

# **GREATER SHEPPARTON CITY COUNCIL**

**Policy Number 46.610.001.01**

## **FAMILY VIOLENCE IN THE WORKPLACE**

**Version 1.0**

**Adopted 07 October 2008**

This document should be read in conjunction with the Greater Shepparton City Council's

- Harassment Discrimination Policy
- Preventing Harassment Policy and Procedures
- Occupational Health and Safety Policy and Procedures.



## **GREATER SHEPPARTON CITY COUNCIL FAMILY VIOLENCE IN THE WORKPLACE POLICY**

Greater Shepparton City Council is committed to providing a workplace in which family violence is not tolerated or excused. The workplace should be a safe environment. This policy is intended to increase awareness of family violence and help in responding to the needs of victims.

This document should be read in conjunction with the Greater Shepparton City Council's

- Harassment Discrimination Policy
- Preventing Harassment Policy and Procedures
- Occupational Health and Safety Policy and Procedures.

### **Definitions**

Terms used in this policy are defined as follows.

#### **Family Violence**

A pattern or occurrence of coercive tactics or violent acts carried out by a perpetrator against an intimate partner, spouse or family member (the victim) with the goal of establishing and maintaining power and control over the victim. These tactics can be physical, psychological, sexual, economic and emotional.

#### **Perpetrator**

A person who carries out a pattern or occurrence of coercive tactics or violent acts against an intimate partner, spouse or family member.

#### **Victim**

The person against whom a perpetrator directs his/her coercive tactics or violent acts.

#### **Our Responsibility**

Greater Shepparton City Council is committed to working with employees to prevent abuse and harassment from occurring in the workplace. This also includes abuse, harassment and violence arising from a domestic situation.

Greater Shepparton City Council will provide appropriate support and assistance to employees who are victims of family violence. This includes confidential means of coming forward for help, work schedule adjustments and resource and referral information. Other appropriate assistance will be provided based on individual needs.

Greater Shepparton City Council has an Employee Assistance Program and victims of family violence will be encouraged to utilise the services provided under this program.

No employee will be penalised or disciplined solely for being a victim of family violence.

#### **Policy Framework**

##### **Education and Support for Employees who are Victims of Family Violence**

Greater Shepparton City Council is committed to providing a safe and healthy work environment for all staff including those experiencing family violence.

Greater Shepparton City Council will not discriminate against a victim of family violence in hiring, staffing or other terms, conditions, or privileges of employment.

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The Council's Human Resources Department will make available a list of resources for victims of family violence and abuse. The list will be posted in highly visible locations, such as bulletin boards, break rooms, restrooms, health or first aid offices, company phone directories and online information data bases.

### **Leave Options for Employees who are Victims of Family Violence**

Greater Shepparton City Council will make reasonable effort to support victims who need time off for medical and legal assistance, court appearances, counselling, relocation, or to make other safety arrangements.

### **Performance Issues Related to Being a Victim of Family Violence**

1. Greater Shepparton City Council is aware that victims may have performance problems such as chronic absenteeism or trouble concentrating as a result of domestic violence.
2. Greater Shepparton City Council will make reasonable efforts to consider all aspects of the employee's situation and, to the extent possible, utilise all reasonable options to attempt to resolve performance or conduct problems.

### **Employees who Commit Acts or Threats of Family Violence**

- 1 Any employee who threatens, harasses or abuses a family or household member at, or from, the workplace will be subject to disciplinary action up to and including dismissal. This includes employees who use workplace resources such as phones, fax machines, email, mail or other means to threaten, harass or abuse a victim.
- 2 Such employees will be actively encouraged to seek professional support through appropriate external agencies or Council's Employee Assistance Program.
- 3 Some job positions may give an employee access to certain types of information or resources. Any employee that uses this access to enable the perpetrator to harm the victim will be subject to corrective or disciplinary action.
- 4 Some employees may be licensed to possess firearms as a condition of employment. If such employees are arrested, convicted or the subject of an order of protection in a domestic violence offence, the employee's authority to possess a firearm may be unlawful under Victorian Government Domestic Violence Legislation.

### **Training**

Greater Shepparton City Council will undertake relevant training to ensure all staff are aware of this policy and issues relating to family violence in the workplace.

### **Workplace Safety**

Greater Shepparton City Council is committed to providing a safe workplace. In relation to issues of family violence this may involve:

- Development of a personal safety plan for the victim
- Support from co-workers and/or management
- Provision of additional security measures at the workplace.

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**Peter Harriott**  
**Acting Chief Executive Officer**



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