

## **DOMESTIC and FAMILY VIOLENCE POLICY**

### **Policy Statement**

Pickwick 1A is committed to providing a caring and supportive work environment which embraces the wellbeing of employees who experience domestic violence.

### **Objectives of Policy**

This policy reflects the paramount importance we attach to ensuring a workplace environment characterised by respectful relationships and gender equity.

### **Application of Policy**

This policy covers all Pickwick 1A workers, including contractors, temporary/casual staff, trainees and volunteers.

### **Policy**

This policy is concerned with domestic violence directed towards an employee of the Company. Domestic violence is an unacceptable behaviour and Pickwick 1A is committed to supporting employees who are affected by this.

### **What is family or domestic violence?**

Domestic and family violence has many faces. It can be violent, threatening or other abusive behaviour by a person known to the employee that seeks to coerce or control the targeted person, and which causes them harm or to be fearful of harm to themselves or others. It includes but is not limited to, physical violence, emotional violence, psychological violence, sexual abuse, deprivation of liberty, and financial abuse.

Domestic and family violence is unacceptable in any setting, including the workplace. Any worker who perpetrates violence and abuse from the workplace, including by telephone, fax, mail, email, internet or social media may be subject to disciplinary action.

### **How we approach the issue of domestic and family violence**

Domestic and Family Violence affects people in different ways. Pickwick 1A is committed to providing a safe and supportive working environment by:

- making available and promoting an online awareness raising program; all employees are strongly encouraged to complete the program
- ensuring that information on support options are made available to employees in their commencement packs
- raising awareness amongst managers and employees about domestic violence and the support offered by the Company to those affected, together with the details of agencies that can assist by delivering periodical DV awareness workshops internally
- acting promptly and appropriately if there is any indication a person in the workplace is being subjected to domestic and family violence while at work, whether that be at our offices or any other place of work, consistent with our workplace health and safety obligations, equally we will act promptly and appropriately if we have indication an worker is perpetrating domestic and family violence from the workplace
- reporting the situation to the National HR Manager to determine course of action

- guaranteeing that information provided to the National HR Manager 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
- helping employees who are experiencing personal, family or employment related problems by ensuring they know what help is available to them.
- considering requests for flexible working arrangements or special leave to assist an employee to respond to domestic violence affecting them, e.g. to recover, settle, organise children, attend doctor's appointments, attend court appointments, seek legal assistance or relocate

These arrangements include, without limitation:

- adjusted work schedules
- leave during a working day
- temporary relocation, and
- up to 5 days of special unpaid leave per annum, non-cumulative.

Employees experiencing domestic or family violence should speak with the National HR Manager, who will properly advise on options regarding time off, e.g. National Employment Standards Unpaid Leave, Special Leave, Paid Leave, Sick Leave, Carers Leave, Long Service Leave and Cultural Leave. Some documentation may be required, and such documents will be sighted and returned to the worker.

**Resource Links:**

<http://www.relationships.org.au/services/aboriginal-and-torres-strait-islander-people-and-their-families>

<https://refocus.org.au/>

<https://www.dvworkaware.org/information-for-aboriginal-and-torres-strait-islander-employees-affected-by-domestic-and-family-violence/>

<https://www.1800respect.org.au/services>

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