

DOMESTIC AND FAMILY VIOLENCE POLICY

Introduction

FluroSat is committed to providing a safe and inclusive workplace that supports our employees when they need it most. We want to encourage employees to seek assistance for domestic and family violence related concerns and support employees to continue to participate in the workplace.

Scope and Application

This policy applies to all FluroSat employees in Australia and overseas.

Support Available at a Glance

The following table outlines the support available to FluroSat employees impacted by domestic and family violence.

Domestic and family violence leave	Employees who experience domestic and family violence can access paid leave of up to 10 days per calendar year in addition to paid leave entitlements. This can be taken as a block or as individual days.
Family and domestic violence support	Given that each circumstance will be unique, FluroSat will work with employees to provide tailored support, which may include: <ul style="list-style-type: none">• Safety planning• Emergency accommodation for up to a two-week period• Emergency cash support• Provision of pay advance to be recovered over an agreed period of time• Access to a laptop and mobile phone to facilitate communication• Flexible work arrangements• Individual and family counseling• Assistance with furniture removal

What is domestic and family violence?

Domestic and family violence is a pattern of abusive behaviour in an intimate relationship or other type of family relationship where one person assumes a position of power over another, and causes fear. It can also be known as intimate partner violence.

Domestic violence can take many forms including physical, emotional, financial, verbal, social and spiritual abuse. Anyone can experience domestic violence, in every community.

Responsibility and Accountability

Line managers are responsible for creating a supportive environment where employees experiencing domestic and family violence are aware that help is available. By speaking about this important issue, you can reinforce the following messages:

- domestic and family violence is an issue that affects the workplace;
- those experiencing it are not alone;
- that employees should feel confident that disclosing a violent situation will not result in adverse consequences for them or their employment; and
- that bystanders should stand up against violence in the workplace.

Identifying behaviours related to domestic violence

The possible signs of an employee experiencing domestic and family violence may include:

- lateness or a high absenteeism without explanation;
- uncharacteristic depression, anxiety, distraction or concentration problems;
- changes in the quality of work performance for no apparent reason;
- an obsession with time;
- needing regular time off for appointments;
- inappropriate or excessive clothing;
- repeated injuries or unexplained bruising or explanations that do not fit injuries displayed; or
- increased hours being worked for no apparent reason.

This is not an exhaustive list as a broad range of physical and emotional consequences can be experienced. There are some individuals who may display no signs of violence or abuse.

What to say to an employee when concerned about their health and safety

It is an employee's decision whether they disclose domestic violence in the workplace. While signs of violence should not be ignored but remember, employees should not be pressured into disclosing any personal information they do not feel comfortable sharing.

The following example is a guide to assist with initiating a discussion with the employee about abuse and/or disclosure:

- **Recognise:** Let the employee know what you have observed, i.e. "I noticed the bruises you had last week and you appear upset and worried today."
- **Respond:** Express concern that the team member might be abused, i.e. "I thought it was possible that you are being hurt by someone and I am concerned about you."
- **Refer:** Make a statement of support, i.e. "No-one deserves to be hurt by someone else. I have some information and resources that may be of help to you."

How to respond to disclosure of domestic and family violence

The key to supporting employees is a compassionate, non-judging and informed approach with referrals to resources and the right specialist services.

Many individuals experiencing violence do not seek any outside help. If an employee does disclose their situation, the first response received is often critical in determining how, and whether, they will proceed further.

The guiding principles of effective support include:

- Taking the time to listen and support the employee, ensuring discussions are held in a private area and that the confidentiality of the information is respected as far as possible.
- Believing what the employee is telling you and understand that it is likely very difficult for them to talk about it.
- Responding with care, sensitivity and a non-judgmental approach. Avoiding intrusive enquiries.
- Reassuring that it is not the employee's fault. Hold the perpetrator responsible for the violence.
- Exploring what the employee would like to happen and provide information about the support services available. Remember that it is important for the employee to remain in control of the process.
- Recognizing that the employee may need some time to decide what to do and may try many different options during this process.
- Explaining that there may be a need to discuss the information with others if criminal activity is identified or if there is a risk to the health and safety of the workplace. These limits to confidentiality should be clear at the start of the conversation.

Remember:

- The act of disclosing violence is demonstrating enormous trust and it is important to maintain this trust.
- It is important that an employee making a disclosure is not pressured into making decisions or taking action. The employee needs to be entrusted to make the right decisions for themselves and other affected family members.
- You are not expected to be a counselor. Listen to the employee, show you believe them and take their concerns seriously. If counseling is required, refer the employee to appropriate support.
- It is also important that you are aware of your well-being and seek support, if required.

Confidentiality

Any discussions should be held in private and managed with sensitivity to maintain confidentiality. Information should only be disclosed with consent of the employee concerned; or as required by law e.g. by a court order; or to protect the health and safety of other employees e.g. if there is a risk the perpetrator might come to the workplace. In these instances, disclosure of the situation should be kept to a minimum and on a 'needs to know' basis for the purpose of maintaining safety in the workplace.

Support in the Workplace

We can play a positive role by providing a safe and supportive environment for our employees. There is a range of options available to support for employees experiencing domestic and family violence.

Work arrangements

There are times when an employee experiencing domestic and family violence may need time away from work to address health or personal matters related to their experience. The following outlines the leave and work flexibility options available.

Leave options

Employees who experience domestic and family violence can access paid leave of up to 10 days per calendar year in addition to paid leave entitlements. This can be taken as a block or as individual days.

FluroSat does not require evidence or supporting documentation with an employee's domestic and family violence leave application.

In circumstances where an employee may be absent and unable to submit their leave application, their Line Manager can do this on their behalf.

Work flexibility options

FluroSat believes that flexibility can be achieved in all roles and encourages you to discuss how you believe it can work for you personally and the company.

We recognize that flexibility may assist employees impacted by domestic or family violence to manage their personal circumstances and requirements.

Attendance or performance concerns

We recognize that employees may experience situations of violence or abuse in their personal life that may affect their attendance or performance at work. Line Managers should consider the impact violence can have on an employee's performance and be sensitive to their experience when addressing attendance and/or performance issues.

Workplace Safety Plan

In situations where an employee experiencing domestic violence is concerned for their safety in the workplace, it is recommended a workplace domestic violence safety plan be developed. The plan should reflect the specific needs of the employee and take into account the nature of the employee's role and the workplace environment.

A workplace safety plan may consider the following adjustments, noting this is a non-exhaustive list:

- If the employee is absent, arranging a method of communication with the Line Manager so they are aware the employee is safe.
- Identifying a work contact for support and an emergency contact should we be unable to contact the employee.
- Pre-programming mobile phones with emergency and contact numbers.
- Screening incoming calls to the employee.
- Changing work phone numbers and email addresses.
- Ensuring the employee is in a security restricted area / location.
- Allowing the employee to change work patterns or workload and flexibility to facilitate any practical arrangements required.
- If appropriate, facilitating a transfer to another location and/or role in a different part of the business.
- With consent, alerting reception and security staff if the perpetrator may visit the workplace.

Any changes as listed above can be on either a temporary or permanent basis to support the safety of the employee.

Ongoing communication

Line Managers are to ensure ongoing communication with the employee and regularly check on the employee's health and safety. Following an employee's return to work after domestic and family violence leave, initiate a conversation to check on their welfare and if there are any ongoing safety concerns. If a safety plan is in place, review if any of the circumstances have changed

Counseling and support services

Employee Assistance Program (EAP)

EAP provides confidential counselling and support to any employee or immediate family member seeking assistance with any issue, personal, family or work-related.

The contact details for FluroSat's EAP are:

Australia: 0431003688

Other support services in Australia include

1800RESPECT # 1800 737 732

Online and telephone counseling run by the National Sexual Assault, Domestic and Family Violence Counseling Service. www.1800respect.org.au

Lifeline # 13 11 14

24/7 telephone crisis support. www.lifeline.org.au

Mensline Australia #1300 789 978

24/7 counselling for men on relationship issues, not specifically domestic violence.

Daisy App – Connecting Women

Connects women to services in their local area including legal, housing and finance

Emergency care support

An employee experiencing domestic violence may require immediate assistance. If an employee requires immediate assistance such as temporary accommodation, mobile phone/laptop or cash then the employee or manager can contact Gemma or Valeria, who are authorised to provide any emergency care support the company can reasonably provide.

Further Information

To discuss FluroSat's domestic and family violence policy, please speak with your manager. Alternatively contact Anastasiia if you have any concerns.

Approved By *Anastasiia Volkova*

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