

Employee Domestic and Family Violence Support Procedure



1 Purpose

PLEASE NOTE: All human resource management policy instruments are currently under review to ensure alignment with the new Enterprise Agreement. Contact the People Portfolio for more information.

To outline the support available for Employees who are affected by Domestic and Family Violence.

2 Scope

This Procedure applies to all Employees.

3 Procedure Overview

This Procedure outlines the support, recommended processes and entitlements available for Employees who experience, or are affected by Domestic and Family Violence.

4 Procedures

4.1 Management commitment

This Procedure aims to ensure that those Employees who experience or are affected by Domestic and Family Violence receive support that is appropriate, timely, positive and in confidence.

The University recognises that it is important to make Employees aware of Domestic and Family Violence, and to ensure all Employees are equipped with appropriate support, knowledge and skills to respond appropriately. Information is available to support and provide guidance to Employees who experience, or are affected by Domestic and Family Violence.

4.2 Employee obligation

Employees have an obligation to comply with safety, privacy, Discrimination, Harassment and Bullying legislation and to promote and understand the benefits and importance of positive health and wellbeing. All Employees have an obligation to conduct themselves in accordance with the University's Code of Conduct Policy. Employees found to have breached these obligations may be subject to the University's disciplinary Procedures.

4.3 Responding to Employees

Employees who experience or are affected by Domestic and Family Violence may seek support through the following mechanisms.

4.3.1 Leave arrangements

Employees who experience or are affected by Domestic and Family Violence may access Paid Domestic and Family Violence Leave of up to 10 working days within a 12-month period.

Employees who access Domestic and Family Violence Leave, are able to access it for reasons including, but not limited to:

- attending medical/counselling appointments;
- attending legal proceedings or seeking legal advice;
- seeking safe housing;
- organising alternative care or education arrangements for children;
- rebuilding support networks for children, family or others; or
- any other activity relating to managing or responding to issues of Domestic or Family Violence.

Employees are also entitled to access the following leave types if required:

- Special Leave
- Other accrued paid leave entitlements, including Personal and Carer's Leave, Annual Leave and Long Service Leave
- Leave without pay.

Paid Domestic and Family Violence leave is also available to Employees who are supporting:

- A close relative;
- A member of their household; or

- A current or former intimate partner of an Employee.

Paid Domestic and Family Violence leave is available to all Employees including casual Employees.

4.3.2 Flexible working arrangements

An Employee may also request flexible working arrangements, subject to operational requirements and reasonable business grounds, if they experience Domestic and Family Violence. This may also be extended to Employees if they are required to provide care and support to a member of their immediate family or a member of their household who is affected by Domestic and Family Violence. These changes may include, but are not limited to, changes to hours of work, varying start and finishing times, temporary change in duties, or temporary changes to work location.

4.3.3 Individual support and support services

1. Employees who are affected by Domestic and Family Violence are encouraged to advise their Supervisor or the People Portfolio to enable appropriate measures to be put in place, and options such as leave and flexible working arrangements to be considered. The safety of Employees at work is paramount and measures to ensure Employee safety will depend on the Employee's circumstances.
2. People Portfolio (in consultation with other stakeholders as necessary) will assess the ongoing risk of harm to the Employee, which will include identifying possible psychosocial hazards and doing all that is reasonable to eliminate or control the risks to the Employee while in the workplace. These measures will be reviewed appropriately to ensure they remain effective.
3. An Employee may request, in consultation with their Supervisor or the Chief People Officer, changes to their business related contact details including, but not limited to, position, section, office, location, phone, extension, email. Consideration can also be given to removing personal and business related details from public access on the University website.
4. Individuals concerned for their immediate safety on campus should contact the University emergency number extension 2222.
5. The Employee Assistance Program is a confidential counselling service to assist Employees and members of their immediate family with a wide range of personal or work related concerns.
6. In addition to the above, information on Domestic and Family Violence specialist support services is available from the ServiceHub.

4.4 Professional development

All Employees have a responsibility to increase their awareness of, and know the signs to recognise, respond and refer issues related to, Domestic and Family Violence. The University will provide training for Supervisors and Employees to heighten this awareness and ensure information is provided about this Procedure and appropriate ways to respond to issues of Domestic and Family Violence.

4.5 Return to work after leave

Where appropriate, the People Portfolio, University Safety Team and/or Supervisor can assess any ongoing safety concerns to the individual Employee and/or those in the work area, in order to facilitate a safe return to work and document the agreed actions. This can include the development of a plan which will encompass responsibilities of both the Supervisor and the Employee.

4.6 Using Domestic and Family Violence

The University does not tolerate Domestic and Family Violence and prohibits Domestic and Family Violence being used in the workplace, or conducted from the workplace. This behaviour may be considered a breach of the University's Code of Conduct Policy and some breaches may also have consequences for individuals under criminal law. . If an Employee is observed or suspected of using Domestic and Family Violence in, or from, the workplace, Supervisors have a responsibility to report and undertake appropriate action.

Employees who use Domestic and Family Violence and are also affected by Domestic and Family Violence are encouraged to seek support through the Employee Assistance Program or other appropriate support services.

4.7 Reporting of concerns by colleagues

Employees are encouraged to report their concerns about colleagues who are affected by Domestic and Family Violence to their Supervisor or the People Portfolio.

4.8 Confidentiality and disclosure

An Employee who discloses that they are currently affected by Domestic and Family Violence, or has previously been affected by Domestic and Family Violence, will be treated fairly in terms of their employment, career development, or when impacted as a result of that disclosure. An Employee who raises genuine concerns about colleagues affected by Domestic and Family Violence will also be treated fairly and confidentially.

All Employee-related information relating to Domestic and Family Violence will be treated as confidential. Information will only be released if required by Regulatory Compliance Instruments or to maintain the safety of an Employee or any other individual.

5 References

Nil.

6 Schedules

This procedure must be read in conjunction with its subordinate schedules as provided in the table below.

7 Procedure Information

Accountable Officer	Chief People Officer
Responsible Officer	Chief People Officer
Policy Type	University Procedure
Policy Suite	Employee Equity and Diversity Policy
Subordinate Schedules	
Approved Date	12/5/2023
Effective Date	12/5/2023
Review Date	3/4/2024
Relevant Legislation	Domestic and Family Violence Protection Act 2012 (Qld) Enterprise Agreement National Employment Standards - Fair Work Ombudsman
Policy Exceptions	Policy Exceptions Register
Related Policies	Acceptable use of ICT Resources Policy Code of Conduct Policy
Related Procedures	Disciplinary Action for Misconduct or Serious Misconduct Procedure Employee Health and Wellbeing Procedure
Related forms, publications and websites	Employee Assistance Program Other Leave Types Schedule

	People Portfolio SharePoint Site 1800RESPECT website
Definitions	Terms defined in the Definitions Dictionary Delegate (noun) Delegate (noun) means the officer, Employee or committee of the University to whom, or to which, a delegation of authority has been made under this Policy. Domestic and Family Violence Domestic and Family Violence behaviour includes, but is not limited to, physical or sexual violence, emotional or psychological abuse, financial abuse or any behaviour that is threatening or coercive or in any other way controls or dominates an individual which causes safety or well-being concerns for that individual. Employee A person employed by the University and whose conditions of employment are covered by the Enterprise Agreement and includes persons employed on a continuing, fixed term or casual basis. Employees also include senior Employees whose conditions of employment are covered by a written agreement or contract with the University. Enterprise Agreement University of Southern Queensland Enterprise Agreement 2023-2026. Policy A high level strategic directive that establishes a principle based approach on a subject. Policy is operationalised through Procedures that give instructions and set out processes to implement a Policy. Procedure An operational instruction that sets out the process to operationalise a Policy. Regulatory Compliance Instrument An external compliance instrument provided by legislation, regulation, standards, statutes or rules, including subordinate instruments.

	University The term 'University' or 'UniSQ' means the University of Southern Queensland.
	Definitions that relate to this procedure only
	Supervisor Any person responsible for leading the activities of others. In the context of this Procedure, a Supervisor includes Employees at any classification level or title who have responsibilities for leading, managing or supervising work teams and/or individual Employees.
Keywords	Leave, personal leave, carer's leave, special leave, flexible working arrangements, support services, domestic violence, family violence
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