

# A workplace family and domestic violence checklist



## Prepare



Consider taking these steps to ensure you are prepared to manage workplace situations that involve family and domestic violence.

- Understand your legal obligations as an employer
- Develop a workplace policy that supports employees experiencing family and domestic violence
- Provide ongoing education and awareness about family and domestic violence in your workplace – for example, posters with contact information for support services in your community.
- Regularly review your workplace policies, safety plans and procedures.
- Create an open workplace culture that encourages communication and support to make it easier for employees to raise concerns.

## Respond



If you suspect an employee may be affected by family or domestic violence you can:

- Start a conversation.
- Talk to them about their workplace entitlements and the options available to them, such as taking leave or accessing flexible work arrangements.
- Discuss possible safety measures you could implement if the employee feels unsafe in the workplace, such as screening the employee's incoming calls, blocking emails, changing a phone number, or changing working hours or location.
- Provide the employee with information on where they can get help.
- Take steps to ensure all disclosures and activities are kept confidential.



Remember, call **000** if someone is seriously injured or in need of urgent medical attention, if someone's life is being threatened, or you've witnessed an incident.

**For more information and resources, download the full [Employer Guide to Family and Domestic Violence](https://www.fairwork.gov.au/fdvguide).<sup>1</sup>**

1. <https://www.fairwork.gov.au/fdvguide>