

## Asserting Your Rights in the Workplace

If you perceive a problem in the workplace or feel that your personal rights are being infringed upon, you should seek help as soon as possible. Your employer is there to help you. Follow your company's policies, go to HR and/or your manager, and explain your situation. It can be intimidating, but it works.

### Talking to Your Employer

An intelligent discussion can resolve most issues, or at least get your differences out on the table. Most companies want to help, and chances are that your problem is the result of an oversight, a misunderstanding, or a lack of knowledge.

Here are a few tips on how to present your concerns to your employer:

- **Stick to the facts.** Before meeting with your employer, write a brief summary of what has gone wrong and your recommendation for resolving the problem. It might help to have someone more objective, such as a friend or family member, review the facts and brainstorm with you about possible resolutions. Make sure not to leave any important facts out.
- **Don't be overly emotional.** Dealing with a workplace problem can be stressful, but unfounded accusations and emotional outbursts won't help you get your point across. Practice your presentation ahead of time to make sure you can remain professional and calm.
- **Decide the next steps.** Before finishing your discussion with your employer, come to some agreement with your boss as to what will happen next. Will the company investigate the problem? Will your boss talk to your coworkers or supervisor? Will evaluations, job responsibilities, or reporting relationships be changed?

### Following Up With Your Employer

Once you have spoken to your employer, make sure to follow up on the meeting. If your employer promised to investigate the matter or talk to other employees, check back to find out the status of those actions. After a few weeks have passed, schedule another meeting with your employer to discuss what progress has been made in resolving your problem.

If for any reason you don't feel comfortable talking with your employer, we invite you to call us. Our dedicated staff of consultants will listen and help you find resolution in the workplace. We are available **24 hours everyday** to address your needs regarding any type of personal or workplace situation. Appointments can normally be scheduled within **two working days**. **After hours** and **weekend** sessions can be arranged, if needed. Crisis calls are always handled immediately. Services are **confidential** to the extent permitted by law. To access these services call First Sun EAP at **800-968-8143** or in Greater Columbia **803-376-2668**.

For more information on this topic as well as the other benefits you receive from First Sun EAP, please see our website at: [www.firstsuneap.com](http://www.firstsuneap.com).