**Domestic Violence in the Workplace**

**Policy, Procedures, and Guidelines**

**Complete Template**

**\_\_\_\_\_\_\_\_\_\_\_(ORGANIZATION NAME)**

**POLICY**

**Title: Domestic Violence in the Workplace Template**

**Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Level of Policy:** Administrative

**Date Issued:** xx/xx/xx

**Developed By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Revised: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Revised By:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Approved By:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cancels:

See Also:

**Purpose**

This policy is intended to protect the safety of all domestic violence victims and their co-workers. This policy is adopted in order to establish \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (company/organization name) \_\_\_\_’s commitment to promoting the health and safety of its employees and maintaining workplace that is free from violence or threats of violence.

**Scope**

This policy applies to all employees of \_\_\_\_\_\_\_\_\_\_\_.

**Definitions**

“Domestic violence” means:

1. Physical bodily harm, bodily injury, assault or the infliction of fear of imminent physical harm, bodily injury or assault, between family or household members;
2. Sexual assault of one family or household member by another; or
3. Stalking of one family or household member by another family or household member, as defined in the Washington Criminal Code (RCW 9A.46.110).

“Family or household member” means:

1. Spouses, registered domestic partners, former spouses, or former registered domestic partners;
2. Persons who have a child in common regardless of whether they have been married or have lived together at any time;
3. Adult persons related by blood or marriage;
4. Adult persons who are presently residing together or who have resided together in the past;
5. Persons sixteen (16) years of age or older who presently have or have had dating relationship; and
6. Persons who have a biological or legal parent-child relationship, including stepparents and stepchildren and grandparents and grandchildren.

**Policy/ Conditions**

\_\_\_\_\_\_\_\_\_\_\_ (company or organization name) \_\_\_\_\_\_\_\_\_ does not penalize or discipline employees because they are, or have been, victims of domestic violence. \_\_\_\_\_\_\_\_\_\_\_\_\_will make reasonable efforts to provide support and assistance for employees who are affected by domestic violence. These efforts may include, but are not limited to, the following:

* Referrals to the Employee Assistance Program (EAP)
* Information about community resources available to assist victims of domestic violence, including Domestic Violence and Sexual Assault Services (360.715.1563), Nooksack Victims of Crime (360.592.0135), Lummi Victims of Crime (360.384.2285), and Womencare Shelter (360.734.3438).
* Work schedule adjustments or leave, for both victims and family members of victims, as needed to obtain medical, mental health, legal assistance, and/or confidential secure shelter (as required by Washington State’s Domestic Violence Leave law, RCW 49.76).
* Development of a workplace safety plan that seeks to minimize risk to the victim.

\_\_\_\_\_\_\_\_\_\_\_ does not tolerate domestic violence in the workplace, including offices, facilities, work sites, vehicles or other locations where business is conducted. Domestic violence perpetrators may be removed from the premises and may be subject to arrest and/or criminal prosecution. Employees who engage in domestic violence in the workplace or who use \_\_\_\_\_\_\_\_\_’s facilities, property or resources (including but not limited to using workplace phones, computers, fax machines, and/or vehicles, or paid workplace time) to engage in domestic violence are subject to disciplinary action, up to and including termination. Corrective or disciplinary action may also be taken against employees who are convicted or issued an injunction as a result of domestic violence when such action has a direct connection to their job duties. Criminal prosecution may result if federal, state or local laws are violated.

All employees of \_\_\_\_\_\_\_\_\_\_\_ are encouraged promote a safe workplace that is free of violence and threats of violence by immediately reporting threats, acts of aggression, or acts of violence in the workplace to their supervisor, law enforcement agencies, and/or the Human Resources department.

\_\_\_\_\_\_\_\_\_ encourages employees who are perpetrators of domestic violence to seek assistance and will make reasonable efforts to provide the following:

* Referrals to the Employee Assistance Program (EAP).
* Information about certified domestic violence perpetrator treatment programs.
* Work schedule arrangements to permit receipt of such assistance.

 **References/Sources**

**Appendix/Attachments**

***NOTE: The following procedures may or may not apply to your workplace. You can cut and paste as needed to use the procedures that are applicable to your workplace, if any.***

**(ORGANIZATION NAME)**

**PROCEDURE**

**Title: Domestic Violence in the Workplace Procedures**

**When an Employee is a Victim:**

VICTIM/EMPLOYEE is encouraged to:

1. Report domestic violence which occurs in the workplace to supervisor or human resources department immediately.
2. Provide workplace a copy of protection order, no contact order, or anti-harassment order to your supervisor or the human resources department (if applicable).

SUPERVISOR AND/OR HUMAN RESOURCES:

1. Call the police and report any incidents of domestic violence which occur in the workplace.
2. Document reports and incidents of domestic violence, maintaining confidentiality of the victim and sharing information with other staff only on a need-to-know basis related to safety.
3. In coordination with the victim, create and implement a workplace safety plan that minimizes risk of harm to the victim as well as to co-workers and that may cover the following:
	1. Contact local domestic violence resources to explore options for protecting victims and employees in the workplace, i.e. victims obtaining and maintaining orders of protection which include the workplace;
	2. If there is already an order for protection or no contact order in place, be aware if it includes the workplace, and make sure the workplace has a copy on hand at all times. Call the police immediately and instruct employees to call the police immediately if the perpetrator violates the order by coming on the premises;
	3. Obtain and maintain orders of protection for the workplace if violence occurred there;
	4. Share information on the orders with and provide a picture of the perpetrator to key people in the organization such as reception (or other staff that greet visitors and/or answer the phone), supervisor, security, co-workers, child care provider (if applicable), and local police (while maintaining confidentiality and sharing information only on a need-to-know basis related to safety);
	5. If the victim desires, offer to change parking arrangements, relocate the victim’s work space, screen phone calls, or adjust work schedules when appropriate, to keep the victim and all employees safe;
	6. Identify steps to take for the safety of other employees.
4. Refer the victim to the employee assistance program (EAP) and/or the following resources:
	1. Womencare Shelter 24-hour Helpline at 360-734-3438 or 1-877-CARE-360;
	2. Domestic Violence and Sexual Assault Services (DVSAS) 24-hour Helpline at 360-715-1563;
	3. The Lummi Victims of Crime Program at 360-384-2261;
	4. The Washington State Domestic Violence Helpline at 1-800-562-6025; and
	5. The National Domestic Violence Helpline at 1-800-799-SAFE (7233) or 1-800-787-3224 (TTY).
5. Offer to sit with the victim while s/he calls a helpline for information and support.
6. Accommodate the victim’s needs for paid or unpaid leave or work schedule adjustments to take care of legal or law enforcement needs, or to seek medical treatment, social services assistance, mental-health counseling, and/or confidential secure shelter (as required by Washington State’s Domestic Violence leave law). May require verification for leave request via one of the following documents: a police report; a court order; documentation from a healthcare provider, advocate, clergy, or attorney; or an employee’s written statement that they are a victim and need assistance.
7. Call one of the domestic violence helplines at any time to get information and support for yourself or for other staff. *Remember: Domestic violence helplines are not just for victims. They are valuable resources for managers, supervisors, and employers, too.*

**When an Employee is a Perpetrator**

SUPERVISOR AND/OR HUMAN RESOURCES:

1. Address job performance via appropriate disciplinary action if employee engaged in domestic violence during work time and/or in the workplace or used the organization’s facilities, property, or resources to engage in domestic violence.
2. Refer employee to the employee assistance program (EAP) and/or a perpetrator treatment program. Local treatment programs are:
	1. Imaginative Solutions, LLC Phone: 360-656-6024
	2. Lummi Behavior Accountability Program Phone: 360-384-2373
	3. Relationship Resources (WOMEN ONLY) Phone: 360-393-9063
	4. Violence Intervention Professionals Phone: 360-756-9929
	5. Waterfront Counseling Phone: 360-332-1000
3. Accommodate the perpetrator’s work schedule via paid or unpaid leave or work schedule adjustments to permit receipt of such assistance.

**When a Co-Worker is a Victim of Domestic Violence or a Perpetrator**

EMPLOYEE:

1. Encourage the co-worker to contact the employee assistance program (EAP) and/or a community or state agency for information, guidance, and support (see resources listed in above two sections).
2. Encourage the co-worker to talk with their supervisor and/or human resources department regarding workplace related concerns about domestic violence.
3. Report any threats of violence experienced or witnessed at the workplace to their supervisor, human resources department, and/or local law enforcement agency.
4. Call one of the domestic violence helplines at any time to get information and support for yourself or for other staff. *Remember: Domestic violence helplines are not just for victims. They are valuable resources for managers, supervisors, and employers, too.*

 **When a Family Member of a Victim of Domestic Violence Requests Leave**

EMPLOYEE:

1. Submit a request for leave to supervisor and/or human resources.

SUPERVISOR AND/OR HUMAN RESOURCES:

1. Accommodate the victim’s family members’ needs for paid or unpaid leave or work schedule adjustments to take care of legal or law enforcement needs or get medical treatment, social services assistance, mental-health counseling, and/or confidential secure shelter (as required by Washington State’s Domestic Violence Leave law RCW 49.76).
2. May require verification via a police report; a court order; documentation from a healthcare provider, advocate, clergy, or attorney; or an employee’s written statement that her/his family member is a victim and needs assistance.

**DV in the Workplace General Disclaimer**

These templates were prepared with the assistance of human resource professionals and were reviewed by an attorney; however, it is not legal advice, and should be used by employers only as a starting-point in the design and adoption of their own workplace policy, which they should have reviewed by their own attorney for legal sufficiency. In using this template the employer understands and agrees that the Bellingham-Whatcom County Commission Against Domestic Violence (BWCCADV) makes no representations or warranties of any kind, express or implied, regarding the completeness, accuracy, reliability or suitability of this template as it is in this original form, or as it may be amended or altered by an employer. Any reliance employers place on such information is therefore strictly at your own risk and you accept all responsibility for results obtained. In no event will the Bellingham-Whatcom County Commission Against Domestic Violence be liable for any loss, damage, errors or inaccuracies. The use of this template constitutes understanding and acceptance of these conditions and limitations.