F 6 Family and Domestic Violence

Family and Domestic Violence Support Policy

**Overview**

We are committed to providing support and assistance to employees who experience family or domestic violence. This reflects the paramount importance we attach to ensuring a workplace environment characterised by respectful relationships and gender equity.

**What is family or domestic violence?**

Family or domestic violence is violent, threatening or other abusive behaviour by a family member of an employee that seeks to coerce or control the targeted person and which causes them harm or to be fearful. It includes physical violence, emotional, psychological, sexual and financial abuse. This policy is concerned with family violence directed to an employee of the Company.

**How we approach the issue of family or domestic violence**

We are aware that family or domestic violence can affect our employees in different ways. We are committed to providing a safe and supportive working environment by:

* training managers and employees to recognise when a person in the workplace might be affected by family or domestic violence;
* raising awareness amongst managers and employees about family or domestic violence and the support offered by the Company to those affected, together with the details of agencies that can provide assistance;
* acting promptly and appropriately if there is any indication a person in the workplace is being subjected to family or domestic violence while at work, whether that be at our offices or any other place of work, consistent with our workplace health and safety obligations;
* guaranteeing that information given to one of our family or domestic violence contact officers will be kept confidential and any records of such information will be kept secure and will be de-identified or destroyed when no longer required;
* offering assistance for employees who are experiencing personal, family or employment related problems;
* considering requests for flexible working arrangements or special leave to assist an employee to respond to family or domestic violence affecting them. For example, to recover, settle, organise children, attend doctor’s appointments, attend court appointments, seek legal assistance, obtain or relocate. These arrangements include, without limitation:
  + adjusted work schedules;
  + leave during a working day;
  + temporary relocation; and
  + up to 5 days of special ***[insert unpaid/paid]*** leave per annum, non-cumulative.

If you wish to take one or more days of leave because you are experiencing family or domestic violence, you need to submit the request to your manager or relevant HR staff member. We may request evidence that would reasonably satisfy us of the need for such arrangements, including a medical certificate, statutory declaration or police and/or court documentation, document issued by the family or domestic violence support service or other relevant information. This material will be kept secure and confidential and all copies will be either destroyed or returned to the person when no longer required.