

Workplace Policy

Where Do I Start?

- Establish Company Position
- Developing Guidelines
- Training Employees
- Approaching Victims of Violence
- DV Checklist: Threat Assessment
- Implementing Safety Procedures
- Generating Awareness
- The Role of the Union

DV Policy Links

- Generic DV Policy Sample
- Altria Group, Inc. Policy
- Liz Claiborne DV Policy
- Mintz Levin DV Policy

This Web site is provided as an informational resource only and is not intended to be legal or professional advice. If you have questions about the application of issues raised to your particular situation, seek the advice of a competent attorney or other professional.

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Implementing Safety Procedures

If you suspect an employee is a victim of domestic violence, be sure that you and any security personnel you have on your staff are well-trained and aware how to approach the issue and the employee. Remember to take IMMEDIATE ACTION every time you become aware of a problem or potential problem. These recommendations can be used as part of an overall workplace safety plan if there is an immediate threat to the employee:

- Distribute the perpetrator's photo to security guards
- Change the employee's work shift
- Give the employee a cell phone to use in case her attacker finds her alone
- To the greatest extent possible, ensure that hallways, elevators, parking lots, and offices are well-lit
- Install security mirrors or emergency contact alarms
- Give the victim a parking space close to the building
- Develop procedures so that security or employees can accompany one another to their cars or to public transportation, particularly after dark

If your workplace does not have a formal security department, designate someone to be responsible for the essential security functions described in this section. This designee should become knowledgeable on the issue of domestic violence while establishing and maintaining contact with local law enforcement. Some agencies have public liaison officers whose job it is to communicate with the local businesses served by their department or precinct. Many police departments offer community policing programs and resources such as workplace violence training for business managers. You may also choose to explore the possibility of an on-call or contracted security company for incidents that require this kind of attention.

Since 1990, many laws have been enacted which enable in-house security to obtain law enforcement and criminal justice support before a violent incident occurs. To find out about these laws and how they are enforced in your jurisdiction, call 1-800-799-SAFE (the National Domestic Violence Hotline).

- [Minimizing Risk: Reporting & Monitoring](#)
- [Security Consultation: Helping Victims](#)
- [Tightening Security](#)
- [Working with Local Law Enforcement](#)
- [Domestic Violence Response Teams](#)
- [Coping and Counseling](#)