

# DOMESTIC AND FAMILY VIOLENCE POLICY

## 1.0 Overview

The GPT Group (GPT) recognises that domestic and family violence may seriously impact an individual, their family and their workplace and has impacts right throughout the community. In alignment with our core values of Safety First and Speak Up we are determined to:

- Provide a safe and supportive workplace for employees experiencing domestic and family violence to seek help and support, and
- Provide assistance to employees who self-disclose their use of, or risk of using, domestic and family violence to change their behaviour while making clear that use of domestic and family violence will not be tolerated at GPT, and that use of violent or aggressive behaviour in the workplace will result in appropriate disciplinary action.
- **Confidentiality:** Any employee or worker who reports that they are experiencing domestic and family violence to their manager or to your People Business Partner is assured that this information will be kept confidential within the confines of the Domestic and Family Violence Policy. There may be times when there is a risk to employees as a result of the domestic and family violence perpetrator (for example, if there is a risk the perpetrator might come into the workplace). In these instances, disclosure of the information relating to the employee will be kept to a minimum and provided on a 'need to know' basis for the purpose of maintaining safety in the workplace. GPT will only divulge information relating to an employee's experiences of domestic and family violence where required by law or where it is imperative to maintain the safety of employees.

## 2.0 Purpose

This policy sets out GPT's framework to provide meaningful and practical support to employees and workers and their family members who may be impacted by domestic and family violence.

## 3.0 Scope

This policy is available to all GPT employees and workers with specific eligibility criteria (detailed below under 5.1) where applicable.

The intention of the policy is to encourage employees to seek support from GPT if the employee is impacted by domestic and family violence including:

- Employees experiencing domestic and family violence or its ongoing impacts,
- Employees supporting a family member experiencing domestic and family violence,
- Employees who are using domestic and family violence.

## 4.0 Definitions

### 4.1 Employees and Workers

An employee is employed under a contract of employment from GPT where GPT is the employing entity on their contract.

A worker is any individual who undertakes to do or perform personally any work or service for another party, GPT is not the employing entity. Workers within GPT can be independent contractors or agency contractors.

### 4.2 Domestic and Family Violence

As defined by the *Domestic and Family Violence Protection Act 2012*, domestic and family violence means:

Behaviour by a person (the first person) towards another person (the second person) with whom the first person is in a relevant relationship that is:

- physically or sexually abusive; or

- emotionally or psychologically abusive; or
- economically or financially abusive; or
- threatening; or
- coercive; or
- faith-based; or

in any other way controls or dominates the second person and causes the second person to fear for the second person's safety or wellbeing or that of someone else. Please refer Appendix

This kind of abusive behaviour can occur in many different relationships including but not limited to: a current or former family member or household member of an employee (including de facto or married relationships, household members, previous partners, same sex relationships, carers or support workers, parents and children or someone related to the person based on Aboriginal and Torres Strait Islander kinship).

Domestic and Family Violence can be perpetrated through a range of means including technology, email, social media cameras and tracking devices, as well as through interpersonal transactions, verbally, emotionally or physically.

Domestic and family violence can happen to anyone regardless of postcode, socio-economic status, education, age, ethnicity, race, gender identity, sexual orientation, religion or ability. We recognise that this is a complex issue and there may be unique and nuanced challenges faced by the diversity of our people, particularly those who may come from communities who experience a higher prevalence of domestic and family violence, or those who might experience it differently. These groups may include the LGBTQ+ community, those with disability, Aboriginal and Torres Strait Islander communities and culturally and linguistically diverse communities. We have attached details of some specialised services to support specific needs in Appendix 2: External Support

## 5.0 Policy

Through this policy GPT provides the following offerings:

- Welfare Provisions
- Safety Planning
- Counselling and Support Services

Employees and workers are encouraged to discuss their situation and safety needs with their leader in the first instance. If they are uncomfortable to do so, they can seek confidential advice and assistance from their People Business Partner or another member of the People team.

## 5.1 Eligibility

The Welfare Provisions offered in this policy for those experiencing domestic and family violence differ for employees and workers. The below table illustrates eligibility criteria:

| <b>Employment Classification:</b>                | <b>Eligibility for Financial Support Provision</b> | <b>Eligibility for Leave and Flexible Working Arrangement Provisions</b> |
|--|--|--|
| <b>Permanent Employee</b>                        | Yes  | Yes  |
| <b>Fixed-Term Employee</b>                       | Yes  | Yes  |
| <b>Casual Employee</b>                           | Yes  | Yes  |
| <b>Worker (Independent or Agency Contractor)</b> | n/a  | Yes  |

Please alert your People Business Partner if someone experiencing or using domestic and family violence is classified as a worker so that consideration can be given to the appropriateness of notifying the employing entity with view to enabling the provision of joint support.

## 6.0 Welfare Provisions

Employees and workers who are experiencing or supporting someone experiencing domestic and family violence may require time away from work or special considerations while at work. Reasons for this could include health, legal, childcare, housing or other personal matters. This section outlines the provisions that may be available under such circumstances.

### 6.1 Leave

GPT will provide paid leave to employees who are experiencing domestic and family violence to support any needs that arise from the experience. This may include time off for medical or legal assistance, court appearances, counselling, relocation, to make other safety arrangements, or undertake any other activities relating to domestic and family violence.

The amount of leave will be determined in consultation with the employee based on their needs and circumstances.

Domestic and Family Violence Leave can be taken in partial or full days as necessary.

GPT will also provide an employee who is supporting a family member experiencing domestic and family violence with up to six (6) days paid Domestic and Family Violence Support Leave in accordance with the relevant GPT policies governing access to such leave.

It is an expectation that leaders work with the employee to understand the leave required and apply it flexibly. It is an expectation of the employee to keep their leader abreast of their circumstances, including the estimated amount of time away from work required.

Domestic and/or Family Violence leave is paid at the rate of the employee's base salary, does not accrue from year to year, and will not be paid out if unused. This leave may be taken in combination with other leave types such as Annual Leave, Long Service Leave or Leave Without Pay.

To access leave employees should, where possible, advise their manager prior to taking the leave and submit an application via SuccessFactors, selecting the relevant leave type.

A worker experiencing or who has experienced domestic and/or family violence may access up to ten (10) days unpaid Domestic and/or Family Violence Leave.

### 6.2 Financial Support

GPT recognises individuals subject to domestic and family violence may experience financial hardship and/or difficulty accessing funds to establish safety for themselves and where relevant, their family.

In recognition of this, employees experiencing domestic and family violence may be eligible to receive up to \$5,000 (net, after tax) in financial support. The funds may be provided to support requirements such as legal advice, emergency accommodation and/or household start-up costs.

The provision of such funds will require approval from the Chief People Officer, and evidentiary documentation may be required at the discretion of the Chief People Officer. GPT maintains discretion over the delivery of any granted funds.

This provision is only available to those experiencing domestic and family violence.

### 6.3 Flexible Working Arrangements

Where an employee is experiencing domestic and family violence or caring for or supporting an immediate family member or friend who requires care and support because of domestic and family violence, GPT will support temporary or ongoing changes to the employee's ways of working which may include (but are not limited to):

- Varied start and finish times
- Varied hours of work
- Working from home
- Working from an alternative location

Arrangements should be designed in partnership with an employee/worker's manager and People Business Partner, and should meet the needs of the individual, manager and the business.

For further details about flexible working at GPT please refer to the Flexible Working Policy.

### 7.0 Safety Planning

In situations where an employee or worker is subject to domestic and family violence and is concerned for their safety in the workplace, a Safety Plan should be developed in consultation with their manager and People Business Partner. The plan should respond to the specific safety needs of the employee or worker and take into account the nature of their role, the workplace environment and the perceived nature of the risk.

A Workplace Domestic and/or Family Violence Safety Plan may include:

- Temporary or ongoing changes to work hours or location;
- Changes to bank or other personal details;
- programming mobile phones with emergency and contact numbers;
- screening incoming calls to the employee;
- changing work telephone numbers; and
- ensuring the employee is in a secure or restricted area/location.

A Safety Plan detailing a number of options for consideration is provided at Appendix 2.

### 7.1 Returning to Work Safely

When returning to work after leave precipitated by domestic and family violence, employees and workers are encouraged to talk to their manager and/or their People Business Partner regarding strategies to manage ongoing safety. Managers to whom such risks have been identified are required to ensure an appropriate Workplace Domestic and/or Family Violence Safety Plan is in place.

### 8.0 Counselling and Support Services

Individuals subject to domestic and family violence may require additional support in order to ensure a safe future for themselves and other family members. Accessing websites and making contact with community support organisations may be challenging from within the employee or worker's domestic setting. A list of organisations that can provide professional support is set out in Appendix 2. GPT encourages employees and workers to utilise the privacy of the workplace to research and access their services as required.

### 8.1 Employee Assistance Program

The Employee Assistance Program (EAP) provides free, confidential counselling and support to any employee and/or their immediate family members who may be seeking assistance with a challenging issue or to improve their health and wellbeing. The Employee Assistance Program provides timely access to specialised consultants in domestic and/or family violence to help employees deal effectively with these situations. Referrals to other professionals or other agencies are provided where longer-term assistance is required.

Contact – 1300 361 008

Or Visit – [www.lifeworks.com/au/](http://www.lifeworks.com/au/)

## 8.2 Legal Requirements

GPT will co-operate with all legal orders protecting a staff member subjected to domestic and family violence.

## 9.0 Confidentiality

GPT recognises the intensely personal and sensitive nature of matters concerning domestic and family violence.

In order to uphold the employee's right to limited confidentiality, reasons for approval of support on the basis of domestic and family violence will only be accessed by the People team and the employee's manager. If a threat to the safety of any employee from a perpetrator of domestic and family violence is identified (for example, if there is a risk the perpetrator may come to the workplace), information will be supplied to staff members on a 'need to know' basis for the purpose of maintaining their personal safety and that of the workplace.

GPT will divulge information relating to employees' experiences of domestic and family violence only where required by law or where it is imperative to maintain the safety of employees. Under such circumstances the existing protocols around management of threats to the workplace will apply.

An employee or worker who reports they are experiencing domestic and family violence to their manager, or to the People team, is assured this information will be kept confidential within the confines of this policy. Employees and workers will not suffer adverse employment consequences as a result of reporting domestic and family violence.

## 10.0 Employees who use or may be using domestic and family violence

GPT is clear that violence and abuse is unacceptable and employees who use domestic and family violence are responsible for their behaviour.

GPT will not tolerate the perpetration of domestic and family violence in the workplace or through the use of any equipment or resources from the workplace. Any employee or worker who threatens, harasses or abuses a family or household member at or from the workplace will be subject to disciplinary action by GPT. This includes employees or workers who use workplace resources such as telephones, fax machines, email, mail, social media or other means to threaten, harass or abuse a partner or family member, even if the usage of these company resources is in a location external to the prescribed workplace.

If an employee or worker is suspected of using domestic and family violence, managers have a responsibility to inform their People Business Partner who can then investigate the matter. Guidance for such action will be provided by workplace policies including the EEO and Workplace Behaviour Policy and the Code of Conduct Policy.

GPT will enforce any safety measures required to protect our employees and workers or the public. Our responses will be tailored to the individual circumstances of each matter.

Where both parties are GPT employees or workers, the focus will be on the safety of the individual experiencing domestic and family violence. Decision on responding to the user of violence or abuse will need to be made with the full involvement of the person experiencing violence where possible, where they consent to this, to avoid any potential unintended risks or impacts on them.

## 10.1 Referral Pathways and Assistance

Where appropriate, and where an employee using domestic and family violence recognises the destructive and harmful nature of their behaviours GPT may offer support and/or referral pathways to specialist services to assist employees to stop their use of violence and abuse and change their behaviour.

Individuals who wish to seek professional support are encouraged to contact appropriate services listed in the External Support resource (Appendix 2) or can access the company's EAP program (per section 8.1) in the first instance.

## 10.2 Leave

An employee who has self-disclosed that they are using domestic and family violence against an (ex) partner or other family or household member may have access to limited paid leave for the purpose of addressing their behaviour to stop using violence and abuse.

This leave may be offered at the discretion of the Chief People Officer and can only be made available to those staff attending an assessment session for an accredited domestic and family violence behaviour change program, and any individual counselling associated with said program. Leave may also be granted to make safety arrangement (such as moving out of the family home).

Paid leave under this policy is not available to defend allegations in criminal matters, hearings associated with restraining orders or protection orders (as examples). Employees may use other accrued and available leave (e.g. annual leave) for these purposes,

Access to leave will be assessed on a case by case basis. Employees may be required to produce supporting documentation to support the request and it is an expectation that they also engage with the external specialist support services.

Leave granted under this policy does not accrue progressively and is not paid out on termination of employment.

## 10.3 Flexible Work Arrangements

Flexible work arrangements are available to all employees in discussion with their leader and/or People Business Partner and may be tailored to support engagement with specialist services for the purposes of changing their behaviour to stop using violence and abuse.

## 11.0 Roles and responsibilities

The Chief People Officer is responsible for establishing a framework to support regular review, communication and reinforcement of this policy.

GPT will endeavour to send a clear message to employees that:

- Domestic and family violence in and from the workplace will not be tolerated.
- Those subjected to domestic and family violence will be supported by GPT.
- Those supporting a family member experiencing domestic and family violence will be supported by GPT.
- Those using domestic and family violence who self-disclose and demonstrate willingness to engage with specialist support services to change their behaviour will be supported.
- Reporting a violent situation will not result in adverse consequences for an employee or worker.
- All staff should actively promote a violence free workplace and workforce.

Managers are responsible for:

- Implementing this policy.
- Attending training about domestic and family violence when it is provided.
- Supporting staff members who have been subjected to domestic and family violence by:
  - Offering flexible work arrangements.
  - Responding to the short and longer term needs and requirements of affected employees.

- Ensuring regular and ongoing communication with affected employees and workers.
- Upholding an affected employee or worker's rights to limited confidentiality in relation to information about domestic and family violence.
- Ensuring employees are aware of the availability of appropriate domestic and family violence support services (including the organisation's Employee Assistance Program).
- Supporting those supporting a family member experiencing domestic and family violence as appropriate and as set out in this policy
- Promoting a violence free workplace.

In addition to the responsibilities exercised by managers, employees and workers are responsible for:

- Demonstrating an understanding of the impacts of domestic and family violence upon both individuals and the workplace.
- Developing their professional capacity to respond effectively to people who have been subjected to domestic and family violence.
- Remaining knowledgeable about appropriate support and referral pathways for employees who have been subjected to domestic and family violence, services for those who perpetrate violence, as well as services which can support themselves in achieving this.
- Treating all employees fairly and with respect.
- Raising any concerns quickly and in accordance with this policy.
- Participating in any initiatives that support GPT's domestic and family violence objectives.

## 12.0 Related Policies Procedures and Guidelines

- [Equal Employment Opportunity and Workplace Behaviour Policy](#)
- [Flexible Working Policy](#)
- [Code of Conduct](#)
- [Grievance Resolution Policy](#)
- [Whistle blower Policy](#)

## 13.0 Additional Information and Support

If you need further information, you should speak with your manager in the first instance. Please refer to support services listed in Appendix 2.



## Appendix 1: Forms of Domestic and Family Violence

| Type                            | Description / Examples   |
|---------------------------------|--|
| Physical Abuse                  | <p>Actual or threatened; causes pain, injury and/or fear; can be a single incident or a series of incidents.</p> <p><b>Examples:</b> Direct assault on the body, use of weapons (including objects), smashing things and destroying property, denying medical support or medications, locking a person out of the house, sleep, and food deprivation.</p>  |
| Sexual Abuse                    | <p>Actual or threatened; includes sexual assault and sexual abuse of children; can be a single incident or a series of incidents.</p> <p><b>Examples:</b> Rape, unwanted sex, or sexual acts, making sexual jokes about their partner in front of friends and family, manipulating another person into having sex in exchange for a gift or benefit.</p>   |
| Emotional / Psychological Abuse | <p>Involves manipulative behaviour to coerce, control or harm; can be verbal or non-verbal.</p> <p><b>Examples:</b> Denying a person's reality, manipulation, humiliation, undermining a person's self-worth and self-esteem, withdrawing interest and engagement, emotional blackmail including threats of suicide or self-harm, making threats regarding the custody of children, destroying property, abusing pets, driving dangerously.</p>  |
| Cultural/Spiritual Abuse        | <p>Harming a person because of practices that are part of their culture, religion, or tradition.</p> <p><b>Examples:</b> Not letting a person follow their own beliefs, forcing a person to participate in spiritual or religious practice that they do not want to be involved with, misusing religious or spiritual traditions to justify physical violence or other abuse.</p>  |
| Financial/Economic Abuse        | <p>Controlling a person's financial resources without their consent or misusing those financial resources.</p> <p><b>Examples:</b> Controlling a person's access to money and decisions around the use of their money, excessively monitoring a person's expenditure, forbidding a person's access to bank accounts, providing an inadequate allowance, preventing a person from seeking or holding employment, taking, or limiting wages earned by a person.</p>  |
| Verbal Abuse                    | <p>Actual or threatened; can take place in private or public (including through electronic means); designed to humiliate, degrade, demean, intimidate, or subjugate; may include threats of physical violence.</p> <p><b>Examples:</b> Swearing, threats, put downs, insults, shouting, name calling, humiliating, or embarrassing a partner in public.</p>  |
| Social Abuse                    | <p>Actual or threatened, through forced isolation from family or friends.</p> <p><b>Examples:</b> Systematic isolation and coercive control of a person from their family and friends, instigating and controlling relocations to a place where a person has no social circle or employment opportunities, preventing a person from going out to meet people, reading phone messages, smashing phones, monitoring where the person is, criticism of a partner in front of friends.</p>                     |
| Stalking                        | <p>Harassment of or threatening another person, especially in a way that haunts the person physically or emotionally in a repetitive or devious manner.</p> <p><b>Examples:</b> Driving past, watching from parked cars, unwanted gifts, cyber stalking, tracking movements etc.</p>   |
| Technology Facilitated Abuse    | <p>The use of digital technology to threaten, harass, monitor, and control another person's safety.</p> <p><b>Examples:</b> Distributing intimate images without consent via digital platforms, installing spy ware on devices, using technology to stalk someone, threatening a person via social media, restricting access to finances or methods of communication, accessing, or modifying private information or correspondence, alienating a person from their support networks using technology.</p> |



## Appendix 2: Safety Plan

The Safety Plan is developed in partnership between an employee or worker and their manager and People Business Partner when it has been identified that the safety of any employee in the workplace is at risk due to domestic and family violence. When developing a safety plan, risks associated with the current working arrangements should be discussed and strategies designed to maximise safety. Any safety plan should be reviewed and revisited at appropriate.

The following considerations may be discussed to help form an effective safety plan:

- 1) Inform your manager if the perpetrator has threatened you at the workplace, in person, over the phone, or via email, or threatened to come to the workplace, or if you are concerned this may occur.
- 2) Inform your manager if stalking has been a problem.
- 3) Consider obtaining an intervention (restraining) order and include the workplace as a location the perpetrator is prevented from approaching.
  - Intervention Orders are legally binding orders made by a magistrate to protect the safety of the victim. They include conditions that prevent the perpetrator contacting people victimised by their violence or frequenting places these people are likely to be.
  - Applications for an Intervention Order can be made through Police or can be made directly to the Magistrates Court.
  - If an intervention order has been filed that includes the workplace, it is recommended that a copy be provided to management and security.
  - Save any threatening or intimidating e-mails, letters or voicemail messages from the perpetrator/s and provide copies to the police or courts.

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### GPT Actions and Consideration Checklist

Below is a checklist on how GPT can assist you as well as provide some important considerations. Please select from the checklist below what actions you think will assist you:

#### Important questions

|                          |   |
|--------------------------|---|
| <input type="checkbox"/> | Is there anyone else who knows about this situation or has been providing you with support?   |
| <input type="checkbox"/> | Have you made contact with any external support services? (refer External Support section below)  |
| <input type="checkbox"/> | Can you provide us with a trusted contact we could call in the event you have not made it to work and we need to make sure you are OK? Do we need to update your contact/next of kin details? |
| <input type="checkbox"/> | Have you contemplated an Intervention/Domestic Violence Order? Do you know how to find out more about this if you think it is warranted? (refer External Support section below)               |
| <input type="checkbox"/> | What is the best way to communicate with you on this and follow up?   |

## Technology

|                          |  |
|--------------------------|--|
| <input type="checkbox"/> | Change your mobile, office landline telephone number and/or email address. |
| <input type="checkbox"/> | Screen and track incoming calls.   |
| <input type="checkbox"/> | Provide you a new telephone handset.                                       |
| <input type="checkbox"/> | Deactivate social media apps.  |
| <input type="checkbox"/> | Switching off location services on your telephone.                         |

## Workplace Security

|                          |   |
|--------------------------|---|
| <input type="checkbox"/> | Provide locked entries/exits.                         |
| <input type="checkbox"/> | Provide swipe cards to worker-only areas.             |
| <input type="checkbox"/> | Implement reception desk and sign in procedure.       |
| <input type="checkbox"/> | Provide a security escort within and around premises. |

## Flexible Work Location

|                          |   |
|--------------------------|---|
| <input type="checkbox"/> | Relocation to more secure work location.  |
| <input type="checkbox"/> | Access Flexible Working Arrangements including: <ul style="list-style-type: none"><li><input type="checkbox"/> Varied start and finish times.</li><li><input type="checkbox"/> Remote Location</li><li><input type="checkbox"/> Work from Home</li><li><input type="checkbox"/> Access DFV violence leave</li><li><input type="checkbox"/> Other (please specify) _____</li></ul> |
| <input type="checkbox"/> | Travel: safe route to and from work/support with transport  |

## GPT's capacity to respond to emergencies

|                          |   |
|--------------------------|---|
| <input type="checkbox"/> | Encourage domestic and family violence protection orders to include the workplace as a prohibited location for the abuser.  |
| <input type="checkbox"/> | Provide security staff with a photo of the user of DFV and a copy of the order.   |
| <input type="checkbox"/> | Institute clear reporting procedures for incidents of violence or threats.  |
| <input type="checkbox"/> | Have an emergency plan with procedures for contacting the police when workers observe threatening behaviour.  |
| <input type="checkbox"/> | Outline the steps the workplace has committed to undertake once aware of an incident/potential incident, and how the workplace will record incidents and disclose information on a 'need to know' basis in order to protect confidentiality while ensuring worker safety. |

## Appendix 3: External Support

### Additional Information and Support

If you need further information, you should speak with your manager or your People Business Partner in the first instance.

Key national services include:

1800RESPECT: the National Sexual Assault, Family and Domestic Violence Counselling Service for support and/or referral and online counselling.

**Phone: 1800 737 732 (24/7)**

- Telephone service provides support, information and referral for any Australian who has experienced, or is at risk of, family and domestic violence and/or sexual assault.
- Debrief for professionals, and support colleagues, family and friends who are supporting someone who has experienced domestic or family violence.
- A trauma specialist aspect of the service is available on request.

Men's Line Australia:

**Phone: 1300 789 978 (24/7)**

- Professional support and information service for Australian men including men who are using violence in their relationships.
- Counselling available via phone, online and via video.

Kids' Helpline

**Phone: 1800 551 800**

Additional support for the LGBTQ+ Community

- ACON guidance and [information](#)
- QLife 1800 184 527
- Another Closet 1800 656 463 – also guidance and [information](#)

Additional support for First Nations Peoples

- Aboriginal Family Domestic Violence Hotline: 1800 019 123
- FACS (Family & Community Services) guidance and [information](#)

Additional support for the Culturally and Linguistically Diverse (CALD) Community

- AMRC (Australian Migrant Resource Centre) guidance and [information](#)

GPT's Employee Assistance Program: 1300 361 008 free confidential counselling for GPT employees and their families

There are also now a number of apps which call also provide valuable support and safety measures.