



Idaho Model Domestic Violence Workplace Policy

I. Ensure that personnel policies and procedures prohibit discrimination against victims of domestic violence, protect the confidentiality of the victim, and are responsive to the needs of victims of domestic violence.

a. Each agency shall establish confidential channels for employees consistent with workplace safety and any policies, rules, and statutes, to report threats of domestic violence or other domestic violence concerns.

b. The agency shall [*alternative – is encouraged to*] grant leave, adjust schedules or work assignments, as appropriate, for employees who are victims of domestic violence, to include time off for medical and legal assistance, court appearances, professional counseling, or for the victim to make other necessary arrangements to provide for victim safety or stabilize their lives. If an employee had exhausted his or her available leave, the agency is encouraged to grant administrative leave whenever possible.

II. Increase awareness of domestic violence and inform employees of available sources of assistance.

a. Post information on domestic violence and available resources in the work site in places where employees can obtain it without having to request it or be seen removing it, such as employee rest rooms or lounge areas. Such information shall include available sources of assistance such as Employee Assistance Programs, local domestic violence service providers, and/or human resources personnel who are trained and available to serve as confidential sources of information, support, and referral. Information shall be made available on employee bulletin boards and in employee newsletters, as appropriate.

b. Include information on domestic violence awareness and services in new employees' benefits packages and as part of new employee orientation to be provided by *Human Resources staff*, and integrate information on domestic violence into existing materials and literature, policies, protocols, and procedures, as appropriate.

III. Provide training on a regular basis to human resources personnel on domestic violence and its impact on the workplace, and make the training available to all managers, supervisors, employee assistance professionals, and security staff.

a. Training curricula shall be developed with the assistance of local domestic violence shelter programs, national domestic violence resources, and/or the Idaho Coalition Against Sexual & Domestic Violence. When possible, training is

encouraged to be integrated into existing management and agency training programs.

IV. Develop and implement workplace safety response plans and provide reasonable means to assist victimized employees in developing and implementing individualized workplace safety plans, consistent with rules and statutes.

- a. Facilitate in the enforcement of all known court orders, particularly orders in which offenders have been ordered to stay away from the work site.
- b. Have an emergency security response plan in place, including procedures for contacting the appropriate law enforcement agency, and provide employees with clear instructions about what to do and whom to contact if they observe anyone engaging in threatening behavior as delineated in the training curriculum. Such a plan will allow appropriate actions to be taken if an offender gains unauthorized access to the work site, or if an offender engages in any acts that threaten the safety of employees or clients.