



Family and Domestic Violence Procedure

1. Purpose and Scope

This Procedure supports the implementation of the Family and Domestic Violence Policy.

This Procedure applies to all full-time, part-time and casual employees of the KOI community.

2. Related Documents

This Procedure is to be read in conjunction with KOI's:

- Family and Domestic Violence Policy

3. Definitions

Family and domestic violence

means violent, threatening or other abusive behaviour by an employee's family member that:

- seeks to coerce or control the employee
- causes the employee harm or fear

Family Member

includes:

- an employee's spouse, former spouse, de facto partner, former de facto partner, child, parent, grandparent, grandchild, sibling
- an employee's current or former spouse or de facto partner's child, parent, grandparent, grandchild or sibling
- a person related to the employee according to Aboriginal or Torres Strait Islander kinship rules

4. Procedures

4.1 CEO and President

The CEO and President has the primary duty of care to ensure the health and safety of staff while they are at work.

4.2 Managers and supervisors

Managers and supervisors are responsible for the following actions:

- ensuring the safety of the employee and others in the workplace
- offering assistance and support when an employee who is a victim of domestic violence asks for help
- referring the employee to KOI's Employee Assistance Program (EAP) for professional advice and counselling
- contacting Human Resources for advice, if required
- respecting the right of the employee to make their own decisions regarding their personal affairs and avoiding judgement
- maintaining communication with the employee during any significant absence
- maintaining confidentiality in relation to the domestic violence situation and the employee's whereabouts, and only sharing information with those who have a genuine need to know



4.3 Human Resources

Human Resources is responsible for the following actions:

- developing and implementing awareness raising strategies for managers, supervisors and employees about this Procedure and the availability of support for the employee experiencing domestic violence
- maintaining an up-to-date list of domestic violence services for referral purposes
- providing advice to managers and supervisors on the procedure for supporting employees who are victims of domestic violence
- answering questions from managers, supervisors and staff around this procedure
- facilitating approved leave and adjustment of working arrangements
- confidential record keeping, including applications for paid family and domestic violence leave and associated supporting documentation
- maintaining confidentiality concerning domestic violence cases to the extent permitted by law

5. Associated Information

The below list is a number of resources available to anyone who may be experiencing family and domestic violence.

Provider	Contact details
KOI's ACACIA EAP	1300 364 273 0401 3370711 https://www.eapcounselling.com.au/
Emergency Services (Police, Ambulance, Fire)	000
Services Australia	https://www.servicesaustralia.gov.au/family-and-domestic-violence
1800 Respect Domestic Violence Apps: Daisy App App Store - iPhone and iPad Google Play Store - for Android	1800 737 732 https://www.1800respect.org.au/
Domestic Violence Line (for Women)	1800 656 463
NSW Education Centre Against Violence	02 9840 3735 https://www.ecav.health.nsw.gov.au/
MensLine Australia	1300 78 99 78 https://mensline.org.au/
No To Violence – Male Family Violence Prevention Association	https://ntv.org.au/
Parent Line NSW	1300 130 052 https://www.parentline.org.au/
Child Protection Helpline	13 21 11



Link2Home Homelessness	1800 152 152
Lifeline	13 11 14 https://www.lifeline.org.au/
NSW Ageing and Disability Abuse Helpline	1800 628 221
Kids Helpline	1800 551 800 https://kidshelpline.com.au/
NSW Rape Crisis	1800 424 017
Disaster Welfare Services	1800 018 444
Wesley Emergency Relief	Wesleymission.org.au EVP@wesleymission.org.au
Housing Contact Centre	1800 422 322
Aboriginal Enquiry Line (through Housing Contact Centre)	1800 422 322
Victims Services	https://www.victimsservices.justice.nsw.gov.au/
Legal Aid NSW	1300 888 529 https://www.legalaid.nsw.gov.au/
Domestic Violence Advocacy Services NSW	https://www.legalaid.nsw.gov.au/what-we-do/community-partnerships/womens-domestic-violence-court-advocacy-program/womens-domestic-violence-court-advocacy-service-locations-in-nsw
Women's Legal Services NSW	1800 810 784 https://www.wlsnsw.org.au/legal-services/domestic-violence-legal-service/
Family Violence Law Help	737 732 https://familyviolencelaw.gov.au/

Document control

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*****END OF POLICY*****