

# Workplace Domestic Violence Policy



## **1. POLICY**

The management of ABC Company condemns domestic violence in all forms. And when it happens to our employees, domestic violence goes from being a purely social issue to a personal attack against the Company and all it stands for. If any of you have the misfortune of experiencing domestic violence, please know that we are here for you and will do anything we can to support, assist and protect you.

And while there is only so much we can do to control what happens to you when you are away from work, we can assure you that all measures will be taken to ensure that you are not subjected to acts of domestic violence while in the workplace—and, similarly, that your co-workers are protected from dangers created by the spillover of domestic violence from the home to the workplace.

## **2. PURPOSES**

In pursuit of these policies, ABC Company has adopted this Workplace Domestic Violence Policy to:

- Raise employee and general awareness of domestic violence;
- Provide support to employees experiencing domestic violence;
- Help supervisors and management address domestic violence in the workplace; and
- Ensure a work environment that is physically and psychologically healthy and safe for

## **3. DEFINITIONS**

For purposes of this Policy, “domestic violence” (sometimes referred to as “family/sexual/intimate partner violence”) means a pattern of coercive behavior used by one person in an intimate relationship to gain power and control over another. Domestic violence is not always physical; it may also involve sexual, emotional, psychological and/or financial abuse. Examples of domestic violence behaviors include but are not limited to:

- Hitting, punching, shoving, stabbing, shooting, slapping;
- Threats;

- Name calling, humiliation in front of others;
- Control or attempts to control what you wear, say or do;
- Control or attempts to control your finances or keep you financially dependent;
- Stalking;
- Destruction or attempts to destroy property; and
- Using or attempting to use children to control

#### **4. WHO CAN COMMIT & BE VICTIM OF DOMESTIC VIOLENCE**

Domestic violence is not always men abusing women. Persons of either gender can commit or be victims of the behavior. It can happen with people of any racial, religious, ethnic, age, economic, educational

or political backgrounds, in heterosexual, same sex, marital, living together, living apart, short-term, long-term or any other kind of intimate relationship.

#### **5. WHERE DOMESTIC VIOLENCE MAY OCCUR**

Domestic violence does not always happen in the home. It can also occur in public and in the workplace where the victim works. In this way, domestic violence becomes an issue of workplace safety affecting all persons at the worksite including not only the victim but also the persons the victim works with or near.

#### **6. DOMESTIC VIOLENCE WORKPLACE SAFETY MEASURES**

As required by OHS laws, ABC Company has adopted a program (WPV Program) to prevent and respond to a wide range of acts and threats of workplace violence, including *domestic violence* involving ABC Company personnel or worksites.

#### **7. CALLS FOR HELP & THREAT RESPONSE**

The procedures and mechanisms for calling for help and summoning assistance and responding to violent incidents and threats set out in the WPV Program are to be followed in cases of domestic violence at ABC Company workplaces.

#### **8. REPORTING & INVESTIGATING INCIDENTS OR THREATS OF VIOLENCE**

Employees shall use the reporting system set out in of the WPV Program to report acts or threats of domestic violence. Such reports will be taken seriously, kept confidential and investigated in accordance with the WPV Program violent incident and threats investigation procedure.

**ABC Company will not take nor allow its managers, supervisors or other representatives to take any retaliatory or discriminatory action against an employee for reporting a threat or incident of domestic violence.**

#### **9. SAFETY PLAN**

ABC Company's [HR/Security department] will work with employees who believe they are in danger of domestic violence at work to develop an appropriate safety plan to protect the employee. ABC Company will also approve reasonable requests by an employee for adjustments and other measures necessary to ensure his/her security against the threat, including but not limited to:

- Changes to work hours or shifts;
- Adjustments to job design, duties or workload;
- Moves to different work locations;
- Changes to phone numbers or email addresses; or
- Deletion from Company directories or provision of call screening;
- Changes to paycheque delivery locations or names listed on benefits plans;
- Changes to parking spots;
- Escort to cars or transport

## **10. LAW ENFORCEMENT & PROTECTIVE ORDERS**

ABC Company will work with local law enforcement to enforce protective or restraining orders issued by a court to employees that list ABC Company locations as protected areas, provided that employee provides [HR or Corporate Security] a copy of the order along with the following information about the person named as the abuser:

- A photograph or physical description;
- A description of his/her car and licence plate number; and
- Any other relevant information [HR or Corporate Security] needs to ensure the order is enforced at the

## **11. EDUCATION & TRAINING**

ABC Company will provide awareness training on domestic violence and its impact on the workplace as part of the general training it provides to employees on workplace violence hazards and how to deal with them under the WPV Program.

## **12. SUPPORT FOR VICTIMS**

ABC Company will provide the following support to employees who are victims of domestic violence regardless of whether it occurs at Company worksites:

## **13. DOMESTIC VIOLENCE LEAVE**

ABC Company will grant employees who qualify the statutory leave for domestic violence provided for under the [province] employment standards laws and the ABC Company Domestic Violence Leave Policy.

## **14. ASSISTANCE & COUNSELING**

**[Option 1: EAP]:** Employees who are victims of domestic violence will be offered support and assistance including access to counsellors in the ABC Company Employee Assistance Program who are trained and qualified to handle domestic violence cases.

**[Option 2: No EAP]:** ABC Company will provide support and assistance to employees who are victims of domestic violence, including referrals to outside counsellors who are trained and qualified to handle domestic violence cases.

## **15. JOB PERFORMANCE ACCOMMODATIONS**

ABC Company is aware that being the subject of domestic violence can have an adverse impact on an employee's attendance, punctuality and job performance. Employees are therefore urged to notify their manager or HR if they are experiencing such problems so that these considerations can be factored into their performance evaluation and review in accordance with Company performance review procedures.

**16. WOMEN'S ADVOCATE [Optional] [Based on language developed by a leading labour union]**

In recognition that most domestic violence victims are women and that many women are more comfortable talking about their domestic violence and home situation with another woman, ABC Company will recognize one female employee to be designated by vote of all female employees in the workplace to serve as Women's Advocate. Her role will be to meet with women employees as required, discuss their problems, refer them to an appropriate agency and provide other assistance. ABC Company will provide Advocate access to a confidential phone line and voice mail maintained by the Advocate that women employees can use to contact her and a private office for the Advocate to meet with employees confidentially.

**17. CONFIDENTIALITY**

In recognition that domestic violence is an extremely sensitive issue, ABC Company will take measure to protect the confidentiality of records produced by or provided to ABC Company in relation to an employee's taking of leave under this Policy. However, ABC Company may disclose such records where such disclosure is permitted or required by law, including but not limited to where:

- The employee consents to the disclosure;
- The disclosure is made to an officer, employee, consultant or agent of ABC Company who needs the record to perform his/her duties; or
- The disclosure is otherwise authorized or required by