

How to Speak Up: Kāua ē patu Wairua



Tips to help you deal directly with unprofessional behavior at work.

In the moment

- Be polite
- Be clear
- Name the behaviour
- State exactly what you want or how you are feeling
- Use just a few words
- Do not be judgmental
- You are not entering a discussion, You are calling it out and ending the event (for now)
- If it doesn't stop, walk away

Keep an even tone of voice and talk loud enough to be clear. Here are some suggested words to get attention:

- Ouch
- Please stop shouting
- Stop pointing
- Stop speaking like that
- You are criticising us and we can't think straight
- Let's take a moment and be quiet
- Take a step back, you are too close
- That is really rude, please stop.

Walkaway

Get up and walk away if you think the behavior is inappropriate. You do not have to stay and listen or watch the behavior.

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After the event

Approach the person and tell them the impact of what they did

- Remind them of the event and tell them what the behavior was that you considered inappropriate
- State the impact on you or others and that you want it to stop
- Do not be rude
- Do not make it personal – focus on the behavior not the person.
- Be kind and polite, they may not realise the impact they are having.

You are not entering a discussion, you are stating your view. They don't have to agree or accept anything.

Words you might want to use:

“When you said/did.....I felt/saw others.....”

Walkaway

Get up and walk away if you think the behavior is inappropriate. You do not have to stay and listen or watch the behavior.

Go to the [Speak Out](#) page on Hippo to find more resources to help and find out how to report unacceptable behaviour at work.