

NORTH WEST METROPOLITAN REGION
PRIMARY CARE PARTNERSHIPS

Workplace Family Violence

P O L I C Y T E M P L A T E

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Definition of Family Violence

The Victorian Family Violence Protection Act 2008¹ defines family violence as behaviour by a person towards a family member that is:

- Physically or sexually abusive
- Emotionally or psychologically abusive
- Economically abusive
- Threatening
- Coercive
- Or in any other way controls or dominates the family member and causes that family member to feel fear for the safety or wellbeing of themselves or another family member.

Family violence takes many forms and occurs when the abuser uses behaviour that is violent, threatening, intimidating or controlling, or intended to cause the family member to be fearful. The abuser may be from a current or past intimate relationship, or other family member including step-family, regardless of gender and sexuality².

The Gendered Nature of Family Violence

There are distinct gendered patterns in the perpetration and impact of family violence, with evidence showing that family violence is overwhelmingly perpetrated by men against women. In Australia, women are the victims in 75% of all reported family violence incidents and routinely under report their experiences³.

On average, one woman is killed every week in Australia by a current or former partner. Women are five times more likely than men to require medical attention or hospitalisation as a result of intimate partner violence, and five times more likely to report fearing for their lives⁴.

There are some circumstances in which women may be at particular risk of experiencing family violence, including during pregnancy and following separation. Women may also be at greater risk if they experience additional forms of discrimination, such as racism, disability based and socio-economic based discrimination⁵.

While men can be victims of family violence, evidence shows that men in heterosexual relationships are rarely the victims of intimate partner violence. A significant proportion of male victims experience family violence perpetrated by other men, either by another male family member (sibling, adult son, etc.) or by a male intimate partner^{6,7}.

95% of those committing physical or sexual violence, or who make threats of violence, are male⁸. Compared to female perpetrators, men are more likely to use a wider range of repeated and patterned forms of violence to dominate and control their partners over time⁹.

Furthermore, a large proportion of men who claim to be victims of violence are actually the perpetrators. It is characteristic for male perpetrators to deny or minimise their use of violence, blame their (ex) partner or others and justify their behaviours^{6,7}. They often feel and persuasively present to services and professionals (and to any of their friends who know about the violence) as the victim, when this is not the case.

This policy template acknowledges the experiences of all family violence victims, however in order to ensure adequate and appropriate responses to family violence, it is necessary to recognise the gendered nature and patterns of family violence and the extent and severity of its impact on women.

Children and Family Violence

It includes behaviour by a person that causes a child to hear or witness, or otherwise be exposed to the effects of family violence.

Children and young people experience family violence in different ways, and can be affected by family violence even if they were not the direct victim. A child can be exposed to family violence if they:¹⁰

- Overhear threats of physical abuse or death
- See or hear an assault
- Comfort or provide assistance to a person who has been abused
- Clean up or observe property damage
- Are present when police or an ambulance attend a family violence incident
- Experience the impacts of family violence, including homelessness, poverty, injury, neglect or death of a companion pet, impact on schooling and social activities.

Elder Abuse

Elder abuse is defined as “single or repeated act, or lack of appropriate action, occurring within any relationship where there is an expectation of trust which causes harm or distress to an older person”¹¹.

Elder abuse includes neglect, psychological, emotional, physical and sexual abuse, as well as economic/financial exploitation, including the loss of a home and belongings. The older person may be dependent on the abuser, for example if they rely on the abuser for care. It is also common for the abuser to depend on the support of the older person, for example for accommodation¹². Sometimes elder abuse is a pattern of family violence that starts early in the relationship and continues into older age¹³.

Family Violence is a Workplace Issue

Family violence is a serious public health issue and those who experience family violence are part of communities, workplaces, schools and social settings. The experience of family violence can affect anyone in the community, regardless of their religious beliefs, cultural background, sexual orientation, community position, education level or occupation¹⁴.

The impact of family violence can affect the wellbeing, productivity and performance of people in the workplace, and can result in higher levels of workplace stress, the use of personal/sick leave and staff turnover. In some cases, employees experience the direct impact of family violence in their workplace in the form of threatening phone calls, emails and confrontation by the perpetrator at a workplace address¹⁵.

Workplaces therefore have an important role to play in raising awareness about family violence, and creating a workplace culture and environment that promotes non-violent, equitable and respectful gender relations¹⁶. They also have a role to play in responding to employee disclosures of family violence, and ensuring that employees experiencing violence are provided with appropriate support.

A workplace family violence policy is an important component of an overall workplace strategy for responding to family violence and ensuring a safe environment and respectful workplace culture^{17,18}. In addition to policies and procedures, a whole of organisation strategy should include:

- An organisational commitment to gender equality and to preventing violence against women
- Strategies to keep employees safe in the workplace
- Supporting employee access to information and services
- Supporting employee access to paid family violence leave
- Strategies to prevent family violence in the broader community.


By creating a safe, respectful and equitable workplace, organisations also play an important role in promoting positive cultural norms and attitudes in the broader community.

Purpose of this Template

The purpose of this template is to provide organisations with guidance on developing a workplace family violence policy.

By using this template to guide the development of a workplace family violence policy, organisations are likely to have greater capacity to:

- Provide a safe workplace for all employees
- Ensure all employee disclosures of family violence are treated confidentially and seriously
- Ensure that people experiencing family violence are not disadvantaged during the recruitment process, or through their employment conditions
- Respond to any risks associated with family violence incidents that occur within the workplace
- Ensure that all employees understand their roles and responsibilities in relation to family violence policies and procedures.



This template is divided into the following sections:

1. Purpose of a Workplace Family Violence Policy
2. Responding to disclosures of family violence
3. Providing support to employees experiencing family violence
4. Family violence leave options
5. Supporting employee work performance
6. Implementing designated family violence officer roles
7. Family violence training and education
8. Supporting employees to develop a safety plan
9. Employees who commit acts or threats of family violence.

These sections may be useful and appropriate to include in a workplace family violence policy and procedure. However, they should be developed and implemented in line with the specific circumstances and processes of each organisation.

Each section also contains suggestions on the factors to consider when developing procedures to support the implementation of this policy.

1. Purpose of a Workplace Family Violence Policy

The purpose of a family violence policy is to demonstrate a commitment to providing a workplace in which family violence is not tolerated or excused, as well as a commitment to managing the impact it has on employees and their participation in the workplace.

The purpose of a workplace family violence policy is to:

- Raise awareness among employees about family violence and the impacts it has on people in the workplace, and how to support co-workers
- Create a safe working environment that promotes gender equity and models non-violent and respectful relationships
- Guide responses to employees who are affected by family violence
- Create a supportive environment that will encourage people experiencing family violence to seek support.

In addition, by implementing family violence policies, organisations demonstrate their commitment to supporting paid employment for people experiencing family violence. Paid employment is a known protective factor for women experiencing family violence, and also plays an important role in promoting the independence and wellbeing of women when they are trying to leave, or have left a violent relationship¹⁹.

While family violence leave policies generally apply to all employees regardless of their gender or sexuality, it is important to acknowledge that the majority of family violence victims are women and they are therefore more likely to require the support afforded by these policies.

Procedure considerations

- How will you promote this policy to employees to ensure everyone is aware of it?
- What other activities will your organisation implement to create a working environment/culture that promotes gender equity and models non-violent and respectful relationships?

2. Responding to Disclosures of Family Violence

It is recommended that employees experiencing family violence be encouraged to raise the matter with either their immediate supervisor, a manager, a member of the Human Resources (HR) team, or a designated family violence officer (refer to section 6).

However, they may feel more comfortable disclosing their experience to a peer or close colleague, therefore it is important that all employees are provided with information and training on how to respond to a disclosure, and are aware of their responsibilities in these situations.

While all employees require an understanding of how to respond to family violence disclosures, it is likely that supervisors, managers, HR staff and designated family violence officers will have primary responsibility for supporting employees experiencing family violence. Therefore it is important that people in these roles are provided with adequate training and resources to support them with the process (refer to section 7).

Procedure considerations

- How will you ensure all employees have an understanding of their role and responsibilities in implementing this policy?
- Will you include information on this policy in your induction and orientation processes, or develop mandatory employee training?
- Will you establish specific family violence officer roles?
- Will you develop resources to support employees to respond to disclosures of family violence (for example, a staff portal or intranet page)?

Maintaining Employee Confidentiality

Family violence issues should always be discussed in a safe and confidential place.

It is important that the privacy of employees experiencing family violence is strictly maintained, and that disclosures of family violence are only provided to other employees (such as managers or HR staff) as required, and only with the consent of the employee experiencing the violence.

In addition, it is important that information pertaining to a disclosure of family violence is kept strictly confidential and is not recorded on the employee's personnel file without their express permission (with the exception of recording family violence leave). If an employee chooses to record information about their family violence experience, it is important that only information that relates to the workplace is documented, as this information could be used if a family violence issue is brought before the courts.

Family violence incidents involving children may need to be reported to a relevant authority, in line with relevant legislation. This should be undertaken in consultation with the employee experiencing violence as well as a specialist family violence service.

Documenting Employee Disclosures of Family Violence

It is recommended that only the following information be recorded and stored securely and confidentially on an appropriate data management system:

- The date and time discussions occurred
- The details of family violence incidents as relevant to the workplace
- The details of support your organisation has provided to the employee, including referral options, workplace safety planning and information provided
- Whether a referral has been made to justice services, for example, the police or child protection.



Procedure considerations

- Do your current HR and other information management systems ensure employee confidentiality?
- What changes do you need to make to your HR and information management systems to improve employee confidentiality?
- What processes will you implement to ensure employee consent to share information is obtained?
- Will you develop a template to guide the consistent and appropriate documentation of employee family violence disclosures?
- What processes will you put in place to support secondary consultation with a specialist family violence service?

3. Providing Support to Employees Experiencing Family Violence

It is important that organisations make all reasonable efforts to create a safe and supportive workplace for employees experiencing family violence.

Is it also essential that employees who disclose their experience of family violence are listened to, believed and given complete control over how to manage their situation, including accessing the support options available to them. Organisations should provide support to the employee regardless of whether or not they plan to take the matter further, for example making a formal report to police or engaging with a family violence support service.

In addition to providing a safe and supportive environment, organisations can support employees in the following ways²⁰.

- Providing information on the Employee Assistance Program (EAP)
- Providing information on the family violence resources and support services available externally
- Providing information on the organisation's family violence leave options (refer to Section 4), and supporting employees to access it
- Supporting changes to duties and responsibilities when requested
- Supporting changes such as relocation, change of hours and change of contact details in order to increase their safety
- Supporting them to develop a workplace safety plan, in consultation with a specialist family violence service (refer to Section 8).

Procedure considerations

- What activities will you undertake to create and promote a workplace that is safe and supportive for employees experiencing family violence?
- Does your EAP provider have the skills and experience to respond to family violence disclosures?
- Does the service agreement with your EAP provider include a clause on having the skills and experience to respond to family violence disclosures?
- Who will be responsible for maintaining a list of external support services and resources for employees experiencing family violence?
- Will you develop organisational specific resources to support employees experiencing family violence (for example, an employee portal or intranet page)?
- How will resources and support services be promoted and made available to employees?

4. Family Violence Leave Options

People experiencing family violence are likely to require time away from the workplace. Family violence leave provisions ensure that employees are supported to take time off, for reasons including:

- To seek medical or legal assistance
- To attend appointments, including with various support services and health professionals
- To attend court appearances
- To relocate to new accommodation
- To make safety arrangements
- To take action relating to the wellbeing of their children.

While the specific provisions for family violence vary across organisations and sectors, the Victorian Government and the ACTU have recommended that all future Victorian public sector enterprise agreements contain a family violence clause with access of up to 20 days paid family violence leave²¹.

As such, it is recommended that organisations include a provision for up to 20 days paid family violence leave (in addition to other leave entitlements) in their leave policies and/or enterprise agreements. It is also recommended that this leave be made available on a needs basis, and therefore granted as a single day, consecutive days or as a fraction of a day, and without requiring pre-approval.

If an employee exhausts their 20 days of paid family violence leave and requires further time away from work, it is recommended that they be supported to access other paid leave options, such as personal leave and annual leave before being required to take leave without pay.

An employee who is not a victim of family violence, but who is providing support to a person who is experiencing family violence (for example to attend court, a medical appointment or to mind children), may also be supported to take leave. This may be in the form of specific family violence leave, or other relevant leave such as carers leave.

The Centre for Future Work at the Australia Institute recently published a briefing paper titled *Economic Aspects of Paid Domestic Violence Leave Provisions*. It provides estimates on the likely utilisation of family violence leave, the potential costs to employers who adopt family violence leave policies, as well as the benefits associated with the provision of paid family violence provisions, including reduced turn over and increased productivity. The paper can be accessed at <http://apo.org.au/node/72070>.

Procedure considerations

- How many paid leave days will you provide to employees experiencing family violence?
- Will employees supporting a person experiencing family violence be eligible to access specific family violence leave, or another form of leave?
- To what extent will you support extended periods of leave without pay?

Evidence for Leave

Some organisations require that employees experiencing family violence provide evidence of their need to access family violence leave. Evidence may include an agreed document issued by the police (including a statutory declaration), a court, a family violence support service, health professional, or legal professional.

If your organisation requires employees to provide evidence, it is important to take all reasonable steps to ensure that it is not burdensome, it does not cause them unnecessary additional stress, and it does not impact on their ability to access leave or maintain employment. This may include only requiring the employee to provide evidence upon their first disclosure of violence, rather than for every occasion of leave they seek.

Delegation of Authority

It is recommended that managers and HR staff be delegated the authority to approve family violence leave. In instances where extended periods of leave are required, approval may be at the discretion of the Chief Executive Officer.

It is recommended that managers also be delegated the authority to implement flexible working arrangements with an employee experiencing family violence, in line with existing organisational policies and procedures.

Recording Family Violence Leave

It is recommended that organisations ensure their leave and payroll systems allow for specifically recording family violence leave, in order to effectively monitor the implementation of the policy, and the extent of the impact of family violence on people in the workplace. However, it is also important to ensure that leave and payroll systems have the capacity to record this information securely to ensure that only the employee and the relevant managers/HR staff are able to access these details.

Procedure considerations

- Will you require evidence to support family violence leave?
- If you do require evidence, how will you ensure it is stored confidentially?
- Who will be delegated the authority to approve family violence leave?
- How will you manage leave provisions in instances where an employee does not want their direct manager/supervisor to be aware of their experience of family violence?
- How will you ensure employees with delegated authority are appropriately supporting access to leave and flexible work arrangements?
- Does your HR and payroll system code and record family violence leave securely and confidentially (e.g. family violence leave is not automatically recorded on electronic rosters or timesheets)?
- Does your HR and payroll system allow you to accurately monitor the use of family violence leave?

5. Supporting Employee Work Performance

Family violence can affect the wellbeing, productivity and performance of people in their workplace, and can lead to increased work interruptions and absenteeism¹⁵.

Organisations should ensure that employees experiencing family violence are not subject to any adverse or disciplinary action if their attendance or performance at work suffers as a result.

Employees must also be protected against adverse action or discrimination on the basis of their disclosure, experience of, or perceived experience of family violence, in line with Equal Employment Opportunity legislation²⁰.

It is important that when a manager or supervisor becomes aware that an employee's productivity and performance is being impacted by family violence, that they consider all aspects of the employee's situation and that they make reasonable efforts to resolve performance issues.

Employees experiencing violence should be supported to develop and implement a modified work plan that enables them to continue in their role and manage their workload. In some instances, this may involve modifying job duties and responsibilities and/or changing the pattern of hours worked.

Procedure considerations

- What specific strategies should be considered when developing a modified work plan to support employee performance (noting that the work plans should be specific to the role and employee needs)?
- What timeframes will be considered appropriate for implementing a modified work plan?
- How will you support employee work performance in instances where an employee does not want their direct manager/supervisor to be aware of their experience of family violence? Is it possible for a HR officer to support this process?
- How will you ensure that supervisors/managers have the skills and confidence to support work performance of an employee experiencing family violence?
- How will you support supervisors/managers who are supporting the work performance of an employee experiencing family violence?

6. Implementing Designated Family Violence Officers' Roles

Some organisations may find it useful to establish specific family violence officer roles¹⁹. It may be useful to consider two types of roles:

- I. A designated contact officer that employees experiencing family violence can confide in; and
- II. A support officer (most likely a senior manager or someone in a HR role) to oversee and advise on the implementation of the workplace family violence policy and procedure. This includes providing advice and support to supervisors/managers who are supporting a staff member experiencing family violence.

It is important that people selected to undertake these roles are provided with training on the organisational workplace policy and procedure, as well as specifically on responding to family violence disclosures in the workplace.

7. Family Violence Training and Education

It is recommended that organisations provide ongoing training to all employees on:

- The causes, impacts and indicators of family violence
- Responding appropriately to a disclosure of family violence
- Understanding how to appropriately identify and respond to a disclosure of family violence
- Understanding how to refer for family violence support within the organisation.

It is recommended that managers, HR staff and designated Family Violence Officers be provided with training and supervision on:

- Referring an employee experiencing family to appropriate support services
- Providing support to employees on attendance and performance at work
- Supporting employees to put a Workplace Safety Plan in place
- Accessing support for their own self-care (recognising the impact providing family violence support can have on their own wellbeing).

Procedure considerations

- What specific training packages does your organisation require?
- Will aspects of family violence be included as mandatory employee training?
- Does your organisation have the skills and experience internally to deliver this training?
- If you require external training, which organisations will you engage to provide this training?
- Will your organisation actively support employees to attend training that is provided in your region?
- How will your organisation ensure adequate funding is allocated to meeting the family violence training needs of your employees?
- In what other ways can you support the family violence professional development needs of your employees (e.g. resources, supervision)?

8. Workplace Safety Plan for Employees

Managers have a responsibility to offer support to employees experiencing family violence, which includes determining whether the employee requires a workplace safety plan.

A workplace safety plan should be developed in consultation with the employee experiencing violence. When developing a workplace safety plan, consider the changes that may need to be made to the employee's working arrangements (such as work schedules, location and contact details)²². Consideration should also be given to the potential risk of physical harm to other employees.

In instances where there is a threat to the safety of an employee, the police should be contacted immediately.

In the instance an employee prefers not to seek support, is not eligible to receive support from a specialist service, or is waiting to gain access to a specialist service, organisations may refer to **Appendix 1** for guidance on how to support employees to develop a workplace safety plan.

9. Employees Who Commit Acts or Threats of Family Violence

Employees who threaten, harass or abuse a current or ex-partner or family member from or at the workplace should be subject to disciplinary action, including possible dismissal (in line with organisational policy and procedures regarding misconduct).

In instances where there is a threat to the safety of an employee, the police should be contacted immediately.

Workplace management should also consider if there is a safe pathway for the victim of the employee's behaviour to be offered support and safety planning by an appropriate service or support person, even if that victim is not an employee of the organisation.

Employees who have perpetrated family violence from or at the workplace and employees who disclose that they have perpetrated family violence should be provided with information on services for perpetrators, and encouraged to contact and seek support from an appropriate specialist men's family violence service or men's behaviour change provider.

*It is outside the scope of this policy to provide guidelines on responding to employees who disclose their own use of violence. Engaging with a perpetrator on his use of violence can be complex and fraught with risks if not approached in a skilled and appropriate way. For this reason, organisations are encouraged to contact the Men's Referral Service on **1300 766 491** for advice and support with matters relating to perpetrators of family violence.*



Procedure considerations

- How will you ensure all employees are aware of their responsibilities to report an act or threat of family violence that occurs from or at the workplace?
- What processes will you put in place to ensure employees are able to appropriately and confidentially report an act or threat of family violence that occurs from or at the workplace?
- What disciplinary procedures will you implement to manage employees who commit acts or threats of family violence from or at your workplace?
- What processes will you put into place to consider the victim's needs for safety and support when implementing disciplinary procedures to manage an employee who commits acts or threats of family violence?



10. Delegation of Responsibility

The table below outlines key responsibilities that need to be undertaken for an organisational response to staff disclosures of family violence. This table is a guide only, and organisations are encouraged to determine and document appropriate delegations of responsibility under this policy in line with their organisational circumstances and practices.

Role	Understand the impact of family violence on people in the workplace	Provide a safe and supportive environment for people experiencing family violence	Respond appropriately to disclosures in line with this policy	Maintain confidentiality of family violence disclosures	Manage/approve access to family violence leave	Provide information on workplace supports & referral options	Implement appropriate workplace safety strategies	Provide appropriate FV training opportunities	Promote the implementation of this policy
Board									
CEO									
Senior/Executive Managers									
Managers									
Team Leaders/Supervisors									
HR Staff									
Family Violence Officers									
All Employees (including Students and Volunteers)									

11. Template Review and Monitoring

It is recommended that this policy be reviewed and updated every three years.

12. Related Legislation, Policies and Procedures

- Family Violence Protection Act 2008
- Stalking Intervention Orders Act 2008
- Occupational Health and Safety Act
- Fair Work Act 2009
- Equal Opportunity Act 1995
- Victorian Equal Opportunity Act 2010
- Human Rights and Equal Opportunity Commission Act 1996
- Information Privacy Act 2000
- Victorian Charter of Human Rights
- Employee Code of Conduct and Disciplinary Procedures
- Workplace Respect and Behaviour Policy
- Occupational Health and Safety Policy
- Gender Equity Strategy
- Enterprise Agreement

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 21. Australian Council of Trade Unions (ACTU) 2016, *Model Domestic and Family Violence Leave Clause*, ACTU, Melbourne, accessed 20 September 2016, <<http://www.actu.org.au/media/886613/actu-model-family-and-domestic-violence-leave-clause-revised-18-march-2.pdf>>.
 22. Charles Sturt University 2011, *Workplace Guide: Domestic Violence Safety Planning*, Sydney, accessed 20 September 2016, <<http://www.csu.edu.au/division/hr/equity-diversity-and-support/domestic-violence/domestic-violence-and-the-workplace-employee>>.

Appendix 1: Workplace Safety Plan

It is recommended that employees are provided with referral information for accessing a specialist family violence service, as they will undertake a full risk assessment and develop a comprehensive safety plan with the employee.

However, this template may assist organisations to identify important safety needs within the workplace, and to put a basic safety plan in place in instances where an employee has not had contact with a specialist service.

Organisations can also refer to the following regional websites for further information on safety planning:

Northern Region: <http://www.nifvs.org.au/resources/risk-assessment-and-safety-planning/>

Western Region: <http://whwest.org.au/resource/safety-plan/>

When developing a safety plan, the person experiencing family violence should feel empowered to determine their needs and lead their preferred response. Workplace safety planning is a process of assessing each person's individual situation, creating a plan relevant to their needs and adapting it when their circumstances change.

It is important to be mindful about providing employees with written information that can be found by a perpetrator, as this may increase their risk of violence.

Where there is an immediate threat to the safety of an employee, the police should be contacted by calling 000.

It is recommended that organisations delegate a contact person that an employee experiencing family violence can discuss their situation with and provide updates to as their circumstances change. It is important that the delegated person treats the information as confidential, and only discloses to another employee when it is necessary, and always in consultation with the affected employee. It is recommended that a safety action plan be developed that incorporates the following strategies, and which assigns responsibilities and timelines for review. The following action plan template headings may be useful:

Safety Risk / Concerns	Safety Strategies	Workplace Responsibility	Employee Responsibility	Review date

Current factors that present a safety risk/concern in the workplace:

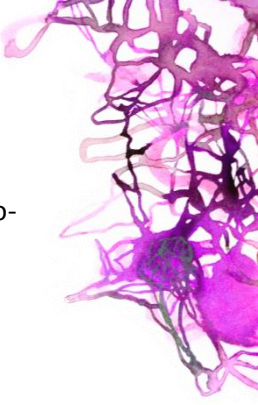
Examples may include, but are not limited to:

- Perpetrator repeatedly contacting the employee at work
- Perpetrator presenting at the workplace
- Perpetrator stalking the employee (this could include stalking via mobile or internet technologies, or proxy stalking)
- Perpetrator behaving aggressively towards other employees/clients
- Perpetrator waiting for the staff member in the car park or reception areas
- Perpetrator hiding work clothes which means the employee attends work without a uniform (where applicable)
- Perpetrator inflicting visible or painful injuries
- Perpetrator controlling the employee's income
- The threat of any of the above.

Safety strategies that may be implemented in the workplace:

Examples may include, but are not limited to:

- Changes to work schedule, work space, pattern of hours or work location
 - Changes to start and finish times (variations reduce predictability and the likelihood of stalking)
 - Ensure that there is more than one person on a shift.
- Changes to electronic payroll transfers or benefits to mitigate the impact of financial abuse
- Possible changes to job duties or any other appropriate measures, including those available under existing provisions for flexible work arrangements
- Changes to telephone responses or email to avoid harassing contact for example:
 - Another delegated employee screens all incoming calls and takes messages for the affected employee
 - Transfer all calls to a voicemail service
 - Provide a secondary work email address and phone number.
- Have a copy of the Intervention Order (if there is one in place) on file with the employee's permission
 - Develop strategies to respond to the perpetrator if they attend the workplace
 - Develop strategies to respond to the perpetrator if they attempt to contact the workplace seeking information about the victim
 - Develop strategies to mitigate risks to other staff/clients
 - Develop a process report breaches of the Intervention Order to the police.
- Review of parking/transport arrangements
 - Ensure the employee can access safe and secure parking (well-lit and close to the workplace)
 - If this is unavailable, consider options for having employees escorted to their car (by a security or appropriate employee).
- Grant the employee permission to carry a mobile phone
- Provide the employee with a desk/under counter duress alarm
- Provide the employee with cards or keys to access staff only areas, or create these areas if they do not already exist
- Install CCTV/Video surveillance and post signs to notify people it is in use
- Consider the employment of security/regular security patrols

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- Encourage the employee to develop code words that can be used with delegated co-workers
 - Request that the employee provide a description of the abusive partner and their vehicle that can be provided to security staff or reception staff
 - Maintain contact with the employee even while they are on family violence leave.

Safety strategies that the staff member can implement:

Examples may include, but are not limited to:

- Contact a specialist family violence service for information and support
- Contact a lawyer for legal advice
- Keep a copy of the intervention order at work
- Be aware of all building exits and practice escape routes. Consider informing other employees of the escape plan
- Keep a journal in relation to any incidents of family violence that occurs at/affects their work
- Avoid specific duties/tasks if they pose a risk
- Maintain contact with the delegated member in the organisation even while on family violence leave.

Appendix 2: Information and Resources

Family Violence Services		
Service	Information	Contact
Berry Street Family and Domestic Violence Service	Receives all police referrals for women who have experienced violence in the Northern Metropolitan Region. Provides telephone support as well as face-to-face risk assessment and safety planning, court support, short and medium term and intensive case management, counselling, group work and secondary consultation to workers.	03 9450 4700
InTouch Multicultural Centre Against Family Violence	State-wide service, which provides services, programs and responses to issues of family violence in CALD communities.	03 8413 6800 1800 755 988
Elizabeth Morgan House Aboriginal Women's Service	Provides a range of support to Aboriginal women and children experiencing family violence, including intake and assessment and secondary consults. Mon-Fri, 9am-5pm	03 9482 5744
safe steps Family Violence Resource Centre	Provides telephone crisis counselling, referral, information and support and is the central contact point for women's refuges in Victoria. 24 hours, 7 days	1800 015 188
Women's Health West	Information, crisis support, counselling and referral for women and children affected by family violence.	03 9689 9588
Men's Referral Service	Anonymous and confidential telephone counselling, information and referrals to help men stop using violent and controlling behaviour. Mon – Fri, 9am – 9pm	1300 766 491
Kids Help Line	Provides support and information for children. 24 hour support	1800 551 800
1800 Respect	National sexual assault, family and domestic violence counselling line. 24 hour support	1800 737 732
Sexual Assault Crisis and Counselling Line	State-wide, after-hours, confidential, telephone crisis counselling service for victim/survivors of both past and recent sexual assault.	1800 806 292

Key Organisations with a Focus on Family Violence and the Prevention of Violence Against Women

Organisation	Information	Website
Domestic Violence Victoria	Is the peak body for family violence services in Victoria.	www.dvvic.org.au
Domestic Violence Resource Centre Victoria (DVRCV)	State-wide resource centre supporting workers and families to help stop family violence.	www.dvrcv.org.au
No to Violence (Male Family Violence Prevention Association)	State-wide peak organisation of individuals and agencies working for the prevention of male family violence, specifically focusing on men to assist them to change and end their violent behaviour.	www.ntv.org.au
Women with Disabilities Victoria	Women with Disabilities (WDV) are an organisation made up of women with disabilities who represent women with disabilities in policy and service development.	www.wdv.org.au
The Women's Services Network (WESNET)	National women's peak advocacy body, which works on behalf of women and children who are experiencing or have experienced domestic or family violence.	www.wesnet.org.au
Working Against Violence Support Service (WAVSS)	Offers women and children free information, support and counselling about domestic and family violence.	www.wavss.org
Women's Health Victoria (WHV)	A not-for-profit organisation focused on improving the lives of Victorian women.	www.whv.org.au
Our Watch	Our Watch has been established to drive nationwide change in the culture, behaviours and power imbalances that lead to violence against women and their children.	www.ourwatch.org.au
Women's Health in the North (WHIN)	Women's Health In the North (WHIN) is the regional women's health service in the Northern Metropolitan Region of Melbourne. WHIN aims to strengthen women's health, safety and wellbeing, with a strategic focus on preventing violence against women, sexual and reproductive rights, economic participation and environmental justice.	www.whin.org.au
Women's Health West (WHW)	Women's Health West is the regional women's health service in the Western Metropolitan Region of Melbourne. WHW aims at improving equity and social justice for women in the west.	www.whwest.org.au
Northern Integrated Family Violence Services (NIFVS)	NIFVS is the partnership that leads the integration of family violence and related services in Melbourne's northern metropolitan region.	http://www.nifvs.org.au/
The Western Integrated Family Violence Committee (WIFVC)	The WIFVC feeds into several regional networks and committees that make up the integrated service system. These committees represent women's and men's service providers, court users networks, state wide roundtables and local government networks.	http://www.wifvc.org.au/

Workplace Family Violence Resources

Title	Gendered Violence & Work Domestic and Family Violence Clauses in your Workplace: Implementation and good practice
Author	Gendered Violence Research Network
Link	https://www.arts.unsw.edu.au/media/FASSFile/Domestic_and_Family_Violence_Clauses_in_your_Workplace_Implementation_and_good_practice.pdf
Title	Domestic Violence and the Workplace: Employee, Employer and Union Resources
Author	Charles Sturt University
Link	http://www.csu.edu.au/division/hr/equity-diversity-and-support/domestic-violence/domestic-violence-and-the-workplace-employee
Title	Fact sheet: Domestic and Family Violence - A Workplace Issue, a Discrimination Issue, Australian Human Rights Commission
Author	Australian Human Rights Commission
Link	https://www.humanrights.gov.au/sites/default/files/document/publication/2015_DomesticViolence_workplace_issue_factsheet_0.pdf
Title	Economic Aspects of Paid Domestic Violence Leave Provisions
Author	Centre for Future Work, The Australia Institute
Link	http://apo.org.au/node/72070

Family Violence Strategies, Plans and Frameworks

Title:	Ending Family Violence: Victoria's 10 Year Plan for Change
Author:	Victorian Department of Premier and Cabinet
Link:	http://www.vic.gov.au/familyviolence.html
Title:	Change the Story: A Shared Framework for the Prevention of Violence Against Women and their Children in Australia.
Author:	Our Watch, Australia's National Research Organisation for Women's Safety (ANROWS) and VicHealth
Link:	http://www.ourwatch.org.au/getmedia/c4fba6ed-fe9d-4bdb-97c5-8b8712cc0b45/Change-the-story-framework-prevent-violence-women-children-AA-new.pdf.aspx?ext=.pdf
Title:	Family Violence Risk Assessment and Risk Management Framework and Practice Guides 1-3 (Version 2)
Author:	Victorian Department of Human Services (currently DHHS)
Link:	http://www.ncdsv.org/images/VGDHS_FVRiskAssessmentRiskManagementFrameworkAndPracticeGuides1-3_4-2012.pdf
Title:	Preventing Violence Together: Western Region Action Plan to Prevent Violence Against Women
Author:	Women's Health West
Link:	http://whwest.org.au/wp-content/uploads/2012/06/PVT-Action-plan2014.pdf
Title:	Building a Respectful Community: A Strategy for the Northern Metropolitan Region of Melbourne
Author:	Women's Health in the North
Link:	http://www.whin.org.au/images/PDFs/Building%20a%20Respectful%20Community.pdf
Title:	Family and Domestic Violence Strategy
Author:	Commonwealth Department of Human Services
Link:	https://www.humanservices.gov.au/sites/default/files/12899-1511-family-domestic-violence-strategy.pdf
Title:	National Plan to Reduce Violence Against Women and their Children
Author:	Council of Australian Governments
Link:	https://www.dss.gov.au/sites/default/files/documents/08_2014/national_plan1.pdf

Reports

Title:	Promising Practices in Workplace and Organisational Approaches for the Prevention of Violence Against Women
Author:	RMIT University
Link:	http://www.ourwatch.org.au/getmedia/a35d9c05-bb71-4235-af77-d88aec733279/Promising-Practices-Workplace-Organisational-Approaches-PVAW.pdf.aspx?ext=.pdf
Title:	Reducing Violence Against Women and their Children Grants: Summary Report on Outcomes and Learnings
Author:	Our Watch
Link:	http://www.ourwatch.org.au/getmedia/dc2a8323-51a2-4e8d-9a73-5b8ab5e5ca3b/RVAWC-Summary_AA.pdf.aspx?ext=.pdf
Title:	Gendered Violence and Work: Safe at Home, Safe at Work? National Domestic Violence and the Workplace Survey 2011
Author:	Gendered Violence Research Network
Link:	https://www.arts.unsw.edu.au/media/FASSFile/National_Domestic_Violence_and_the_Workplace_Survey_2011_Full_Report.pdf
Title:	Generating Equality and Respect: A World-First Model for the Primary Prevention of Violence Against Women – Full Evaluation Report
Author:	Victorian Health Promotion Foundation
Link:	https://www.vichealth.vic.gov.au/gear
Title:	Australians' Attitudes to Violence Against Women: Findings from the 2013 National Community Attitudes towards Violence Against Women Survey (NCAS)
Author:	Victorian Health Promotion Foundation
Link:	https://www.vichealth.vic.gov.au/~media/ResourceCentre/PublicationsandResources/PVAW/NCAS/NCAS-StakeholderReport_2014.pdf?la=en
Title:	Review of the Family Violence Risk Assessment and Risk Management Framework (CRAF)
Author:	Monash University
Link:	http://www.dhs.vic.gov.au/_data/assets/pdf_file/0004/974551/Review-of-the-Family-Violence-Risk-Assessment-and-Risk-Management-Framework-CRAF-Final-Report.pdf