



September 2022



## 20 SIGNS OF A TOXIC BOSS

Below is a list of 20 signs of a toxic boss. Before you think about your boss, evaluate yourself. Your employees do this too. Sometimes all it takes is one strong sign for them to recognise that they have a toxic boss. Self-awareness is key!

**1. You are always right.**

You always know all the answers. You are reluctant to listen to the opinions of others. You promote people who confirm that you are right and block those who oppose you.

**2. You have your favourites.**

You have favourites that you hold in such high esteem that others don't have any chance to match them. Your team knows who counts among the favourites. You love it when someone flatters you.

**3. You take credit for the work of your people.**

If your team works on an important project and achieves the expected results, and you present them behind closed doors as the results of your own work, then from the employees' perspective you are appropriating their achievements.

**4. You are only interested in developing your own career.**

You spend a lot of time politicking or sucking up to others, but you don't have time to talk to your staff about their development and future. You treat the team as a tool that will enable you to get promoted. You don't care about your employees' careers.

**5. You do not give constructive feedback.**

You rarely express appreciation for people. You are reluctant to let your colleagues know how they could improve task performance. You only talk to them when they make mistakes or fail to meet targets.

**6. You cut yourself off at meetings.**

You are not interested in listening to other people's opinions. You like to challenge people in public. You are focused on your laptop or phone because you have a lot of urgent business to take care of right in the middle of a meeting.

**7. You make inappropriate comments or gestures.**

You take pride in your irony or sarcasm, especially when you can use them in public. You are famous for your "favourite" comments, which are further enhanced by your body language, e.g. rolling your eyes or abusing your index finger.

**8. You create conflicts within the team.**

You know how to put one team member against another to create unhealthy rivalry and destroy the sense of camaraderie.

**9. You talk about people behind their backs.**

You like to gossip. You yourself are also "talk of the town".

**10. You publicly criticise others.**

You happen to say something demeaning about someone in front of other colleagues. You criticise people in public, hoping it will work better.



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**11. You like micromanagement.**

You assign tasks to employees and then you are involved in every little activity. You do not allow for independent thinking or independent action.

**12. You neglect the team.**

This is the opposite of micromanagement. You have no idea what your people are working on or how to help them when they need support.

**13. You blame others for your mistakes.**

You do not take responsibility for your mistakes and always have to find someone to blame. You are reluctant to admit your mistakes, even when you need to do so.

**14. You know your people's weaknesses and how to exploit them.**

You use any means to have control over others. You know a lot about your people and manipulate information to achieve your own goals.

**15. You lack integrity.**

You are not guided by principles, only by self-interest. You break the rules for your own personal gain and do not follow the general rules that are embedded in the work culture of your organisation.

**16. You make people doubt their abilities and achievements.**

You know how to make people doubt themselves. You are always nitpicking and never satisfied with the results of someone else's work.

**17. You do not care about work-life balance.**

You work after hours and expect the same from others. You send messages in your time off, e.g. when on holiday, and expect a response.

**18. You do not show respect to others.**

If your comments make others feel uncomfortable in your company, you violate someone else's dignity. You overlook the needs of others and cross other people's boundaries.

**19. You are unpredictable.**

One minute you are friendly and the next you are angry. You make decisions based on emotions, not facts. You are unstable in your dealings with colleagues.

**20. You induce fear in people.**

You know how to scare others. You raise your voice or shout. You like it when someone is afraid of you.

What are your conclusions, thoughts and reflections after reading these twenty points?

If you have spotted areas you would like to work on, use the EAP24's managerial support.



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