

POLICY OF OXFAM AUSTRALIA & OXFAM TRADING

HR212 DOMESTIC & FAMILY VIOLENCE POLICY



1. CONTEXT

Oxfam Australia recognises that domestic and family violence is serious and prevalent in the Australian community. While anyone may experience domestic and family violence, research shows that the majority of victims are women and the majority of perpetrators are men.

Oxfam Australia recognises that employees may be affected by domestic and family violence. Domestic and family violence can have a significant impact on those experiencing it, and it may affect attendance or performance at work.

Oxfam Australia recognises that domestic and family violence is fostered by a culture in which there is inequality between men and women.

Oxfam Australia is committed to addressing domestic and family violence and supporting employees affected by it.

2. PURPOSE

The purposes and aims of this policy are to:

- promote a respectful and safe workplace environment that does not tolerate or excuse domestic and family violence
- support the retention, safety and well-being of staff affected by domestic and family violence
- detail the rights and responsibilities of employees experiencing domestic and family violence who choose to disclose their experience to another employee, the duty of care responsibilities of Oxfam Australia and the range of ways employees can seek and receive assistance as a result of experiencing domestic and family violence
- ensure when it comes to the attention of Oxfam Australia, an employee who perpetrates domestic and family violence will be held accountable
- support workplace action to prevent violence and promote respectful relationships for employees and their families.

3. SCOPE

This policy applies to all employees of Oxfam Australia, Oxfam Australia Trading, and including Board members, contractors, volunteers and interns.

4. DEFINITIONS

Domestic and family violence

Domestic and Family violence is defined as any violent, threatening or other abusive behaviour by a person against a member of the person's family or household (current or former). This definition includes behaviour that: (a) is physically or sexually abusive; or (b) is emotionally or psychologically abusive; or (c) is economically abusive; or (d) is threatening; or (e) is coercive; or (f) in any other way controls or dominates the family or household member and causes that person to feel fear for their safety or wellbeing or that of another person; or (g) causes a child to hear or witness, or otherwise be exposed to the effects of, such behaviour.

5. COMMITMENT

Oxfam Australia is committed to promoting a safe, respectful and supportive workplace free from all forms of violence, including domestic and family violence.

Oxfam Australia is committed to providing assistance to employees experiencing domestic and family violence, with the aim of supporting their safety and their continued participation in employment, and to ensuring they are not disadvantaged because they are being subject to domestic and family violence.

Oxfam Australia will treat disclosures of domestic and family violence as confidential.

Oxfam Australia will not take adverse action against an employee because of their disclosure of, experience of, or perceived experience of, domestic and family violence.

Oxfam Australia will not discriminate against a victim of domestic and family violence in hiring, staffing, or other terms, conditions, or privileges of employment.

Oxfam Australia has procedures in place for employees who wish to discuss any issues relating to domestic and family violence.

Oxfam Australia has designated domestic and family violence responders who have had specialist training in how to handle domestic and family violence issues sensitively, who can provide confidential support and information for employees experiencing domestic and family violence, and for managers or other employees who are concerned about domestic and family violence.

Oxfam Australia will ensure that information about internal supports, as well as external support services for victims and perpetrators of domestic and family violence, is made available to employees in highly visible locations within the workplace, and is distributed to new staff as part of their induction process.

Oxfam Australia will take immediate action to act on any potentially dangerous or threatening instances of domestic and family violence that occur within the workplace.

Oxfam Australia is committed to the prevention of domestic and family violence. To help prevent domestic and family violence, we will promote equal and respectful relationships between women and men and challenge the condoning of violence against women. We will challenge gender stereotypes and promote women's independence and decision making.

Oxfam Australia does not ignore or excuse domestic and family violence, or tolerate disrespectful behaviour such as offensive jokes, aggressive or demeaning behaviour, or discrimination. All employees are required to demonstrate behaviour that does not support or promote domestic and family violence (or any other form of violence), or unequal relationships between men and women.

Oxfam Australia supports staff to speak up about attitudes and behaviours that support sexism, discrimination or inequality.

Oxfam Australia will ensure that all employees are made aware of this commitment statement, and the domestic and family violence policy, in their induction process.

6. PROCEDURES AND PROTOCOLS

Oxfam Australia is committed to providing supporting information to be read in conjunction with this policy.

- **Support for employees who experience domestic and family violence**
 - Key roles and responsibilities in providing support
 - Confidentiality
 - Safety
 - Family violence intervention orders
 - Leave for domestic and family violence matters
 - Flexible work options
 - Performance issues
- **Employees who commit acts or threats of domestic and family violence**
- **Prevention of domestic and family violence**

7. ROLES & RESPONSIBILITIES

The level of assistance you can provide will depend on your role and relationship to the affected person:

Work colleague	Unit manager and Team Leader (Manager)	People and Culture Business Partners (PCBP) and trained Responders	Director
<ul style="list-style-type: none"> • Listens • Checks immediate safety • Encourages to make contact with trained Responders • Refers to Domestic & Family Violence Intranet page • Maintains confidentiality 	<ul style="list-style-type: none"> • Listens • Checks immediate safety • Encourages to make contact with trained Responders • Refers to Domestic & Family Violence Intranet page • Provides ongoing support, work place adjustments and leave • Maintains confidentiality 	<ul style="list-style-type: none"> • Listens • Checks immediate safety • Provides support, information and referrals • Responders refer to PCBP if action required • PCBP liaises with employee and their manager • PCBP prepares safety plans with the employee • Maintains confidentiality 	<ul style="list-style-type: none"> • Approves extended leave (i.e. leave beyond the prescribed FV leave and other leave entitlements) • Maintains confidentiality

8. RELATED DOCUMENTS

Employees, especially managers and supervisors, are encouraged to read this policy in conjunction with the following documents where appropriate:-

- Enterprise Agreement 2015 (EA2015) Clauses 40, 41 & 42.
- Trading PPP Guidelines
- PROCEDURE - HR212a - Domestic & Family Violence
- GUIDELINE – If a colleague is experiencing domestic & family violence
- GUIDELINE – If you are experiencing domestic & family violence
- GUIDELINE – for managers on domestic & family violence

Information about this policy

HR212 – Domestic & Family Violence Policy		Effective:	February 2017
Version: V2 – Full Review		Next Review:	February 2018
Policy Owner: Chief Operating Officer	Approved: Tony McKimmie	Signature:	