

Domestic and Family Violence Policy

1. Scope

This policy applies to anyone who might be directly involved in DFV including victims, offenders and bystanders in the family/domestic unit. It is not limited to those who have been victims of DFV. It applies to all permanent employees of W+K within Australia.

2. Aim

Living our value of **Relationships** means having a culture built on trust and respect.

This policy has been introduced to:

- (a) increase awareness of Domestic & Family Violence as an issue that impacts the workplace;
- (b) provide information and about the support available to our partners and staff if they are experiencing DFV;
- (c) guide managers in responding to a team member experiencing DFV; and
- (d) provide information about processes adopted by the firm for perpetrators of DFV.

We hope that this policy encourages anyone experiencing DFV to discuss their experience with someone so that they can receive the support that enables them to remain safe and productive at work.

2.1 Definition

Domestic and family violence (DFV) is defined as an abuse of power within an intimate partner or parental relationship or after separation of an intimate or parental relationship. It extends beyond physical violence and may involve exploitation of power imbalances and patterns of abuse over many years.

DFV can occur in all sectors of the community and across socio-economic boundaries. It can include, although is not limited to:

- Escalating levels of physical violence
- Intimidation
- Physical abuse
- Sexual assault
- Verbal abuse and/or threats
- Psychological abuse
- Threats to damage property or actually damaging property
- Financial deprivation and social isolation
- Abuse to children or parents
- Coercive controls in order to maintain control over the victim's behaviour or to have them suffer emotional or physical torment and live in fear.

3. Policy

3.1 Confidentiality

Anyone experiencing DFV is encouraged to confide in their manager or a member of the People + Culture team.

Confidentiality will be maintained at all times to the extent permitted by law.

Equally, if someone you know is experiencing DFV that you think could pose a risk to that person during their employment or others in the firm, you are required to let your manager or People + Culture know. We all have an obligation to keep others safe in our workplace.

If you see or hear something, say something.

3.2 Safety planning

Depending on the situation, it may be appropriate for the firm to develop and implement a Workplace Safety Plan (WSP) to ensure an affected individual's safety and to enable them to undertake their duties productively.

A preliminary discussion between People + Culture and the affected individual will include:

- Whether a WSP is necessary
- How regularly the WSP should be reviewed
- The employee's emergency contact details
- Where the employee feels as though their safety at work might be compromised.

The plan needs to be agreed by the individual involved, their manager and People + Culture. A draft plan is attached to this policy.

3.3 Leave and flexibility

Anyone who is affected by DFV may:

- (a) access up to 10 days paid leave each year (non-cumulative), which does not impact accrued annual or sick leave to:
 - attend medical or professional counselling appointments;
 - organise alternative accommodation, care or education arrangements;
 - attend court hearings and/or police appointments; and
 - access legal advice.
- (b) access flexible work arrangements, which includes temporary transfer to part-time hours, working from home or alterations to work hours; or
- (c) request a salary advancement of up to two weeks' pay, to be repaid over a 6 month period; or
- (d) all of the above.

Reasons for leave or flexible work arrangements are not to be discussed with anyone other than the affected employee's direct manager and People + Culture unless:

- there is a legal obligation to do so; or
- it has been agreed with the individual that doing so will enable them to access additional support or security; or
- to protect the health and safety of other employees.

Supporting documentation such as police, medical or legal records may be requested to verify the request for leave.

3.4 Return to work

Should an individual's experience of DFV result in them being on leave for a period of time, a structured return to work plan may be required.

More significantly, the individual, their manager and People + Culture will identify the best process to be followed to facilitate a return to work and the support required to do so. This may, at the discretion of the firm include a Fitness for Work assessment, graduated return to contracted working hours, adjustments in duties, regular reviews and/or check-ins, and a review of the existing WSP.

3.5 Referral to counselling and other resources

Anyone experiencing DFV is encouraged to access the firm's Employee Assistance Program (EAP) which is a free, confidential 24-hour counselling service administered by the Access EAP (1800 818 728).

OTHER RESOURCES

The following external bodies are available for offer assistance:

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|---|---|
| Family and Domestic Violence Counselling | 1800 737 732 |
| White Ribbon | http://www.whiteribbon.org.au/resources/facts |
| Relationships Australia | http://www.relationships.org.au/ |
| 1800 RESPECT | http://www.1800respect.org.au/ |

3.6 Perpetrating domestic and family violence

We will not tolerate any form of harassment, intimidation or violence in or connection to our workplace.

If you become aware of a colleague abusing power in a current or past intimate relationship including issuing threats, intimidating or harassing or making persistent contact of a personal nature within business hours you are to escalate the matter to your manager or People + Culture.

If we are made aware of a partner or staff member who may be perpetrating DFV, we will recommend that a meeting take place to identify the behaviours or narrative from the relevant partner or staff member and conduct an investigation in line with the Workplace Grievance Policy if there is any connection between such conduct and the workplace. Conduct in breach of this policy may result in disciplinary action, up to and including summary termination of employment.

Where criminal convictions are made against an employee or partner, this may be grounds of summary termination under their employment agreement and/or Partnership Agreement and for professional staff, may have implications for eligibility to practice as a legal practitioner subject to the professional guidelines of the relevant state law society.

WORKPLACE SAFETY PLAN

Employee:
 P+C Advisor:
 Supervisor:
 Date:

Before filling out this plan, ensure you have:

- Completed the Domestic/Family Violence Risk Assessment
- Followed the Domestic/Family Violence Intervention Framework to ensure appropriate referral options have been provided and actioned

| Guideline | Sample Safety Plan Options | Action Taken |
|---|--|--------------|
| Personal safety and security inside the workplace | Move desk away from office entrance and windows | |
| | Remove name from directories | |
| | Reassign an unlisted phone number for their work number | |
| | Change/block email address | |
| | Is there an AVO in place? | |
| | Is the workplace named? | |
| | Does the workplace have a copy? | |
| | Other | |
| Establish safe entrance and exit to and from work | Be aware, alert and assertive while walking | |
| | If sensing a hazardous situation, move quickly to an area with more people | |
| | Change parking location, upgrade parking permit type to allow flexibility | |
| | Change mode of transport | |
| | Well-lit parking space adjacent to an entrance | |
| | Escort to and from vehicle | |
| | Travel by buddy system | |
| | Other | |

| Guideline | Sample Safety Plan Options | Action Taken |
|--|--|--------------|
| Establish safety by reviewing work e-mail, phone calls and social networking practices | Change telephone extension | |
| | Phone with caller ID | |
| | Hang up for a threatening or undesirable call | |
| | Security to review recorded voice messages | |
| | Print threatening or unwanted emails, do not reply, notify supervisor or P+C | |
| | Change/block email address | |
| | Filter undesirable emails | |
| | Remove name and reference to location, including phone extension from workplace internet and intranet | |
| | Limit social networking | |
| | Other | |
| Accommodate alternative work arrangements, e.g. schedule flexibility, change start/finish times, relocation, etc. | Consideration and flexibility of: <ul style="list-style-type: none"> ○ work time ○ department ○ worksite ○ other | |
| Establish leave provisions that allow the employee to attend counselling and manage legal issues, find housing, child care, etc. | Consult with Partner/Manager and P+C | |
| | Permission for a workplace liaison to call employee regularly while on leave | |
| | Flexibility in scheduling to manage personal matters, e.g. EAP appointments | |
| | Other | |
| Notification of employees regarding the potential for violence in the workplace in line with other emergency procedures | What employees and affiliates should be notified? | |
| | Confidentiality concerns/considerations of the employee and perpetrator | |
| | Share information on a "needs to know basis" | |
| | Other | |
| If necessary screen for the perpetrator by providing a photo or | Assess areas/departments of the workplace for risk to employee or co-workers | |
| | Obtain a recent picture | |

| Guideline | Sample Safety Plan Options | Action Taken |
|---|---|--------------|
| description to security | Picture/description to security only | |
| | Picture/description to security and specific departments | |
| | Picture/description to the entire workplace | |
| | Other | |
| Personal safety and security outside of the workplace | Encourage the employee to work with a psychologist, domestic violence counsellor and police to put in place a Personal Safety Plan for outside of the workplace | |
| | Help to link the employee in with the support and resources they need to stay safe outside of work | |
| | Other | |
| Any additional measures | Additional security Trespass notice to perpetrator Department sign-in protocol e.g. check secretarial co-ordinator emails if within a practice group Other | |

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