Domestic and Family Violence and the Workplace - Support Options Available for Staff Members Guideline

Section 1 - Purpose and Scope

(1) This Guideline outlines the types of leave and support options available to a staff member:

a. who is experiencing domestic and family violence; or
b. who is providing care or support to a member of their immediate family or household who requires care or support because they are experiencing domestic and family violence.

(2) This Guideline applies to all continuing, research (contingent funded), fixed-term and casual staff members.

Section 2 - Guideline Statement

(3) The University of Queensland (the University) supports the principle that domestic violence is unacceptable at home and in the workplace. The University is committed to providing a safe work environment for all staff, which is free from fear and abuse.

(4) The University recognises that domestic violence may have an impact beyond an individual's personal life, and may affect an individual both directly and indirectly in the workplace over a prolonged period of time.

(5) The University offers support to staff members affected by domestic and family violence through the provision of leave, flexible work arrangements and other support mechanisms as outlined in this Guideline. Any requests of this nature will be treated with confidentiality and sensitivity.

Section 3 - Leave Options

(6) The University provides a number of leave entitlements to staff members as outlined in the Enterprise Agreement. Where a staff member is unable to attend work as a result of domestic and family violence, a staff member may access paid Special Leave, Personal Leave, and/or other leave as appropriate.

Domestic and family violence leave

(7) A staff member who is affected by family and domestic violence is entitled to up to 15 days per annum paid domestic and family violence leave.

(8) Payment will be made as domestic and family violence leave and can be accessed:

a. without having to first use other leave entitlements;
b. as consecutive days, single days, or part of a day; and
c. by casual staff members who will be paid at their full rate of pay for hours rostered to work in the period that

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leave was accessed.

(9) A staff member's entitlement to domestic and family violence leave does not accumulate annually, renews on the staff member's work anniversary date and is not payable on separation.

(10) Additional paid or unpaid Special Leave may be approved at the discretion of the University.

Personal and Carer's Leave

(11) A staff member who is unfit for work because of personal illness or injury is entitled to access Personal Leave.

(12) Personal and Carer's Leave is also available to a staff member to provide care or support to a member of the staff member's immediate or extended family, household, or significant other, who requires care or support because of a personal illness, or injury, affecting the member; or an unexpected emergency affecting the member.

(13) To apply for Personal and Carer's Leave, please refer to the Personal/Carer's Leave Procedure for further information.

Annual and Long Service Leave

(14) A staff member may also use Annual and Long Service Leave entitlements where appropriate in accordance with the relevant procedure.

Section 4 - Flexible Work Arrangements

(15) A staff member who is experiencing domestic and family violence, or who is providing care or support to a member of their immediate family or household who is experiencing domestic and family violence, may consider varying their current work arrangements through a flexible work arrangement. A flexible work arrangement may include, for example, a variation to a current service fraction, or a change in start and finishing times.

(16) In accordance with the Fair Work Act 2009 (Cth), a staff member has the right to request a flexible work arrangement where they are:

a. experiencing domestic and family violence; or
b. providing care or support to a member of their immediate family or household, who requires care or support because they are experiencing domestic and family.

(17) For more information, please refer to the Flexible Work Policy which outlines the various flexible work arrangements that a staff member may request in accordance with the relevant procedure.

Section 5 - Safety at Work

Campus Security

(18) The University recognises that a staff member experiencing a situation of family and domestic violence may have concerns about their safety at work.

(19) The UniSafe website has a variety of safety services available to staff members, which includes:

a. UniSafe and Security Escorts to accompany a staff member to public or personal transport anywhere on campus;

b. A free bus service on the St Lucia campus that stops at a variety of locations around campus, including off site locations as applicable;
c. Increased patrols on preferred pathways; and
d. Emergency Call Points on campus.

(20) For more information on the safety services on campus, or additional security services that may be available, please visit the UniSafe website or call 3365 1234 for general enquiries.

(21) In the case of any emergency on campus, a staff member should phone University Security (all hours) on 3365 3333.

Work contact details

(22) The University recognises that there may be instances where a staff member who is experiencing domestic and family violence may need to change their work contact details, such as their phone number or email address, or remove publicly-accessible contact information. A staff member may discuss a request to change their work contact details with their supervisor, who will liaise with ITS and the Human Resources Division (HR) as appropriate.

Misuse of resources

(23) The University will not tolerate the misuse of University resources to engage in behaviour that threatens, harasses, victimises or abuses another person. Behaviour of this nature may amount to a breach of the University's Staff Code of Conduct Policy and should be referred to your supervisor or HR as appropriate.

Section 6 - Support and Assistance

Employee Assistance Program

(24) The University's Employee Assistance Program (EAP) offers confidential counselling on a wide range of personal and work related matters, such as relationships, family, conflict, and self-esteem. The University provides up to six free EAP sessions to all UQ staff members and their immediate family, and can be contacted on 1300 307 912.

(25) Additional support, resources and information is also available via the Staff Support Services webpage.

External support services and information

(26) There are also a number of external support services available to an individual who is affected by a situation of domestic and family violence.

National Support Services

(27) 1800RESPECT (1800 737 732) is a national sexual assault and domestic family violence counselling service. This is a free telephone and online counselling service delivered by qualified and experienced professionals for individuals who are experiencing, or have experienced, domestic family violence and/or sexual assault. The service is available 24 hours a day, seven days a week.

Queensland Government Website

(28) The website has information on the domestic and family violence support services available throughout Queensland, such as counselling services, free legal advice services, and information on domestic violence behaviour change programs. It also provides several resources to support individuals experiencing a situation of domestic and family violence, such as how to plan for safety and where to seek financial and/or legal assistance. Please visit the Queensland Government Domestic and Family Violence website.

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Queensland Police Service

(29) To report or get advice on reporting domestic and family violence, please visit the Queensland Police Service Domestic Violence website.

Section 7 - Roles and Responsibilities

Staff member

(30) A staff member who is experiencing domestic and family violence, or who is providing care or support to a member of their immediate family or household who is experiencing domestic violence, is encouraged to speak to their supervisor or HR to discuss the support options available to them.

(31) A staff member may consider:

a. utilising support options provided through the University's EAP;
b. discussing concerns for safety in the workplace with their supervisor;
c. arranging a UniSafe Escort where appropriate; and
d. leave options and changes to flexible work arrangements as appropriate.

Supervisor

(32) Supervisors are responsible for providing support and assistance as appropriate, including for example:

a. discussing workplace support options available to a staff member who may be experiencing a situation of domestic violence;
b. providing information to a staff member about the University’s EAP; and
c. referring the staff member to HR as appropriate.

Section 8 - Confidentiality

(33) The University considers information in relation to a situation of domestic violence to be personal and sensitive information.

(34) The University will maintain confidentiality in accordance with the Privacy Management Policy.

Section 9 - Appendix

Definitions, Terms, Acronyms

Term	Definition
Domestic violence	As defined in the Domestic and Family Violence Protection Act 2012 (Qld), domestic violence means behaviour by a person (the first person) towards another person (the second person), with whom the first person is in a relevant relationship that: a) is physically or sexually abusive; or b) is emotionally or psychologically abusive; or c) is economically abusive; or d) is threatening; or e) is coercive; or f) in any other way controls or dominates the second person and causes the second person to fear for the second person's safety or well-being or that of someone else. Please refer to Part 2 of the Domestic and Family Violence Protection Act 2012 (Qld) for more information and examples of domestic violence behaviour.
Enterprise Agreement	The University of Queensland Enterprise Agreement 2021-2026, or as amended or replaced.
Relevant relationship	Defined in accordance with the Domestic and Family Violence Protection Act 2012 (Qld) as: a) an intimate personal relationship; or b) a family relationship; or c) an informal care relationship.

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