

Guide to Staying Safe from Digital Violence in the Workplace



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Part 1 – For Employees: How to Protect Yourself

Digital violence in the workplace can manifest in many ways, often blurring the line between professional and personal spaces. It includes **cyberbullying** (persistent, hostile behavior intended to intimidate or demean), **online harassment**(targeted offensive messages or threats), **doxxing** (publishing private or identifying information without consent), **hacking** (gaining unauthorized access to emails, files, or systems), **stalking** (repeated unwanted monitoring of online activity), and **spreading false information** (malicious rumors or fabricated content that damages reputation).

Because workplace communication increasingly happens online—through emails, messaging apps, and social media—these forms of abuse can be constant, intrusive, and difficult to escape. Protecting yourself involves both **technical measures** (strong passwords, multi-factor authentication, privacy settings, secure networks) and **personal boundaries**(limiting what you share publicly, documenting abusive interactions, reporting violations through proper channels, and knowing your legal rights). A proactive approach can help you safeguard your digital presence and maintain a safe professional environment.



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1. Strengthen Your Digital Security

- Use strong passwords: Create unique passwords for each work platform; use at least 12 characters with a mix of letters, numbers, and symbols.
- Enable two-factor authentication (2FA) for all work accounts.
- Lock your devices: Always lock your laptop or phone when stepping away.
- Update software regularly to close security loopholes.

2. Be Mindful of What You Share

- Limit personal information on work profiles and internal platforms.
- Avoid sharing your personal phone number or private email unless absolutely necessary.
- Be cautious when posting on social media about work-related issues.



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3. Recognize and Respond to Digital Harassment

- Document everything: Save emails, screenshots, and chat logs in case you need to report incidents.
- Do not engage with the aggressor—responding can escalate the situation.
- Report early: Inform your HR department or direct manager as soon as something happens.

4. Separate Work and Personal Life Online

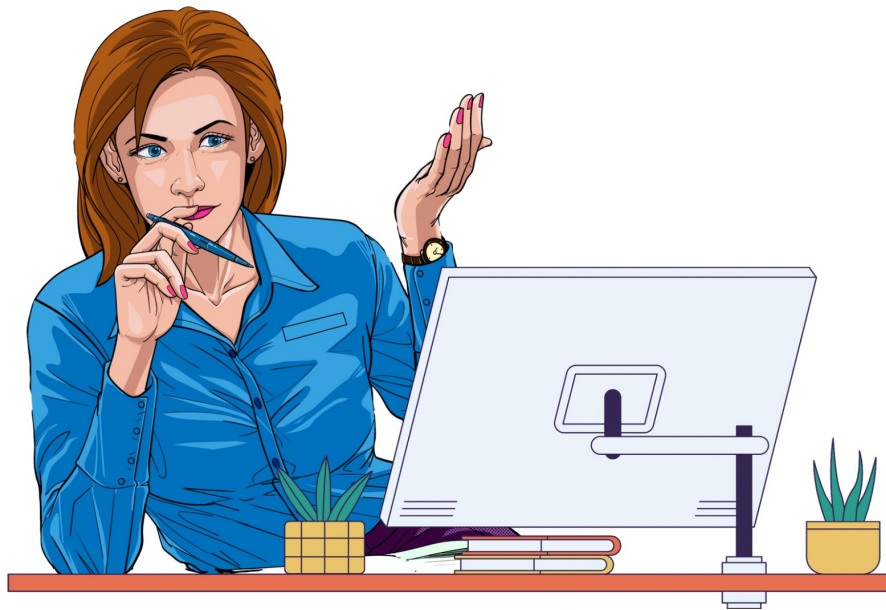
- Use separate email addresses for work and personal use.
- Avoid connecting personal social media accounts to work apps or profiles.
- Use privacy settings to restrict who can see your personal information.

5. Seek Support

- Talk to a trusted colleague, HR, or a workplace counselor.
- If the harassment is severe, consult legal advice or local authorities.
- Make use of Employee Assistance Programs (EAPs) if available.



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Part 2 – For Employers: How to Protect and Support Employees

Employers play a critical role in preventing and addressing digital violence in the workplace. A safe digital environment is not only an ethical responsibility—it also boosts productivity, trust, and employee retention.

1. Establish a Clear Digital Safety Policy

- Define what constitutes digital violence (cyberbullying, harassment, threats, etc.).
- Outline clear reporting procedures.
- State zero tolerance for digital harassment, whether internal or external.

2. Provide Training and Awareness

- Conduct regular cyber safety workshops for staff.
- Educate employees on recognizing phishing attempts, online harassment, and safe communication.
- Train managers to respond quickly and effectively to complaints.



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3. Protect Employee Data

- Restrict access to personal employee information to authorized personnel only.
- Use secure communication platforms for internal discussions.
- Implement strong IT security systems and regular audits.

4. Create Safe Reporting Channels

- Allow anonymous reporting options for digital harassment.
- Have a dedicated HR or safety officer to handle such reports sensitively.
- Ensure prompt investigation and action without retaliation.

5. Support Affected Employees

- Offer counseling and psychological support.
- Provide temporary adjustments to the victim's work environment (e.g., changing email addresses, adjusting project assignments).
- Collaborate with legal authorities when needed.

6. Lead by Example

- Senior staff should model respectful digital behavior.
- Promote a culture of empathy and accountability.
- Recognize and reward positive online communication practices.

Final Note

Digital violence can be as damaging as physical harassment. A workplace that prioritizes prevention, quick intervention, and employee well-being will create a safer environment where everyone can focus on their work without fear.

