

Introduction - Domestic Violence and the Workplace

It is important to promote the understanding that everyone has the right to a life free from abuse in any form. Domestic violence is wholly unacceptable and inexcusable behaviour, and responsibility for domestic violence lies with the perpetrator. (Company name) strives to create a working environment that promotes the view that violence against people is unacceptable.

Definition

For purposes of this policy, domestic violence is defined as "Any incident of threatening behaviour, violence or abuse (psychological, physical, sexual, financial or emotional) between adults who are, or have been, intimate partners or family members, regardless of gender or sexuality. It is acknowledged that whilst it is usually women who experience domestic violence, this policy and guidance applies equally to men who require advice or help.

1. Policy

a) Providing information / creating awareness

(Company name) intends to publish, maintain, and post in locations of high visibility, a list of resources for survivors and perpetrators of domestic violence.

b) Providing support to victims

(Company name) intends to make support available to employees involved in domestic violence. The Company will provide support through our (*Managers, HR, Occupational Health (fill in appropriate title(s) for your organisation*).

c) Providing support to perpetrators

It is recognised that perpetrators of domestic violence may wish to seek help voluntarily. The Company intends to provide access to support.

*(Note: For more information on what help is available for perpetrators contact **Respect** on 0846 122 8609. The Respect phoneline provides information and advice to perpetrators of domestic violence, to professionals wanting information and to the friends and family (including partners) of perpetrators who want more information on what help is available for perpetrators.*

www.respect.uk.net)

d) Providing training to managers

(Name of Company) will develop a programme of training for all (*managers / HR Insert correct titles*) to raise awareness of domestic violence and understanding of this policy and guidance.

Managers will be trained to:

- Identify if an employee is experiencing difficulties
- Provide initial support
- Offer referrals
- Discuss ways to help the person stay safe in the workplace
- Understand that they are not counsellors. Counselling is to be left to trained professionals and no one should attempt to act in place of a domestic violence expert or counsellor. The best thing a manager can do is to refer the person to the appropriate domestic violence resources.

e) Scope of policy: Insert as appropriate for your organisation e.g Global? Applies to UK only? Applies to head office only? Applies to retail staff only?

2. Procedure

A guide for employees

a) Anti-Discrimination

(Company name) will not discriminate against anyone who has been subjected to domestic violence, in terms of his or her existing employment or career development.

(Company name) is aware that domestic violence victims may have performance problems such as chronic absenteeism or lower productivity as a result of domestic violence. When addressing performance and safety issues, (company name) will make reasonable efforts to consider all aspects of the employee's situation and / or safety problems.

b) Absence options for employees experiencing Domestic Violence

(Company Name) will make every effort to assist an employee experiencing domestic violence. If an employee needs to be absent from work due to domestic violence, the length of the absence will be determined by the individual's situation through collaboration with the employee and (*fill in appropriate title(s) for your company: supervisor/manager, Human Resources representative, union representative, etc.*)

c) Safety at work

(Company name) undertakes to ensure the safety of its employees. The Company will actively provide support to employees to try and minimise the risk to their safety while at work, if they make it known to us that they are experiencing domestic violence.

d) Providing support for employees

(*Company name*) intends to make support available to employees involved in domestic violence. The Company will provide support through our (*Managers, HR, Occupational Health (fill in appropriate title(s) for your company)*)

Their role is to:

- Be available and approachable for those employees experiencing domestic violence
- To listen, reassure and support individuals
- To keep information confidential (subject to the requirements of child and adult protection)
- To respond in a sensitive and non-judgemental manner
- To discuss the specific steps that can be taken to help this person stay safe in the workplace
- To ensure the employee is aware of the options available to them
- To encourage the employee to seek the advice of other relevant agencies by calling 0808 200 0247, the Freephone National Domestic Violence Helpline, run in partnership between *Women's Aid* and *Refuge*.

A guide for managers

a) Anti-Discrimination

(*Company name*) is aware that domestic violence victims may have performance problems such as chronic absenteeism or lower productivity as a result of domestic violence. When addressing performance and safety issues, (*company name*) will make reasonable efforts to consider all aspects of the employee's situation and / or safety problems.

b) Providing support for employees

Managers, HR, Occupational Health (fill in appropriate title(s) for your company role is to:

- Be available and approachable for those employees experiencing domestic violence
- To listen, reassure and support individuals
- To keep information confidential (subject to the requirements of child and adult protection)
- To respond in a sensitive and non-judgemental manner
- To discuss the specific steps that can be taken to help this person stay safe in the workplace
- To ensure the employee is aware of the options available to them

- To encourage the employee to seek the advice of other relevant agencies by calling 0808 200 0247, the Freephone National Domestic Violence Helpline, run in partnership between *Women's Aid* and *Refuge*.

c) Training managers to identify and respond appropriately

Managers will be trained to:

- Identify if an employee is experiencing difficulties
- Provide initial support
- Offer referrals
- Discuss ways to help the person stay safe in the workplace
- Understand that they are not counsellors. Counselling is to be left to trained professionals and no one should attempt to act in place of a domestic violence expert or counsellor. The best thing a manager can do is to refer the person to the appropriate domestic violence resources.