



Government of South Australia

Department of Human Services

Domestic/Family Violence Workplace

Guideline



Domestic/Family Violence Workplace Guideline

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1. Introduction

Domestic and family violence is prevalent and preventable, and causes a significant amount of distress in our community. We know that it is widespread, devastating and underreported. We also know that most often, but not always, people who experience domestic and family violence are women and girls; and perpetrators are often, but not always, men. Statistics show:

- more than one in three women (37%) aged 18 years and over have experienced violence since the age of 15;¹
- nearly one in five women (18%) aged 18 years and over have experienced sexual violence since the age of 15;²
- Australian women are most likely to experience physical and sexual violence in their home at the hands of a male current or ex-partner;³ and
- violence against women is the leading risk factor contributing to the burden of disease for Australian women aged 18-44.⁴

We also know that women who experience domestic/family violence are often in paid work. This means they are our colleagues, friends and acquaintances. The Department of Human Services (DHS) takes the issue of domestic/family violence seriously, and that is why we offer special leave entitlements to our staff so they may attend appointments or make arrangements to assist them in dealing with this issue.

DHS does not, and will not, tolerate the perpetration of domestic and family violence against any employee of the department. It is our duty to provide support to all our employees in addressing this issue and to put in place preventative measures in the workplace to stop violence from occurring. We have a departmental Domestic/Family Violence Policy and were the first South Australian department (as the Department for Communities and Social Inclusion) to become accredited by White Ribbon Australia.

There have been a range of developments in this space in recent years, including: strengthening protections in legislation; development of the Women's Domestic Violence Court Assistance Service; introduction of special leave entitlements; and holding domestic violence forums with key stakeholders about what can be improved in our policies. We are committed to continuing to improve our responses to domestic/family violence, and to listen to those on the front lines and to those who have survived. We will continue to ensure we are providing the best possible

¹ ABS 2017 Personal Safety Survey – Summary of 2016 survey results, viewed at <http://www.abs.gov.au/ausstats/abs@.nsf/mf/4906.0>

² ibid

³ ibid

responses to those in crisis, as well as working to put in place preventative measures and early intervention initiatives.

To that end, DHS is participating in the Equal Opportunity Commission's [Workplace Equality and Respect Project](#), which aims to prevent violence against women by addressing the social conditions that underpin it. Research shows that to reduce violence against women, we must first improve gender equality.

As part of the project, we have developed a [Workplace Equality and Respect Action Plan](#) to guide our department's efforts to prevent violence against women. The plan promotes equal participation in the workforce, respectful relationships between the genders, and the breaking down of harmful stereotypes about each gender's role in society.

It is the whole department's responsibility to address these issues and I will personally work to ensure we do not lose focus on domestic and family violence, and that DHS employees have the support and resources they need to survive experiences of this violence. We must all work towards the elimination of domestic and family violence in every sphere.

Lois Boswell

ACTING CHIEF EXECUTIVE

DEPARTMENT OF HUMAN SERVICES



2. Definitions

This guideline adheres to the definitions legislated by the South Australian Government in the *Intervention Orders (Prevention of Abuse) Act 2009*. For a comprehensive description of the following, refer to the legislation.

What is the meaning of domestic/family violence?

Domestic/family violence is an abuse of power perpetrated mainly (but not only) by men against women, both in intimate partner relationships and following separation after relationship breakdown, as well as in other familial relationships. A central element of domestic/family violence is an ongoing pattern of behaviour aimed at power and control through fear. The most commonly acknowledged forms are physical and sexual violence, threats and intimidation, emotional and social abuse and economic deprivation.

What is the meaning of Aboriginal family violence?

For the purposes of this document, the term Aboriginal is used to refer to Aboriginal and Torres Strait Islander people within South Australia. This is not intended to exclude Torres Strait Islander people, or people who may identify as being of both Aboriginal and Torres Strait Islander descent.

The term Aboriginal Family Violence is accepted amongst Aboriginal people as a more appropriate term to describe violence perpetrated against Aboriginal families and communities. The term Aboriginal Family Violence includes violence perpetrated within intimate partner relationships, however, it also encompasses other forms of violence perpetrated against individuals, families and communities. While the term domestic/family violence is used throughout this guideline, it is important to recognise for Aboriginal employees, the term family violence may be more appropriate.

What other forms of violence/abuse are not covered by the department's Domestic/Family Violence Workplace Policy?

An individual is not considered to be experiencing domestic/family violence if they have been a victim of violence by someone who is not in a close relationship with them for example, being a victim of crime perpetrated by an unknown person, while distressing, is not considered domestic/family violence.

3. Support in the Workplace

The experience of domestic/family violence can have serious impacts on a person's physical, mental and emotional health, financial and housing security.

Employees who are experiencing or escaping domestic/family violence are encouraged to advise their manager or Human Resource (HR) Business Partner so appropriate safety measures can be implemented in the workplace and support provided. The Principal Aboriginal Workforce Consultant in People, Strategy and Systems (PSS) is also available to assist Aboriginal employees where required.

Managers and/or PSS can discuss options for flexible working arrangements and leave that may assist the employee to address health or personal matters related to their experience of domestic /family violence, and can also refer them to counselling and support services.

A consequence of domestic/family violence may be the deterioration in an employee's attendance and/or performance at work. The department's Domestic/Family Violence Workplace Policy recognises the need for managers to consider the impact such violence can have on an employees and be sensitive to their experience of domestic/family violence when addressing attendance and/or performance issues.

3.1 Confidentiality

An employee who discloses they are experiencing domestic/family violence to their manager or to PSS is assured their information will be kept strictly confidential and will not be recorded on their personal file. There may be times, however, when there is an inherent safety risk to either the affected employee or other employees, for example, if there is a risk the perpetrator might come into the workplace. In these instances, disclosure of the situation will be kept to a minimum and on a 'need to know basis' for the purpose of maintaining safety in the workplace.

3.2 Counselling and Support Services

Employee Assistance Program

The department's [Employee Assistance Program](#) (EAP) provides counselling and support to any employee or their immediate family members seeking assistance with a challenging issue or to improve their health and wellbeing.

The EAP provides timely intervention to help employees deal effectively with any difficulties and assists them with referral to other professionals or agencies if longer-term assistance is needed.

Contact the EAP on **08 8352 9898**.

1800RESPECT

[1800RESPECT](#) is a national 24 hour online and telephone service offering counselling and support to anyone experiencing domestic and family violence and/or sexual assault and their family and friends.

Contact 1800RESPECT on **1800 737 732**.

Domestic Violence Crisis Line

The Domestic Violence Crisis Line is a 24/7 telephone service that assists women who are experiencing domestic/family and Aboriginal family violence in South Australia. The service provides information, counselling, support and referrals to local specialist domestic/family and Aboriginal family violence services. These services are located throughout South Australia and include counselling, and

support and assistance with emergency and longer-term housing.

Contact the Domestic Violence Crisis Line on **1800 800 098**.

Men's Referral Service

Men's Referral Service is a 24/7 telephone service that provides support and referral to perpetrators of domestic and family violence. They also provide support, referral and information to concerned friends and family members, professionals, and frontline workers.

Contact Men's Referral Service on 1300 766 491

Don't Become That Man – Community Transitions

Don't Become That Man is a support and intervention program that provides telephone assistance to men who use violence and those who are concerned about someone who may be using violence. Services are available via telephone from 8am-8pm Monday to Friday.

Contact 1300 243 413 to access Don't Become That Man.

For a comprehensive list of domestic/family and Aboriginal family violence services and sexual assault services across South Australia, see Appendix 1.

4. Safety Planning

In situations where an employee who is experiencing or escaping domestic/family violence is concerned for their safety in the workplace, it is recommended they develop a Workplace Domestic/Family Violence Safety Plan in consultation with their manager. The plan should reflect the specific needs of the employee, and take into account the nature of their role and the workplace environment. A safety plan may include:

- programming mobile phones with emergency and contact numbers;
- screening incoming calls to the employee;
- changing work phone numbers and email addresses; and
- ensuring the employee is in a security restricted area/location.

Changes to an employee's work phone number, email address, working hours, and nature and place of work can be negotiated on either a temporary or permanent basis to support the safety of the employee.

For advice on developing a safety plan, see Appendix 2.

5. Employee Entitlements

There are times when an employee who is experiencing or escaping domestic/family violence may need time away from work for a range of reasons, for example, to

address health, legal, childcare, housing or other personal matters.

5.1 Leave Options

An employee (other than casual employees) experiencing or escaping domestic/family violence may access up to 15 days special leave with pay in accordance with the relevant DHS policies governing access to such leave. To maintain confidentiality, it is appropriate for the employee (after speaking in confidence with their manager regarding their reason for seeking special leave) to record the reason for their application as “urgent pressing necessity”.

Accessing this form of special leave does not prevent an employee accessing other forms of leave usually available to them, such as special leave with pay for cultural and community responsibilities, which may be taken to fulfil family obligations.

This entitlement to special leave does not apply to perpetrators of domestic/family violence.

5.2 Flexible Work Options

Flexible working enables staff to take time away from work to attend to matters related to their experience of domestic/family violence in a way that is supportive of their needs. Flexible working is designed in partnership with, and approval by, an employee’s manager. This enables both the employee and manager to feel confident with the arrangement.

Types of flexible work include:

- Flexi-time
- Compressed Weeks
- Part Time/Job Share
- Working from Home (where this does not pose an increased risk)

For further details on the leave and flexible work options available, refer to the department’s [Leave Guideline](#) and [Flexible Work Guideline](#) respectively.

Applying for Leave and Flexible Work Options

Employees will need to talk to their manager to negotiate flexible work arrangements and/or special leave.

If for any reason they are uncomfortable speaking to their manager about their reasons for applying for leave, they can seek advice and assistance from their HR Business Partner or the Principal Aboriginal Workforce Consultant.

6. Returning to Work

When returning to work after leave due to domestic/family violence related issues, employees are encouraged to talk to their manager regarding any ongoing safety

concerns they may have. Employees who have identified a risk to their safety or that of their colleagues in the workplace are encouraged to develop a Workplace Domestic/Family Violence Safety Plan (if they have not previously developed one), or to review a safety plan previously in place if circumstances have changed.

7. Perpetrating Domestic/Family Violence from the Workplace

DHS does not tolerate domestic/family violence being perpetrated in or from the workplace; this behaviour is in direct violation of the Code of Ethics for the South Australian Public Sector. Any employee who threatens, harasses or abuses a family or household member at, or from, the workplace will be subject to disciplinary action. This includes employees who use workplace resources including, but not limited to, online technologies, telephones including smartphones, email, mail or other means to threaten, harass or abuse a family member.

If an employee is observed or reasonably suspected of perpetrating domestic/family violence in or from the workplace and the behaviour may be a criminal matter, a report must be made to the South Australian Police (SAPOL) in accordance with Section 5.2.1 of the Commissioner Guideline: Management of Unsatisfactory Performance, Including Misconduct. Disciplinary action may also be taken against the perpetrator. For further information about an employee perpetrating domestic/family violence, see Appendix 3.

Appendix 1

Domestic/Family and Aboriginal Family Violence State-wide Support Services

1800RESPECT – National Sexual Assault, Domestic Family Violence Counselling Service

A national 24 hour online and telephone service offering counselling and support to anyone experiencing domestic and family violence and/or sexual assault and their family and friends.

Phone: 1800 737 732

Website: www.1800respect.org.au

Domestic Violence Crisis Line

A state-wide service offering assistance to women experiencing domestic violence in South Australia by providing information, counselling and safe accommodation options.

Phone: 1800 800 098

Website: www.womenssafety.com.au

Domestic Violence Disclosure Scheme (SA Police)

Provides an avenue for a person who may be at risk of domestic violence to get information about their partner or former partner to help make decisions about their safety and the future of the relationship. Requests may also be made by people concerned about the welfare of someone they know.

Website: www.police.sa.gov.au/your-safety/dvds

Don't Become That Man – Community Transitions

Don't Become That Man is a support and intervention program that provides telephone assistance to men who use violence and those who are concerned about someone who may be using violence. Services are available via telephone from 8am-8pm Monday to Friday.

Phone: 1300 243 413

KWY Aboriginal and Torres Strait Islander Family Services

Provides specialist knowledge and culturally appropriate services to break the cycle of domestic violence and stem the flow of Aboriginal children into the child protection systems across Australia.

Phone: (08) 8377 7822

Website: www.kwy.org.au

Nunga Mi:Minar Women’s & Children’s Shelter

Assists Aboriginal women and their children escaping domestic violence following a referral from [Crisis Care](#) or a domestic violence service.

Phone: (08) 8367 6474

Website: www.sacommunity.org

Relationships Australia South Australia Provides information and practical support to people affected by family and domestic violence in South Australia when it has been reported to police or is directly linked to a crime.

Phone: 1800 310 310

Website: www.rasa.org.au/services/adult-health-wellbeing/victims-of-crime-counselling-and-support/

RSPCA - Safe Kennels DV Project

Provides emergency boarding for the pets of people affected by domestic violence.

Phone: 1300 477 722

Website: www.rspcasa.org.au/safe-kennels-project

Staying Home, Staying Safe – Victim Support Service

Provides free home safety audits and tailored home security packages, including the installation of locks, sensor lights and alarms. Safety planning assistance is also available to women and their children.

Phone: 1800 842 846 (Victim Helpline)

Email: shss@victimsa.org

Website: www.victimsa.org/get-help/staying-home-staying-safe

Women’s Domestic Violence Court Assistance Service

Provides women experiencing domestic/family violence with assistance navigating legal matters relating to intervention orders and tenancy disputes.

Phone: 1800 246 642

Website: www.wdvcas.lsc.sa.gov.au

Yarrow Place Rape and Sexual Assault Service

An inclusive service for anyone in South Australia who has been sexually assaulted and provides medical and counselling services.

Phone: (08) 8226 8777

Toll free: 1800 817 421

After hours: (08) 8226 8787

Website: www.yarrowplace.sa.gov.au

Appendix 2

Developing a Workplace Domestic/Family Violence Safety Plan

A Workplace Domestic/Family Violence Safety Plan is a document developed in partnership between an employee and their manager when it has been identified the employee's safety in the workplace or that of their co-workers is at risk.

When developing a safety plan, risks associated with the current working arrangements are discussed and changes to improve safety identified. The following can be considered by an employee to help form an effective safety plan:

- Inform your manager if the perpetrator has threatened you at the workplace, in person, over the phone, via email, or threatened to come to the workplace, or if you are concerned this may occur.
- Inform your manager if stalking has been a problem.
- Consider obtaining an intervention order (domestic violence order) and include the workplace as a location the perpetrator is prevented from approaching.
 - Intervention orders are legally binding orders made by a magistrate to protect the victim. They include conditions that prevent the perpetrator contacting the victim or frequenting places the victim is likely to be.
 - Applications for an intervention order can be made through the police or directly to the Magistrates Court.
 - If an intervention order has been filed that includes the workplace, it is recommended a copy be provided to management and security.
 - Save any threatening or intimidating emails, letters or voicemail messages from the perpetrator and provide copies to the police or courts.
- Phone/email
 - If possible, have your phone calls screened.
 - If possible, have your phone number and email changed.
 - Remove your phone number from any internal directories (such as SA Direct).
- Can your work area be relocated for better security?
- Do work hours and schedules need to be temporarily adjusted?
- Can parking/travelling to work arrangement be altered to increase safety?

- Can security assist in keeping the workplace safe?
- If you are temporarily residing in a confidential location, ensure designated workplace personnel have emergency contact information.
- Identify a contact person you can be contacted through in an emergency

Appendix 2 - Workplace Domestic/Family Violence Safety Plan

Employee Details

Employee number:

Role:

Employment status:

Full name:

Email:

Phone:

Work:

Mobile:

Manager Details

Full name:

Email:

Phone:

HR Business Partner

Full name:

Email:

Phone:

Employee Emergency Contacts

Full name:

Email:

Phone(s):

Full name:

Email:

Phone(s):

Safety Plan Start Date

Safety Plan Review Dates

Below are a series of questions to help start the conversation between the manager and the affected employee. When implementing actions, consideration must be given to business unit circumstances, which may include budget and availability of resources. The level of detail obtained from exploring these questions should be only what is necessary to maintain the safety of the employee and their work colleagues.

Questions	Answers	Considerations	Actions
<p>Do you feel unsafe/threatened?</p> <p>Are there others who feel unsafe? (e.g. children, other family members, friends)</p>		<ul style="list-style-type: none"> • If employee is in imminent danger, encourage contact with police. • Seek to understand if person using violence/abuse has access to weapons. If so, seek advice from police. • Discuss availability of Employee Assistance Program for direct family members. 	
<p>Do you have an intervention order in place? If yes, does it cover the workplace?</p>		<ul style="list-style-type: none"> • If order exists, clarify terms and if workplace is specified. 	
<p>Does the person using violence/abuse work at the same workplace?</p>		<ul style="list-style-type: none"> • Consider separating employees to address any safety concerns. • Discuss with employee if they may require temporary/permanent transfer or relocation. However, be aware employee could be isolated from support networks. • If employee using violence/abuse has used work resources or conducted behaviour in workplace, report this to HR Business Partner as it may constitute misconduct. • If employee using violence/abuse is subject of an intervention order, they are not required to advise DHS, unless they are charged with criminal offence or engage in criminal behaviour (stalking, assault, wilful damage to property). 	
<p>Does the person who uses violence/abuse have access to the workplace?</p>		<ul style="list-style-type: none"> • Determine if employee experiencing violence/abuse wishes to provide workplace with photo of person. • Obtain consent from employee for security and/or reception to have access to photo and personal details for screening. • Review how visitors access workplace, including public areas, and ensure there are sign in and out procedures. 	

Questions	Answers	Considerations	Actions
<p>Can you talk me through your work day?</p> <p>Which parts of the workplace do you frequently attend?</p> <p>Are there any times you work alone?</p>		<ul style="list-style-type: none"> • Clarify standard start and finish times. • Consider lighting (e.g. carpark, in and outside the workplace). • Consider visibility of employee in workplace. • Examine building/grounds to ensure employee can be seen by others. • Reduce/eliminate risk of employee working in isolation. 	
<p>Are there any circumstances in which you would be more vulnerable (e.g. walking to a meeting, another workplace, etc.)?</p> <p>Are there any circumstances in which other employees might be put at risk?</p>		<ul style="list-style-type: none"> • Consider risk of employee's availability to public (e.g. reception, calling work number). • Ensure employee doesn't work in areas visible and easily accessible to visitors (e.g. reception, near windows). • Ensure employee is aware of location of fixed duress/panic button if available. • Identify safe place for employee if in danger and how they will get there. • Consider any personal hazards associated with employee's work uniform if relevant. 	
<p>How do you travel to and from work?</p>		<ul style="list-style-type: none"> • Identify plan for safe travel to and from work. • If reasonable, arrange for employee to be escorted to and from their vehicle or public transport (ensure other employees are not placed at risk). • If possible, provide employee with well-lit, priority parking spot near building. • Consider providing employee with mobile duress device. 	

Questions	Answers	Considerations	Actions
What methods could the person using violence/abuse use to contact you while at work?		<ul style="list-style-type: none"> • Provide employee with new phone number and email address if deemed appropriate. • Ensure all records and directories public can access do not include employee’s contact information. • Mark phone number on intranet as confidential. 	
Who are your contacts in case of an emergency specific to this matter?		<ul style="list-style-type: none"> • Check emergency details are up to date in DHS records. • Clarify point and method of contact in event employee will be late or absent from work. 	
Are there any reasonable adjustments the workplace can offer you to support you in managing your safety?		<ul style="list-style-type: none"> • Offer flexible work arrangements where possible • Advise employee of special leave for the purpose of experiencing and/or escaping domestic and family violence that can accessed for up to 15 days paid per year. • Consider any additional support available, e.g. state-wide support services. 	
Is the violence/abuse impacting your current work performance? And if so, what can we do to support you?		<ul style="list-style-type: none"> • Encourage employee to advise of work impacts caused by violence/abuse. • Consider providing additional support to assist with work commitments if required. 	
What information has already been shared with other employees?		<ul style="list-style-type: none"> • Consider checking with these employees to reinforce privacy and confidentiality, and if they need to access Employee Assistance Program. 	

Appendix 3

If an Employee Discloses Perpetration of Violence

While a disclosure from an employee about their perpetration of violence is less likely to occur, it may happen. This could relate to current or past use of violence. The basic principles that guide a response to a disclosure of violence still apply:

- believe the person's experience;
- condemn the use of violence, but not the perpetrator;
- be open and honest, including about your skills and knowledge; and
- provide accurate information about support services available, for example, if the perpetrator is male, suggest he contacts the Men's Referral Service.

Here are some example comments:

- *Thanks for sharing your experience with me.*
- *I imagine it has taken a lot of courage for you to share your story with me.*
- *Do you think the people around you are safe at the moment?*
- *Talking to me is an important first step; the next step is to talk to someone who has specialist training to assist you.*

Adapted from *Practice Guidance: Responding to Disclosures*, Victoria State Government, 2017

The following outlines potential perpetrator scenarios, where an employee of the department is the perpetrator of domestic and family violence, with the recommended actions to be taken in each.

Appendix 3 - Perpetrator Scenarios

Response:	Scenario: <i>An employee overhears his manager on the phone to his wife making threats to her safety when he gets home</i>
Employee	<ul style="list-style-type: none"> • Advise the manager’s director what they overheard immediately.
Director	<ul style="list-style-type: none"> • Consult with the relevant HR Business Partner about how to respond and develop an action plan. • Call the Men’s Referral Service for advice on how to respond. • Call the police to report threats made. • If possible and safe to do so, talk to the perpetrator about what was overheard (without disclosing who heard it) and suggest he call the Men’s Referral Service • If any information is disclosed that highlights there are children who are exposed to or experiencing violence and abuse, report this to the Child Abuse Report Line.
HR Business Partner	<ul style="list-style-type: none"> • Participate in the call to SAPOL. • Ensure all documentation kept is confidential and unable to be accessed by the perpetrator.

<p>Response:</p>	<p>Scenario: <i>HR receives a notification of an intervention order in place between two employees; it is a non-contact order.</i></p>
<p>HR Business Partner</p>	<ul style="list-style-type: none"> • Call 1800RESPECT for advice if needed. • Discuss with the victim what they need to feel safe at work and offer Domestic/Family Violence Leave. • In consultation with their manager, develop a Workplace Domestic/Family Violence Safety Plan and offer a safe place at work to contact support services, including the department’s Employee Assistance Program. • Ensure all documentation kept is confidential and unable to be accessed by the perpetrator. • Advise the perpetrator’s manager of the intervention order and its conditions in accordance with the Information Sharing Guidelines, and discuss how to ensure compliance in the workplace, such as moving the perpetrator to another role to limit contact opportunities. • If an incident occurs in the workplace, follow performance management or misconduct processes.
<p>Manager</p>	<ul style="list-style-type: none"> • Advise the perpetrator HR has made them aware of the intervention order and its conditions, and any changes made as a result to ensure compliance with these conditions in the workplace. • If comfortable to do so, suggest the perpetrator contact the support services available, including the department’s Employee Assistance Program. • Do not disclose to the perpetrator any information, work changes or conversations had with the victim, or cite the victim as a source of information. • If any information is disclosed that highlights there are children who are exposed to or experiencing violence and abuse, report this to the Child Abuse Report Line.

<p>Response:</p>	<p>Scenario: <i>An employee has requested a leave day for personal reasons and has told her co-worker she has to go to court for “some nonsense my ex-husband has made up about me” alluding to abuse; the co-worker has informed their manager.</i></p>
<p>Manager</p>	<ul style="list-style-type: none"> • If possible and safe to do so, discuss with the employee about what was overheard, without disclosing the identity of the employee who advised them of their concerns. • Advise the employee if any criminal charges are brought against her, she is required to report this to them.

<p>Response:</p>	<p>Scenario: <i>An employee discloses to his manager he has recently been issued with an intervention order and directed by the court to undertake a perpetrators program. The employee is requesting to use his paid leave to undertake 3 hours of group a week for 8 weeks.</i></p>
<p>Manager</p>	<ul style="list-style-type: none"> • Advise the perpetrator they may access their paid leave, such as annual leave, for this purpose, however paid leave for domestic/family violence would not be available to them. • Discuss with the perpetrator the support services available, including the department’s Employee Assistance Program.

<p>Response:</p>	<p>Scenario: <i>An employee discloses to her manager that her husband, who is also an employee of the department, is abusive and has recently started threatening to take the children if she leaves.</i></p>
<p>Manager</p>	<ul style="list-style-type: none"> • Call 1800RESPECT for advice if needed. • Discuss with the victim what they need to feel safe at work and offer Domestic/Family Violence Leave. • Check if she would feel comfortable bringing HR into this conversation. • Develop a Workplace Domestic/Family Violence Safety Plan and offer a safe place at work to contact support services, including the department’s Employee Assistance Program. • Ensure all documentation kept is confidential and unable to be accessed by the perpetrator. • If any information is disclosed that highlights there are children who are exposed to or experiencing violence and abuse, report this to the Child Abuse Report Line. • In conjunction with HR, contact the manager of the perpetrator to discuss concerns in accordance with the Information Sharing Guidelines, ascertaining how to minimise possible contact in the workplace. • Advise the manager of the perpetrator they must ensure all information obtained about the victim is not disclosed to the perpetrator.