

# Workplace Conflict Resolution Checklist

**You Are Not Alone.** We know every option can feel hard. This checklist can help you break down the problem, and take clear, informed steps forward.

## 1. Clarify the Type of Conflict You're Experiencing

General interpersonal tension or miscommunication ☐

Workplace bullying (persistent, targeted mistreatment) ☐

Discrimination based on a protected characteristic (race, gender, age, etc.) ☐

Sexual harassment or inappropriate behavior ☐

Other ☐

## 2. Does this involve a protected class under law?

Race, color, national origin ☐

Sex, sexual orientation, gender identity ☐

Pregnancy ☐

Age 40+ ☐

Religion ☐

Other ☐

## 3. How often is this occurring?

One-time event ☐

Occasionally (sporadic incidents) ☐

Frequently or ongoing ☐

Daily/constant ☐

## Workplace Conflict Resolution Checklist

### 4. Assess the Impact: What has the impact been on your work or wellbeing?

- |   |                          |
|---|--------------------------|
| Stress, anxiety, or mental health effects                     | <input type="checkbox"/> |
| Difficulty concentrating or loss of productivity              | <input type="checkbox"/> |
| Avoiding work or specific people/places                       | <input type="checkbox"/> |
| Changes to career trajectory (assignments, promotions, hours) | <input type="checkbox"/> |
| Threats, retaliation, or feeling unsafe                       | <input type="checkbox"/> |
| Other   | <input type="checkbox"/> |

### 5. Document Everything: Keep a private, secure record that includes:

- |  |                          |
|--|--------------------------|
| Who was involved   | <input type="checkbox"/> |
| What was said or done (include direct quotes if possible)            | <input type="checkbox"/> |
| Where and when it happened   | <input type="checkbox"/> |
| Whether there were witnesses   | <input type="checkbox"/> |
| Screenshots, emails, photos, or written documentation                | <input type="checkbox"/> |
| Download a free <b><u><a href="#">Documentation template</a></u></b> | <input type="checkbox"/> |

### 6. Review Your Options – Consider:

- |  |                          |
|--|--------------------------|
| Will this escalate the issue or expose you to risk?            | <input type="checkbox"/> |
| Do I feel safe taking this action?                             | <input type="checkbox"/> |
| What support (emotional, strategic, legal) is available to me? | <input type="checkbox"/> |

## Workplace Conflict Resolution Checklist

### 7. Create and Execute a Plan

**Review your HR policies** – Understand your company's procedures ☐

**Assess each option** - The Wolf and The Bee User Guide -defines risks, tactics ☐

**Talk to an expert** – Get strategic advice tailored to your situation ☐

**Clarify your goals** - What outcome feels safest or most aligned for you? ☐

**Write down your plan** - Define the steps you'll take ☐

**Set a timeframe** - Give yourself a realistic deadline to act. ☐

**Follow through and document** ☐

### 8. Follow Up and Reassess - After taking action:

What has changed? ☐

Are things improving, staying the same, or getting worse? ☐

Do you feel safer or more informed? ☐

Do you need to escalate or adjust your plan? ☐

### Still Stuck?

Get expert guidance to build a clear, personalized path forward with the **Workplace Conflict Navigator**.