



Toxic Leaders, Toxic Workplaces Checklist

Directions: Check the box if the toxic workplace statement applies to your organization.

Workplace Tension

- There is a sense of flight or fight mode (intimidating atmosphere)
- Team members often gang up on each other (i.e. backstabbing, gossip, unwelcomed remarks, insubordination, etc.)
- There is a perception rules apply differently among team members

Morale

- Team members don't do what they say they will do
- There is a lack of ownership
- Resistance to change
- There is a focus on what's going wrong, lack of positive reinforcement

Recognition

- Leaders or team members take credit for the work of others
- There is a lack of recognition, praise and rewards for a job well done

Toxic Leadership

- Lack of focus, discipline, clear expectations, structure and guidance
- Perception of bullying, harassment, intimidation, and discrimination have been voiced by team members
- The leader is not engaged, lacks competence, and there is an absence of respect across the organization
- Performance expectations are not clearly communicated, priorities are unclear, and goals are often unmet due to unrealistic performance measures
- Behaviors of grandiosity, unchecked ego, and a know-it-all approach to work are prevalent in the organization
- Hyper criticism is common in the workplace
- There are episodes of anger, unpredictable behavior, and public shaming in the workplace

Work/Life Balance

- Team members lose vacation time, availability at all times is expected and workweeks of more than 40 hours are the norm
- Team members do not have enough time to invest in learning & development (coaching, mentoring, personal development, etc.)