Purpose:
Macquarie University is committed to providing a safe, respectful and inclusive environment for staff and students. Macquarie aims to contribute to the prevention of domestic and family violence and provides support for staff and their family who are affected by it.

Guideline:
SCOPE
These Domestic Violence Prevention and Response guidelines intend to:

a) provide information for staff about the support available to them if they are experiencing domestic violence;
b) guide supervisors and managers in responding to a staff member experiencing domestic violence; and
c) clarify the process for requesting and approving different types of support, leave and the key relevant contacts for staff members seeking assistance;

Additional information can also be found on the staff wellbeing website.

DEFINITIONS
Domestic and family violence is conduct that is violent, threatening, coercive, controlling or intended to cause the family or household member to be fearful. People affected by family and domestic violence may live in fear for themselves and their family, even when they have left a violent relationship. It takes a number of forms, including escalating levels of abuse and violence, intimidation, physical abuse, sexual assault, verbal abuse and/or threats, psychological abuse, threats to harm others, and/or causing harm to pets, threats to damage property or actually damaging property, financial deprivation and social isolation, coercive control in order to maintain control over the victim's behaviour, or to have them suffer emotional or physical torment and live in fear. A person of any gender identity, in any domestic or family relationship, can be a perpetrator or target of domestic or family violence.

a) Enterprise Agreements means Macquarie University's Academic Staff Enterprise Agreement and Professional Staff Enterprise Agreement

b) Supervisor means the staff member’s immediate work unit supervisor.

c) Senior manager means the manager of the staff member’s supervisor.

SUPPORT MEASURES
The following support measures are available to staff experiencing domestic violence:

Family and Domestic Violence Leave
A Staff Member who is affected by Family and Domestic Violence may access up to twenty days of paid Family and Domestic Violence Leave (or pro-rata equivalent for Part-time Staff) for the following reasons:

(a) attending medical appointments;

(b) organising alternative accommodation, care and/or education arrangements;

(c) attending court hearings and/or police appointments;

(d) accessing legal advice.

Casual Staff Members will be provided with up to 5 days of unpaid Family and Domestic Violence Leave.

A staff member seeking to access leave may be required to provide supporting documentation. Depending on the circumstances such evidence may include a document issued by the police service, a court or a family violence support service, or a statutory declaration.
In addition to the above, staff members can make applications for other types of paid leave, for example annual leave, sick leave or personal leave. The amount and type of leave provided will be determined by the individual’s situation through consultation between the staff member, their supervisor and/or senior manager and the HR Manager.

Applications for leave should be made through the usual procedure via the HR Online portal.

If a staff member does not feel able to discuss this matter with their supervisor, they could also contact a senior manager, HR Manager or the Workplace Diversity & Inclusion team for assistance.

Flexible work arrangements

A staff member can also access flexible work arrangements, in consultation with their manager. Flexible work arrangements may include:

- temporary transfer to part-time employment;
- job-sharing; or
- alteration to start and finish times

Please refer to the Flexible Work Policy for further details and information on flexible work options.

Safety planning

At Macquarie University, safety planning in response to domestic and family violence is coordinated by the HR Client Team Manager, in consultation with the employee, their supervisor or manager, and with specialist advice from the Risk and Compliance Unit's Health and Safety team where required.

Each person’s situation will be different so safety planning will be on a case-by-case basis to meet your specific needs. In developing a safety plan the following should be considered:

- the plan must have the staff member’s agreement and consent;
- it should be reviewed with the staff member on a regular basis;
- the staff member's emergency contact details must be kept up to date;
- all reasonable attempts should be made to ensure staff maintain their normal working hours and working conditions (including contacts) to minimise the impact on individuals;
- cooperation with legal orders (e.g. Apprehended Violence Orders) may be required if the workplace is mentioned in such orders;
- the plan may require consultation with other areas of the University such as Health and Safety, Security and IT. This will be coordinated by the HR Manager on a confidential basis; and
- the agreed action to be taken if the staff member does not arrive at work.
- emergency procedures should there be a breach of the safety plan or the staff member’s security by the actions of the perpetrator in or near the workplace.

The University will undertake a risk assessment in circumstances where a staff member who is affected by, or is concerned that they may be exposed to, domestic violence, seeks support. The risk assessment will be undertaken in order to determine the suitability of risk mitigation strategies in relation to the staff member’s safety in the workplace and, if appropriate, that of their colleagues. The risk assessment will be coordinated by the HR Manager with the support of the Risk and Compliance Unit’s Health and Safety team, and in consultation with the staff member, their supervisor or senior manager, and other areas of the University such as Security and IT. Examples of risk minimisation strategies may include:

- changes to hours of work;
- relocation to suitable employment;
- temporary change to work location;
- changes to University-provided contact details such as phone numbers and email addresses;
- other measures, if any, appropriate to the circumstances.

Support services

Staff may access the University's Employee Assistance Program (EAP) which is a free confidential counselling service. A staff member’s supervisor, senior manager or HR Manager may also refer them to external support services as appropriate. A staff member experiencing domestic violence may need additional EAP counselling
and can apply to HR for additional EAP support above the standard five free counselling sessions the University provides.

Supervisors, senior managers and HR Managers may wish to contact the EAP Manager Assist Program to seek support in responding to domestic violence as it impacts the workplace.

Where there is a real and imminent threat of violence on campus, the staff member should directly contact:

- University Security (ext. 9999 or 9850 9999)
- Police (000 or 0000 from MQ landline)

External support services include:

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<tr>
<th>Service</th>
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<th>Description</th>
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<tbody>
<tr>
<td>Employee Assistance Program</td>
<td>1300 360 364</td>
<td>A confidential counselling, coaching and wellbeing service free for all for Macquarie University and entity staff and their immediate family members. Immediate family members include children, parents, partners, grandchildren and siblings.</td>
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<tr>
<td>1800 RESPECT</td>
<td>1800 737 732</td>
<td>Counselling delivered by qualified, experienced professionals 24 hours a day, seven days a week.</td>
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<tr>
<td>Domestic Violence Line</td>
<td>1800 656 463</td>
<td>Telephone counselling, information and referrals for women and same-sex partners who are experiencing or have experienced domestic violence.</td>
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<tr>
<td>Lifeline</td>
<td>13 11 14</td>
<td>Online, phone and face-to-face crisis support and suicide prevention services.</td>
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<tr>
<td>Mensline</td>
<td>1300 78 99 78</td>
<td>Professional telephone and online support and information service for Australian men.</td>
</tr>
<tr>
<td>Kids Helpline</td>
<td>1800 55 1800</td>
<td>A free, 24-hour counselling service for young people aged 5-25 years, offered by phone, email and over the web.</td>
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<tr>
<td>Another Closet</td>
<td>1800 65 64 63</td>
<td>A website and support line for people in LGBTIQ relationships who are, or may be experiencing domestic and family violence.</td>
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While a staff member experiencing domestic violence may disclose their experience in a discussion with their supervisor, they may also disclose to another trusted staff member either within or outside their immediate work area. In these circumstances staff should encourage the staff member experiencing domestic violence to speak with their supervisor or senior manager (or if this is not appropriate the Director Human Resources or Director Equity and Diversity Unit), and refer their colleague to these guidelines, related support materials, and the Employee Assistance Program. Information for colleagues on how to respond appropriately to a disclosure of domestic violence is available on the University website.

**CONFIDENTIALITY**

Any request for leave or other support measures by a staff member as a result of domestic violence is to be dealt with sensitively and on a confidential basis. The reasons for the leave or support are not to be discussed with anyone other than the affected staff member’s direct supervisor or senior manager and the HR Manager, unless there is:
• a legal obligation to do so; or
• as agreed by the staff member for the purposes of providing support or security; or
• to protect the safety and health of others.

In such instances, disclosure is to be kept to a minimum and on a ‘needs to know’ basis for the purpose of maintaining safety in the workplace.
ROLES AND RESPONSIBILITIES

Staff members
Staff members who are experiencing domestic violence are responsible for contacting their supervisor, senior manager or HR Manager (or if this is not appropriate the Director Human Resources or Director Equity and Diversity Unit) if they would like to access the support outlined in these guidelines, related policies and enterprise agreements.

Macquarie University’s Domestic Violence Prevention and Support web resource includes guidance for staff affected by domestic violence, and advice for colleagues on how to recognise and respond to domestic violence as it impacts the workplace.

Supervisors and Senior Managers
Supervisors and senior managers are responsible for providing information to staff about these guidelines, related policies and enterprise agreements, when requested, and may coordinate support for a staff member in conjunction with the relevant HR Manager.

Supervisors may approve leave applications and/or requests for flexible working arrangements for their staff, and assist with development of safety plans and other contingencies in accordance with these guidelines.

Professional development is available for supervisors and senior managers, to increase their understanding of: domestic violence and its impacts on the workplace; how to respond appropriately to a disclosure of domestic violence; and the various leave and support measures in place for staff experiencing domestic violence.

Supervisors and senior managers may consider seeking advice from the University’s EAP Manager Assist Program, to help them support a staff member who is experiencing domestic violence.

Macquarie University’s Domestic Violence Prevention and Support web resource includes guidance for supervisors and managers on how to support a staff member who is experiencing domestic violence.

Human Resources Unit
The Human Resources unit is responsible for communicating these guidelines to all employees, and for providing related professional development resources for supervisors, senior managers, HR Managers and other key stakeholders.

HR Managers are responsible for providing advice to staff and supervisors about these guidelines, related policies and enterprise agreements, and may coordinate support for an affected staff member.

HR Managers are also responsible for facilitating approved leave and adjustment of working arrangements. The Director, Human Resources is responsible for reviewing these guidelines and related policies and procedures.

Risk and Compliance Unit (Health and Safety Team)
Health and Safety team members are responsible for providing specialist advice and assistance to support the HR Managers in coordinating safety planning and risk assessment. They may also, when requested, provide advice to the staff member, their supervisor or senior manager, and the HR Manager on strategies to minimise risks to health and safety.

Equity and Diversity Unit
The Equity and Diversity Unit coordinates the University’s participation in the White Ribbon Workplace program, and implements related staff engagement and communications strategies to raise awareness and build the capacity of our workforce to support staff members who are affected by domestic violence.

FURTHER INFORMATION, SUPPORT AND ASSISTANCE

Please see the staff wellbeing website for additional information on the internal and external support available, and how managers and colleagues can help someone experiencing domestic and family violence.
You can contact your manager, HR Client Team Manager, the Workplace Equity and Diversity Manager or the Director of Human Resources for a confidential discussion.

**RELATED DOCUMENTS**

- [Staff wellbeing website](#)
- [Staff Enterprise Agreements](#)
- [Personal Leave Policy](#)
- [Flexible Work Policy](#)
- [Health and Safety Policy](#)
- [Code of Conduct](#)
- [Campus Security Services](#)

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<th>Contact Officer</th>
<th>Manager, Workplace Equity and Diversity</th>
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<tr>
<td>Approval Authority</td>
<td>Director Human Resources</td>
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<tr>
<td>Date of Commencement</td>
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