

Managing Office Gossip

Creating a respectful, psychologically safe workplace starts with how we communicate. Office gossip can feel like a way of connecting and building relationships, but unfortunately it can also damage trust, morale, and wellbeing if not managed with awareness and clear boundaries.

WHY GOSSIP IS HARMFUL

Gossip can:

- Erode trust between colleagues
- Damage reputations and team relationships
- Increase stress, anxiety, and conflict
- Create an unsafe or exclusionary work culture

HOW TO MANAGE GOSSIP AT WORK

1. Pause before you share

Ask yourself:

- Is this information true?
- Is it necessary?
- Would I say this if the person were present?

If the answer is no — don't pass it on.

2. Don't participate

If gossip becomes targeted or inappropriate::

- Change the subject
- Stay neutral
- Say something like: "I'd rather not speculate."
- Your response sets the tone.

3. Address it respectfully

If you feel safe to do so:

- Let the person know the impact

- Encourage direct, respectful communication instead
- Example: "It might be better to speak to them directly."

4. Protect your own reputation

- Avoid venting about colleagues in public spaces or online
- If you need to debrief, choose a trusted and appropriate outlet

5. If you're the subject of gossip

- Stay calm and avoid reacting emotionally
- Clarify facts if appropriate
- Seek support from a manager, HR, or a trusted professional

LEADERS: HOW TO REDUCE GOSSIP

- Model respectful communication
- Set clear expectations about behaviour
- Address rumours early
- Foster transparency and psychological safety

NEED SUPPORT?

If gossip or workplace conflict is affecting your wellbeing, confidential support is available.

➔ Download our **App** to book an appointment.



➔ Visit convergeinternational.com.au to Live Chat with a counsellor.



Get instant support when you need it.
Scan the QR code to book an appointment with a **Converge expert today!**



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