

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

Generic DV Policy Sample (Part Two of Two)

Provided by the Corporate Alliance to End Partner Violence

Leave Options for Employees Experiencing Threats of Violence

(Company Name) will make every effort to assist an employee experiencing threats of violence. If an employee needs to be absent from work due to threats of violence, the length of the absence will be determined by the individual's situation through collaboration with the employee and (fill in appropriate title(s) for your Company.) [Examples may include: supervisor/manager, Human Resources representative, union representative, etc.]

Employees, managers, and supervisors (or appropriate titles for your Company) are encouraged to first explore paid leave options that can be arranged to help the employee cope with the situation without having to take a formal unpaid leave of absence. Depending on circumstances, this may include:

- Arranging flexible work hours so the employee can seek protection, go to court, look for new housing, enter counseling, arrange child care, etc
- Considering use of sick time, job sharing, compensatory time, paid leave, informal unpaid leave, etc., particularly if requests are for relatively short periods

Suggested Procedures for Safety and Protection of Employees Experiencing Threats of Violence

Employee

- Encourage the employee to save any threatening e-mail or voice-mail messages. These can potentially be used for future legal action, or can serve as evidence that an existing restraining order was violated
- The employee should obtain a restraining order that includes the workplace, and keep a copy on hand at all times. The employee may consider providing a copy to the police, his/her supervisor, security, or human resources [or appropriate individuals/departments within your Company]
- The employee should provide a picture of the perpetrator to reception areas and/or security
- The employee should identify an emergency contact person should the employer be unable to contact the victim
- If an absence is deemed appropriate, the employee should be clear about the plan to return to work. While absent, the employee should maintain contact with the appropriate Human Resources personnel

Employer

- Arrange for the victim to have priority parking near the building
- Have calls screened, transferring harassing calls to security-or have the employee's name removed from automated phone directories
- Limit information about employees disclosed by phone. Information that would help locate a victim or indicates a time of return should not be provided
- Relocate the employee's workspace to a more secure area or another site
- The employer should have trained EAP professionals or external professionals assist the employee with development of a safety plan
- Work with local law enforcement personnel, and encourage employees to do so regarding situations outside the workplace

* CAEPV provides this sample policy to its members for the SOLE PURPOSE of guidance in development of their own policies. Any policy developed by a Company should always be with the advice of that Company's legal counsel.

[Return to Part One](#)

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.