

Family Violence Policy

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Version	1	Policy Section	Employment and HR
Approved by	NZIST Council	Policy review frequency	Annually
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Purpose

NZIST is committed to supporting employees who are victims of family violence.

If you are affected by family violence you will not be discriminated against or treated unfairly. Where possible, NZIST will protect the privacy of employees who are experiencing family violence.

All requests for family violence leave or short-term safety measures at work will be considered as a matter of priority.

NZIST defines family violence as physical, sexual or psychological abuse.

Scope

This policy applies to all NZIST Employees.

Principles and Expectations

Leave

You can take up to ten days of paid domestic violence leave, in addition to annual leave and sick leave, if you are a person affected by family violence. A person affected by family violence is someone:

- Against whom another person inflicts or has inflicted family violence; and/or
- With whom a child ordinarily or periodically resides where that child is someone against whom another person inflicts or has inflicted family violence.

When considering an application for domestic violence leave, NZIST may ask for supporting information from the police, government departments, a health professional or a family violence support service. For example, this may include a police report, a medical certificate, Court documents, a report from a school or letter from a support organisation. This will be at the discretion of your manager.

Staff Training

A member of the People & Culture team will receive specialist training to provide appropriate referrals to specialist services for staff who are experiencing family violence.

All NZIST employees will be trained to become aware of the support available for family violence issues. We will continue to reinforce training and awareness of family violence at NZIST's workplace.

Short-term safety measures

If you are affected by family violence NZIST will work with you to put in place some short-term safety measures. This may include any or all of the measures below.

You are entitled to request short-term flexible working arrangements for the purpose of assisting you to deal with the effects of being a person affected by family violence. This includes but is not limited to:

- Flexibility in work hours and days of work.
- Flexibility in duties at work.
- Flexibility in place of work.

Such a request must be made in writing and submitted to your manager.

Short-term flexible working requests will be considered as soon as possible but no later than 10 working days of receiving the request. You shall be notified in writing of whether your request has been approved or refused.

A request may be refused on one or both of the following grounds:

- Proof of the employee being a person affected by family violence was requested and not produced within 10 working days of the employee receiving that request; or
- The request cannot be accommodated reasonably on one or more of the following grounds:
 - inability to reorganise work among existing staff;
 - inability to recruit additional staff;
 - detrimental impact on quality;
 - detrimental impact on performance;
 - insufficiency of work during the periods the employee proposes to work;
 - planned structural changes;
 - burden of additional costs; or
 - detrimental effect on ability to meet customer demand.

A workplace safety plan will be developed between you and your manager. The plan might cover areas like:

- Stopping the person perpetrating the family violence from contacting you at work.
- Giving you a car park close to the workplace door.
- Re-routing payslips and changing bank accounts.
- Designating a person to monitor attendance and follow up in the event of unplanned absences, including an appropriate emergency contact or potential code word to use in the event of danger.
- Change of work phone number and email address.
- GPS turned off on work cell phone.
- Creating a “safe zone” if you and the person perpetrating the family violence are both employed in our business, to limit contact between the two of you at work.
- Employing a security guard to be on site, if required.

Referrals to support services

Specialist support services are available for those affected by family violence and those who want to stop using violence. Further information on this can be found:

- On the Ministry of Health Website: <https://www.health.govt.nz/our-work/preventative-health-wellness/family-violence/family-violence-organisations-and-websites>.
- Are you OK: <http://www.areyouok.org.nz/> or 0800 456 450.
- Shine: <https://www.2shine.org.nz/> or 0508-744-633.
- Man Alive: <https://www.manalive.nz/> or 0800 826 367.