

APPENDIX 3. ENABLING BEHAVIORS - DON'TS

There are many things that managers and supervisors do that enable the situation and prolong an employee's problem. The following list of actions should be avoided.

- Covering up the employee's mistakes.
- Making excuses for the employee's behavior.
- Avoiding dealing with the problem because of the employee's gender or race.
- Refusing to listen to coworkers complaints about the employee.
- Failing to keep a written record of unusual behavior or performance problems.
- Excusing the employees' verbally abusive language.
- Attempting to provide counsel to the employee rather than referring him/her to a professional.
- Failing to take disciplinary action.
- Failing to keep EAP or HRM professionals informed of an employee's problem through proper channels.
- Allowing or ignoring the use of alcohol and drugs in the workplace.
- Attempting to handle the problem internally without accessing expert guidance.