



Version	Approved by	Approval date	Effective date	Next review date
2.0	President and Vice-Chancellor	4 November 2016	4 November 2016	November 2019
Policy Statement				
Purpose	<p>The University is committed to assisting and supporting all staff who experience domestic violence to maintain employment in a healthy and safe work environment.</p> <p>This policy provides an outline of available support and information about how to access it.</p>			
Scope	<p>This policy applies to all staff, regardless of gender, who are either directly experiencing domestic violence or supporting a person who is experiencing domestic violence, and who wish to access the provisions of the Domestic Violence Leave clause within the relevant Enterprise Agreement.</p>			
Policy Provisions				

1. Background

The University recognises staff may sometimes experience situations of violence or abuse in their personal life that may have a significant impact on their lives and may affect their attendance and/or performance at work.

To demonstrate the University's commitment to supporting staff experiencing domestic violence, the University has included Domestic Violence Leave clauses in both the [UNSW Australia \(Professional Staff\) Enterprise Agreement 2015](#) and the [UNSW Australia \(Academic Staff\) Enterprise Agreement 2015](#).

2. Policy Statement

The University is committed to supporting staff experiencing domestic violence. The support provided will depend on the circumstances of each claim and may include, at UNSW's discretion one or more of the following:

- Approval for paid Domestic Violence Leave (currently up to 10 days), Sick Leave, Carer's Leave, and Compassionate Leave.
- Access to other forms of leave such as Leave Without Pay, Annual Leave and Long Service Leave.
- Flexible work arrangements including variations to start and finish times.
- Changing work location, telephone number and/or email address.
- Access to **free confidential counselling** via the [Employee Assistance Program](#) (ph. 1300 360 364 or [request an appointment online](#)).
- Payment of wages into another bank account or into more than one bank account.
- Another form of support requested by the staff member.

A staff member who is supporting a person experiencing domestic violence, and who requires time off work for that purpose, may request unpaid leave or may access Personal Leave or Witness Leave if those clauses, as described in the Enterprise Agreements, apply to the specific circumstances.

In providing this range of support it is recognised that:

- Domestic violence may impact negatively on a staff member's attendance and/or performance at work.
- Supervisors should work with staff experiencing domestic violence, providing them with appropriate support as outlined in this policy and the related procedure, as well as any affected colleagues and co-workers.
- Staff experiencing domestic violence will have different requirements. UNSW's response should be tailored to suit the individual needs of the staff member and their immediate work unit, as appropriate.

- UNSW will co-operate with all legal orders (e.g. Apprehended Violence Orders) protecting staff experiencing domestic violence.
- UNSW will maintain the privacy of the staff member(s) involved to the extent that is reasonably possible, taking into account University policy and relevant legislation. No information should be kept on a staff member's personnel file without their permission.

3. To ensure the fastest response in the event of an emergency

When there is an immediate threat to someone's life or property:

UNSW Kensington Campus	UNSW Canberra / another campus / off-campus
<p>FIRST call UNSW Security Services on ph. 9385 6666 (ext. 56666).</p> <p>THEN call emergency services on Triple Zero (ph. 000).</p> <p>THEN notify the Staff member and their Supervisor / Senior Manager or Human Resources Manager as soon as possible afterwards</p>	<p>FIRST call emergency services on Triple Zero (ph. 000).</p> <p>THEN notify the Staff member and their Supervisor / Senior Manager or Human Resources Manager as soon as possible afterwards.</p>

4. Roles and responsibilities

Staff members: Staff are responsible for contacting their Supervisor, Senior Manager, or Human Resources Manager to access the support outlined in this policy, related procedures and the Enterprise Agreements. Staff may also obtain advice and support from a representative such as a union, legal advisor or counselling or assistance service.

Human Resources: Human Resource Managers are responsible for providing advice to Staff, Supervisors and Senior Managers about this policy, related procedures and the Enterprise Agreements. A Human Resources Manager may also coordinate support for a staff member. Human Resource Managers are not able to act on behalf of, or as an advocate for, Staff. The Vice-President, Human Resources is responsible for reviewing this policy and related procedures.

Supervisors and Senior Managers: A Supervisor or Senior Manager may coordinate support for a Staff member in conjunction with the relevant Human Resources Manager. Supervisors / Senior Managers may approve their staff member's application for leave, a flexible working arrangement, safety plan and other contingencies in accordance with the *Domestic Violence Support Procedure* <https://www.gs.unsw.edu.au/policy/dvsupportprocedure.html>. Supervisors and Senior Managers are not able to act on behalf of, or as an advocate for, Staff.

Accountabilities	
Responsible Officer	Vice-President, Human Resources
Contact Officer	Human Resources Manager
Supporting Information	
Legislative Compliance	This Policy supports the University's compliance with the following legislation: Nil
Supporting Documents	UNSW Australia (Academic Staff) Enterprise Agreement 2015 UNSW Australia (Professional Staff) Enterprise Agreement 2015 Domestic Violence Support Procedure
Related Documents	
Superseded Documents	Domestic Violence Support Policy, version 1.0, authorised by the President and Vice-Chancellor on 3 April 2013.
File Number	2016/30717

Definitions and Acronyms				
Domestic violence	<p>May include physical, financial, verbal or emotional abuse by a current or former family or household member.</p> <p>An example of domestic violence may be an abuse of power, in an intimate partner relationship or after separating from the relationship. It amounts to a pattern of behaviour that can include:</p> <ul style="list-style-type: none"> • escalating levels of abuse and violence • intimidation • physical abuse • 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 <p>Another example of domestic violence is violent or threatening behaviour, or any other form of behaviour, that coerces or controls a family member or causes that family member to be fearful, including adolescent or adult children.</p>			
Staff	All continuing, fixed term and casual employees currently employed by UNSW (although paid leave provisions of the policy will not apply to casual staff).			
Supervisor	The staff member's immediate work unit supervisor.			
Senior Manager	The manager of the staff member's supervisor.			
Revision History				
Version	Approved by	Approval date	Effective date	Sections modified
1.0	President and Vice-Chancellor	3 April 2013	1 January 2013	This is a new Policy
2.0	President and Vice-Chancellor	4 November 2016	4 November 2016	Full review