**Domestic Abuse Policy**

## **Policy Statement**

We are committed to providing all our employees with a safe and supportive working environment. We recognise that domestic abuse impacts an employee's well-being and job performance. This policy outlines our stance on domestic abuse and the support we offer to employees who may be affected by it; this may include employees who are living with DA but not the victim of abuse, for example, a parent, sibling or child.

## **Scope**

This policy applies to all employees and covers all forms of domestic abuse, including physical, emotional, psychological, and financial abuse and coercive control. We are committed to addressing domestic abuse in a sensitive, confidential, and supportive manner.

## **Definition**

Domestic abuse refers to any incident or pattern of incidents of controlling, coercive, threatening, degrading, or violent behaviour, including physical, sexual, emotional, or financial abuse, between individuals who are or have been intimate partners or family members, regardless of gender or sexual orientation.

## **Responsibilities**

* employees are encouraged to report any concerns related to domestic abuse to their immediate manager, HR, or any other trusted colleague.
* managers are responsible for providing employees with a supportive environment to discuss domestic abuse-related concerns.
* HR will handle all reports sensitively, ensuring confidentiality and providing information about available support services.
* we will take appropriate measures to protect the safety and well-being of employees who report domestic abuse.

## **Support**

* ensure that the employee's workplace is a safe place and/or that their commute to work is safe. This may involve a buddy system, improved security measures or blocking of named individuals from making contact with the employee at work.
* employees affected by domestic abuse will be supported through flexible working arrangements if feasible and appropriate.
* we will assist employees in accessing available external support services, such as counselling, helplines, and advocacy services, by providing confidential space and resources.
* should our employee be planning an escape, we will assist as far as possible to maintain the safety of the employee during a high risk event.
* This could include:
* authorising unpaid or paid leave, ensuring all personal and financial details are altered with immediate effect,
* a payroll loan may be considered, and we will make every effort to ensure that post-escape the employee is safe at work.
* we will make reasonable adjustments to ensure that employees affected by domestic abuse can continue to perform their duties effectively.

## **Confidentiality**

All discussions, reports, and actions related to domestic abuse will be treated with the strictest confidentiality. Information will only be disclosed on a need-to-know basis and with the employee's consent, except where there is a legal obligation to disclose.

## **Reporting and Escalation**

Employees are encouraged to report domestic abuse incidents promptly to their supervisor/line manager/ HR or any other trusted colleague. Serious incidents or immediate danger cases should be reported to the appropriate law enforcement agencies.