

PC212 – Domestic and Family Violence Policy

1. Purpose

To:

- promote a respectful and safe workplace environment that does not tolerate or excuse domestic and / or family violence;
- support the retention, safety and wellbeing of staff affected by domestic and / or family violence;
- outline the rights and responsibilities of employees and OAU, in situations where employees may be experiencing domestic and / or family violence and choose to disclose this;
- outline the assistance available;
- support workplace action to prevent violence of any form, and promote respectful relationships for employees and their families.

2. Scope

This policy applies to:

- all OAU board members and directors;
- all OAU employees, including hosted employees employed by OAU but performing work for other parts of the Oxfam Confederation; and
- placement students, trainees, interns, secondees and volunteers,

(collectively referred to as **team members**).

3. Definitions

| Term | Definition |
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| Domestic and family violence (DFV) | <p>Any behaviour in an intimate or family relationship which is violent, threatening, coercive or controlling, causing a person to live in fear.</p> <p>DFV can happen in intimate and / or familial relationships, including:</p> <ul style="list-style-type: none">• married, engaged, dating, separated and / or divorced couples;• de facto partners;• couples promised to each other under cultural or religious traditions;• people who are related by blood, marriage, de facto partnerships, adoption and / or fostering relationships;• siblings and extended family;• broad kinship ties;• people living in the same household; and• people reliant on care. |

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| | <p>DFV can impact anyone and happens in every community, all cultures, and to people in every age, income and demographic group, and can include a range of behaviours such as:</p> <ul style="list-style-type: none"> • physical assault or abuse; • sexual assault and other sexually abusive or coercive behaviour; • emotional or psychological abuse, including verbal abuse and threats of violence; • economic abuse, including denying a person access to money or financial support; • stalking, harassment and intimidation, including coercion of the other person's family to cause fear or ongoing harassment; • technology-facilitated abuse, including use of electronic communication or social media; • kidnapping or deprivation of liberty, as well as preventing the other person from making or keep connections with their family or kin, friends, faith or culture; • damage to property; and / or • threatening to hurt, or hurting or killing pets.¹ |
| OAU | Oxfam Australia (ACN 055 208 636) |
| OAU EA | <i>Oxfam Australia and Australian Services Union Enterprise Agreement 2023 – 2026</i> |

4. Policy statement

OAU:

- recognises that DFV is serious and prevalent in Australia, and is largely perpetrated by men against women due to a culture of inequality;
- recognises that team may be affected by DFV at any time during their employment with OAU – and that DFV can have a significant impact on individuals experiencing it, including affecting their attendance and / or performance at work;
- does not ignore, excuse or tolerate DFV or the disrespectful behaviour which can lead to it, and expect all team members to act respectfully at all times in accordance with the One Oxfam Code of Conduct; and
- is committed to promoting a safe, respectful and supportive workplace environment which is free from all forms of violence including DFV, and providing assistance to any team members experiencing DFV.

5. Disclosures

¹ Definition taken from the NSW Government Communities and Justice website: <https://dcj.nsw.gov.au/legal-and-justice/safer-pathway/what-is-domestic-and-family-violence.html#:~:text=Domestic%20and%20family%20violence%20is,person%20to%20live%20in%20fear.>

OAU supports and encourages team members to speak up about DFV, and call out poor behaviours and attitudes that they see in the workplace which supports the drivers of DFV – including but not limited to inequality, discrimination and sexism. This can be done informally or more formally through established complaints mechanisms.

In the event that a team member is experiencing DFV and discloses this to OAU, OAU will:

- treat the information on a “need-to-know” basis and keep it strictly confidential to the extent possible (which – depending on the disclosure – may require OAU to discuss the disclosure with internal parties like People & Capability or designated DFV responders with specialist training, mandatorily report to external authorities such as the Police or WorkSafe, or seek external legal advice);
- not take adverse action or discriminate against a team member because of their disclosure, experience of or perceived experience of DFV;
- treat any disclosures sensitively and identify relevant supports for the team member and relevant other parties involved (such as their manager, the person receiving the disclosure etc.);
- act in a timely manner – especially where a disclosure concerns behaviour in the workplace (including any remote workplace) – and take immediate action where there is an imminent risk to health and safety of team members; and
- keep the team member who made the disclosure updated on any next steps in a timely and regular manner.

6. Available supports

There are several OAU and external supports available for team members experiencing DFV such as:

- 20 days’ paid DFV leave, and other special paid and unpaid leave where appropriate;
- flexible working arrangements to ensure a safe working environment;
- access to EAP services (such as legal, financial and emotional support) through OAU’s established provider; and
- access to free 24/7 DFV helplines and crisis response services – such as 1800RESPECT, Safe Steps, The Orange Door, No To Violence and other external providers;

Where appropriate and / or requested by the team member experiencing DFV, OAU will provide all assistance to access these supports.

7. Roles and responsibilities

| Individual | Level of assistance and responsibility |
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| Colleague / other team member | <ul style="list-style-type: none">• Listens to the team member, and maintains confidentiality where possible unless the team member expressly consents for them to act on their behalf or there is a pressing safety need to report the matter further;• Checks immediate safety of the team member following a disclosure;• Encourages them to make contact with P&C / trained DFV Responders at OAU, and / or seek supports;• Refers to OAU’s policies and procedures (incl. this DFV Policy); and |

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| | <ul style="list-style-type: none"> Refers to P&C or OAU's EAP provider to manage their own wellbeing following a disclosure. |
| Team Leader / Unit Manager | <ul style="list-style-type: none"> Listens to the team member, and maintains confidentiality where possible unless the team member expressly consents for them to act on their behalf or there is a pressing safety need to report the matter further; Checks immediate safety of the team member and any other team members involved following a disclosure; Encourages them to make contact with P&C / trained DFV Responders at OAU, and / or seek supports; Refers to OAU's policies and procedures (incl. this DFV Policy) and acts in accordance with these; Refers to P&C or OAU's EAP provider to manage their own wellbeing following a disclosure; Provides any ongoing support to the team member (and other team members involved), including assisting with any workplace adjustments and approving leave; and Providing any regular updates (alongside P&C) if the matter proceeds further, in a timely and appropriate fashion. |
| People & Capability / trained DFV Responders | <ul style="list-style-type: none"> Listens to the team member, and maintains confidentiality where possible unless the team member expressly consents for them to act on their behalf or there is a pressing safety need to report the matter further; Checks immediate safety of the team member, any other team members involved and / or any manager involved, following a disclosure; Provide information on available supports, referral services, crisis support services and the like, and encourage access to these (or support to facilitate this where appropriate and / or requested); Refers to OAU's policies and procedures (incl. this DFV Policy) and act in accordance with these, and their training; Refers to P&C or OAU's EAP provider to manage their own wellbeing following a disclosure; Prepare any briefs to the ELG / Section Director / CE / Legal as required; Where appropriate, prepare a risk assessment and / or safety plan to manage the matter moving forward, with the input of the team member as appropriate; and Providing any regular updates (alongside the team member's manager where appropriate) if the matter proceeds further, in a timely and appropriate fashion. |
| Section Director | <ul style="list-style-type: none"> Supporting P&C and the team member's manager in managing actions from any disclosure; |

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| | <ul style="list-style-type: none">• Support the team member's manager by providing any ongoing background support including assisting with any workplace adjustments and approving leave; and• Maintaining confidentiality over any disclosure or information provided to them to the extent possible. |
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8. Breach

Any breach of this Policy by a team member – including where it has been substantiated that a team member has perpetrated DFV - may result in disciplinary action (up to and including termination of employment without notice / cessation of engagement without notice).

9. Related documents

This Policy is to be read in conjunction with:

- a) OAU EA;
- b) Workplace Discrimination and Harassment Policy; and
- c) Associated DFV Guidelines

10. Review of this Policy

This Policy shall be reviewed by the Policy Owner at least every two years, or more frequently in response to legislative change, if warranted.

| PC201 – Recruitment and Selection Policy | | | |
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| Supersedes | PC201 – previous iteration | Effective | April 2024 |
| Policy Owner | People & Capability | Next review | April 2026 |
| Pages | 5 | Approved by | Head of People & Capability |

| Version control | | |
|-----------------|----------------|---|
| Individual | Date effective | Changes |
| Grace Cue (P&C) | April 2024 | Due to normal review cycle and Accreditation – refresh in line with OAU common practice and best practice |
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