

P292

DOMESTIC and FAMILY VIOLENCE PROCEDURE

Policy context: This procedure relates to

Legislation or other requirements	Fair Work Act 2009 Workplace Gender Equality Act 2012 Disability Discrimination Act 1992 Sex Discrimination Act 1984
Contractual obligations	Code of Conduct Policy Confidentiality Policy

PROCEDURES

This policy will be made available to all staff and be included in the employee induction materials.

Workplace training and education for managers and employees

This policy is only one component of the workplace strategy for a violence free workplace. All managers and point of contact personnel for domestic violence will be appropriately trained to deal with sensitive issues involved when a staff member is affected by domestic violence, particularly regarding the development of safety plans.

Annual education and training for all staff will be carried out, detailing the impacts of domestic violence in the workplace, how to identify signs that a colleague is experiencing domestic violence, and ways to offer support.

Employee entitlements

- Staff experiencing domestic or family violence should contact the People and Culture team as soon as practicable. The People and Culture Team is to act as the contact person to liaise between the staff member's manager, the person required to approve any miscellaneous leave, any external agencies, and security personnel if necessary.
- Additional paid/unpaid leave may also be applied for if necessary, subject to approval by the People and Culture team
- Flexible working arrangements can be arranged by request to change working hours, start and finish times, alternative work location, etc. for safety or other reasons
- Return to work support such as reduced working hours, if necessary

Evidence requirements for domestic violence related leave may include provision of police or court documents, or documentation from a health professional or counsellor. However, entitlements may be granted without documentation if not deemed appropriate or necessary by the People and Culture team.

Safety Planning

After conducting a risk assessment, in cases where a staff member is at risk of violence within the workplace, Enhanced Lifestyles and Lifestyle Assistance and Accommodation Service will develop a Workplace Domestic Violence Safety Plan with the staff member, their manager/s, security and other relevant personnel. The safety plan may include:

- Changing the staff member's work phone number, email address, and screening calls to the staff member
- Setting up mobile phones with emergency contacts
- Changing the location of work, work hours or nature of work (e.g. performing work in a more secure area)
- Organising security or a staff member to accompany the employee to and from transportation

Perpetrators of domestic violence

It is unacceptable to use work resources and/or time to perpetrate domestic violence while at work. Any staff member who is found to be using workplace resources such as telephone, fax or email to threaten, intimidate or abuse a family or household member is

in violation of the Code of Conduct Policy and Confidentiality Policy. This includes behaviour such as the use of the employee's personal mobile phone to send abusive texts while at work.

This kind of behaviour will not be tolerated and will result in disciplinary action and will be reported to police if necessary. Employees and managers are responsible for reporting such behaviour if witnessed.

If a staff member is found to have been perpetrating domestic violence at or from work, a detailed risk assessment will be conducted to review their roles and responsibilities. Protective measures may be put in place such as monitoring the staff member's communications, changing their ability to access certain programs, or temporarily changing their work duties, particularly if the victim of the abuse is also a staff member of the organisation.

Confidentiality

All employee records relating to domestic and family violence will be kept strictly confidential to ensure the staff member's privacy/ OR information relating to domestic violence will not be recorded on an employee's personal file. Disclosure of such information should only occur to relevant personnel (such as security staff) on a need-to-know basis when there is a safety risk to the employee or other employees. The decision to disclose DFV to colleagues, managers, or People and Culture will be supported and will not be used as grounds for demotion, transfer or termination of employment.

Counselling and Support Services

Managers should be aware of contact details for referral pathways for both women and men who experience or perpetrate domestic violence, including counselling and intervention programs.

Contact: <https://www.whiteribbon.org.au/find-help/domestic-violence-hotlines/>

Telephone: 1800 737 732 for confidential advice and assistance

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DOCUMENTATION

Documents related to this policy	
Related policies	Code of Conduct Policy Confidentiality Policy
Forms, record keeping or other organisational documents	Personnel files