

**Family and Domestic Violence Policy – OP210**

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| **Prepared** | **Reviewed** | **Approved** | **Date** |
| OD | SMT / ELT | CEO | November 2015 |
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| **Trim File: 18/02/01** | | **To be reviewed: November 2016** | |
| **Document Owner: MOD** | | **Review Frequency: Yearly** | |
| **CEO Signature:** | | | |

1. **The purpose of this policy is**

To outline Council’s commitment to employees affected by Family Violence situations, and ensure that all employees work in a safe, secure and supportive environment.

1. **Policy Statement**

Family violence in the community is acknowledged by Council as a major issue in society. Statistics show that the majority of people in situations of family violence are in the paid workforce. Council recognises this and have developed procedures to assist and support staff who may be in this situation.

1. **Principles**
   1. **Employees**

Council is committed to providing support to staff that experience family violence. Council recognises that employees sometimes face situations of violence or abuse in their personal life, which may then affect their attendance or performance at work.

Employees who require assistance or advice in the workplace may contact their direct supervisor, a manager or the Council’s Family and Domestic Violence contact officers to discuss their particular circumstances and requests for assistance. An employee may also ask another staff member or family member to seek assistance on their behalf.

The range of assistance could include Changes to hours of work; Changes to the location of work; Relocation to suitable employment where this is able to be identified; Changes to work phone numbers or work email addresses and other items outlined in the Family and Domestic Violence Resource Kit.

* 1. **Leave Entitlements**

Council in its Enterprise Agreement (EA) has established a family and domestic violence clause (Clause 12.15). This articulates Council’s support to staff in these circumstances including up to 20 days paid leave. This leave is in addition to all other leave entitlements.

Annual leave, sick and carers leave entitlements may also be used by employees experiencing family and domestic violence.

Upon exhausting the above entitlements, Council may grant special leave to be used for absences from the workplace to attend to matters arising from family and domestic violence situations. Employees may also apply to access unpaid leave.

To specifically access Council’s family violence leave, Council requires proof in the form of documentary evidence from the Police Force, a court, a registered medical practitioner, a Family Violence Support Service or a legal practitioner. This needs to be provided to Council’s Family and Domestic Violence contact officer who will approve the request.

* 1. **Confidentiality**

Council will ensure that personal information concerning family and domestic violence will be kept strictly confidential. In circumstances where an employee experiencing family and domestic violence requests that personal information of their work location not be publicised, Council will take reasonable steps to comply with the request.

1. **Who is responsible for implementing this policy?**

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| *CEO* | Approve Policy |
| *General Managers / Managers* | * Have an understanding of the issue of family violence and Council’s family violence policy. * Promote programs that supports staff experiencing family violence * Support a culture that prevents family violence issues. |
| *Human Resources* | Responsible for reviewing policy and associated documents  Responsible for communicating policy |
| *ELT* | Review and approve the policy |
| *All Staff* | Adhering to policy and procedures as listed in this document |

1. **Definitions**

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| Family or Domestic Violence | Is any violent, threatening or other behaviour by a person that coerces or controls a member of the person's family or household or causes the family or household member to be fearful. It includes current or former partners in an intimate relationship, whenever and wherever the violence occurs. It may include physical, sexual, emotional, psychological or financial abuse. |
| Employee | For the purposes of this policy an employee includes:   * an employee of Council , or * a contractor or subcontractor used by Council, or * an employee of a contractor or subcontractor used by Council, or * an employee of a labour hire company used by Council , or * an apprentice or trainee of Council, or * a student gaining work experience or undertaking a vocational placement with Council, or * a volunteer with Council |
| Workplace | For the purposes of this policy a workplace includes:   * at a workplace of Council whether or not the employee is actually performing work at the time, * at any other place while performing work for the Council |

1. **Legislation and other references**
   1. **Legislation**

For further information related to this policy see:

* N/A
  1. **Documents**

This Policy is implemented in conjunction with the following documents:

* Enterprise Agreement
* Employee Assistance Program Policy OP146
* Sick & Carer’s Leave Policy OP034
* Equal Opportunity & Workplace Behaviours Policy OP013
* Employee Code of Conduct
* Family & Domestic Violence Resource Kit
  1. **Risk Assessment Reference**

*Please tick the corporate risk(s) that this policy is addressing.*

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| **Risk Category** | **🗸** | **Risk Category** | **🗸** |
| Asset Management |  | Financial Sustainability |  |
| Committees |  | Human Resource Management | 🗸 |
| Compliance – Legal & Regulatory |  | Leadership & Organisational Culture | 🗸 |
| Contract Management |  | Occupational Health & Safety | 🗸 |
| Contract Tendering & Procurement |  | Organisational Risk Management |  |
| Corporate Governance |  | Project Management |  |
| Environmental Sustainability |  | Public Image and Reputation | 🗸 |