSU?

Q102. Have you been (or are you currently being) bullied while at work at MSU? **In answering the questions that follow, please do not identify any of the bullies by name.**

Yes  
No

19. How many bullies were involved?

Q103. How many people have been involved in bullying you?

One  
Two  
Three  
Four  
More than four

Please indicate the position of the person (or persons) who have bullied you. **Please put a check mark next to all that apply.**

**The bully was:**

Q104. your Dean  
Q105. your Chair  
Q106. your Supervisor/Manager  
Q107. another Administrator (e.g., VP, Director)  
Q108. a Coworker/Colleague  
Q109. a Subordinate  
Q110. a Customer/Client  
Q111. Other (please specify below)

Q111c. Describe what you mean by "other" here:

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20. Primary bully
Q112. Who was most responsible for bullying you? This would be the person who started the bullying or the one who is creating the greatest difficulty for you.

Your Dean
Your Chair
Your Supervisor/Manager
Another Administrator (e.g., VP, Director)
A Coworker/Colleague
A Subordinate
A Customer/Client
Other (please specify below)

Q112c. Other (please specify)

Q113. What is the gender of this person?

Female
Male

Q114. What is this person's race/ethnicity?

Black - African American
Caucasian
Hispanic/Latino
Native American
Hmong
Japanese
Korean
Filipino
Chinese
Vietnamese
Native Hawaiian or other Pacific Islander
Other

Q114c. Describe what you mean by "other" here:

Q115. How long has the bullying been going on?

Less than 1 month
At least 1 month
1-6 months
6-12 months
12-18 months
18-24 months
24-36 months
More than 36 months (3 years)

Q116. How much has it bothered you?
Q117. Have you ever missed work because of bullying?

Yes
No

Q118. How many days, in the past month, have you missed work because of bullying?

0
1
2
3
4
5
More

Q119. Felt worthless
Q120. Felt helpless to do anything
Q121. Felt bad about myself
Q122. Thought about quitting
Q123. Thought about getting revenge

Q124. How have you responded to the bullying that you have experienced and did it help?
Q124. Talked with co-workers about the behavior
Q125. Talked with family or friends about the behavior
Q126. Avoided the bully
Q127. Asked the bully to stop
Q128. Told my supervisor, manager, chair, or dean
Q129. Told HR about it
Q130. Took it to the union
Q131. Filed a formal complaint
Q132. Asked my colleagues for help
Q133. Got someone else to speak to the bully about the behavior
Q134. Threatened to tell others
Q135. Lowered my productivity
Q136. Asked for a transfer
Q137. Didn’t take behavior seriously
Q138. Acted as if I didn’t care
Q139. Stayed calm
Q140. Went along with the behavior
Q141. Ignored the behavior or did nothing
Q142. Behaved extra nice to the bully
Q143. Other (Please specify below)
Q143c. Describe what you mean by "other" here:

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24. Have you bullied others?

Q144. Do you think of yourself as someone who bullies others?

Yes
No
25. Who have you bullied?

Please indicate the person (or persons) that you have bullied. Please put a check mark next to all that apply.

Q145. Your Dean
Q146. Your Chair
Q147. Your Supervisor/Manager
Q148. Another Administrator (e.g., VP, Director)
Q149. A Coworker/Colleague
Q150. A Subordinate
Q151. A Customer/Client
Q152. Other (please specify below)

Q153. Describe what you mean by "other" here:
26. Overall Responses to--and Assessment of--Negative Workplace Behaviors

Q154. In this questionnaire, have you reported experiencing any "negative" or "unpleasant" workplace behaviors?

Yes
No

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27. Your responses to negative workplace behavior

In response to the negative workplace behaviors that you experienced, did you do any of the following?

Yes No

Q155. Report any of these experiences to a superior or union official?
Q156. Confront the person(s) involved in any of these behaviors?
Q157. File a formal complaint or grievance about any of these experiences?

Which of the following factors do you think may have contributed to any or all of the experiences you reported earlier?

Yes No

Q158. Your gender?
Q159. Your race?
Q160. Your ethnic group?
Q161. Your age?
Q162. Your religion?
Q163. Your political beliefs?
Q164. Your health, illness, or disability?
Q165. Your sexual orientation?
Q166. Your job level?
Q167. Your own behavior?
Q168. Your physical appearance?
Q169. The personality traits of others?
Q170. Office politics?
Q171. Your union affiliation?
Q172. Work-related stress?
Q173. Other (Please describe below)

Q173c. Describe what you mean by "other" here:
Have you used any of the sources of help listed below in addressing problems that you have experienced at work and did it help?

<table>
<thead>
<tr>
<th></th>
<th>No</th>
<th>Yes, and it made things better</th>
<th>Yes, and it neither helped nor hurt</th>
<th>Yes, and it made things worse</th>
<th>Yes, and I don't know if it helped or hurt</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q174</td>
<td>Affirmative Action Office</td>
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<td>Q175</td>
<td>Commission on the Status of Women</td>
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<td>Q176</td>
<td>Direct Supervisor/Manager</td>
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<td>Q177</td>
<td>Dean</td>
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<td>Q178</td>
<td>Chair</td>
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<tr>
<td>Q179</td>
<td>Diversity Commission</td>
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<tr>
<td>Q180</td>
<td>Employee Assistance Program</td>
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<td>Q181</td>
<td>Human Resources</td>
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<tr>
<td>Q182</td>
<td>LGBT Center</td>
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<td>Q183</td>
<td>Office of the Chancellor</td>
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<td>Q184</td>
<td>President’s Office</td>
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<tr>
<td>Q185</td>
<td>Union Representative</td>
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<tr>
<td>Q186</td>
<td>Vice President’s Office</td>
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<tr>
<td>Q187</td>
<td>Women’s Center</td>
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</tr>
<tr>
<td>Q188</td>
<td>Other</td>
<td></td>
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</tbody>
</table>

Q188c. Describe what you mean by "other" here: [Blank]

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**Page #28**

28. PART III: Organizational units, policies, and practices
29. MSU Policies and Practices
The following questions relate to your beliefs about various MSU policies and practices.

Q189. I believe that information about MSU’s Workplace Environment Policy and the Employee Complaint Procedures has been communicated to all employees

Q190. I believe that employees of MSU are aware of the behaviors that are covered by the Workplace Environment policy and the Employee Complaint Procedures

Q191. I believe that employees receive training about how the Workplace Environment Policy and the Employee Complaint procedures are applied and enforced at MSU

Q192. I believe that there are negative consequences (e.g., discipline) for someone who behaves in a physically aggressive or threatening manner at MSU

Q193. I believe that there are negative consequences (e.g., discipline) for someone who behaves in a mean or verbally aggressive manner at MSU

Q194. I believe that employees are sanctioned for behaving aggressively at MSU

Q195. I believe that MSU’s policies and practices are effective at preventing the occurrence of physical aggression

Q196. I believe that MSU’s policies and practices are effective at preventing nonphysical (verbal or psychological) aggression from occurring

Q197. I believe that if someone files a formal complaint about physical aggression at MSU, his/her complaint will be taken seriously

Q198. I believe that if someone files a formal complaint about non-physical aggression, his/her complaint will be taken seriously at MSU

Q199. I believe that people can get away with being aggressive or hostile toward others at MSU

Q200. I believe that MSU's policies/practices are effective at preventing all forms of aggression from occurring in the workplace.
Q201. What is your gender?
Female
Male

Q202. What is your age?
Less than 20
20-29
30-39
40-49
50-59
60 or over

Q203. What is your ethnicity?
Black - African American
Caucasian
Hispanic/Latino
Native American
Hmong
Japanese
Korean
Filipino
Chinese
Vietnamese
Native Hawaiian or other Pacific Islander
Other

Q204c. Describe what you mean by "other" here:

Q205. In what division do you work?
Academic Affairs
Finance & Administration
Information & Technology Services
Institutional Diversity
President’s Division
Student Affairs
University Advancement
Strategic Educational, Business and Regional Partnerships
Don't Know
Q206c. If you don't know your division, please enter your department here:  

Q207. Which one best describes the position you hold at MSU?  

Front line staff  
First-line supervisor  
Mid-level manager  
Director/Department Head/Dean  
Executive (Vice President and above)  
Faculty Member  
Academic Department Chair  
Graduate Assistant or Teaching Assistant  
Student Employee  
Other (please specify below)  

Q208c. Describe what you mean by "other" here:  

Q209. Under which bargaining unit or personnel plan are you covered?  

AFSCME  
Commissioner’s Plan  
Excluded Administrators  
IFO  
Managerial Plan  
MAPE  
MGEC  
MMA  
MNA  
MSUAASF  
None of the above  

Q210. How many years have you worked at MSU?  

Less than 6 months  
Less than 1 year  
1-5 years  
6-10 years  
11-15 years  
16-20 years  
21-25 years  
over 25 years
Q211. How diverse in terms of ethnic or racial background of employees is your work unit?

Not at all diverse
Slightly diverse
Moderately diverse
Very diverse

Q212. How would you describe the ratio of men to women in your unit?

All women
Mostly women
About equal
Mostly men
All men