

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

Liz Claiborne Inc. Domestic Violence Policy (Part One of Two)

Liz Claiborne Inc. - Associate Handbook
November 14, 2002

PURPOSE

Liz Claiborne Inc. is committed to the health and safety of our associates.

Domestic Violence is a leading cause of injury to women in this country. The purpose of our Domestic Violence Workplace policy is to raise awareness of domestic violence; provide support, when appropriate, to associates experiencing domestic violence; give guidance to management on addressing the occurrence of domestic violence and its affects on the workplace; and create a safer work environment.

DEFINITIONS

Domestic violence is a pattern of coercive behavior that is used by one person in an intimate relationship to gain power and control over another. Domestic violence includes physical, sexual, emotional, psychological, and financial abuse. Some examples of coercive behavior are the following: hitting, punching, shoving, stabbing, shooting, slapping, threatening behavior, name calling, humiliating in front of others, controlling what one wears, says, and does, controlling the financial decisions, stalking, destroying or attempting to destroy property, and using children to control. Domestic violence occurs between people of all racial, economic, educational, and religious backgrounds, in heterosexual and same sex relationships, living together or separately, married or unmarried, in short-term or long-term relationships.

The **batterer, perpetrator, or "abuser"** is the individual who commits an act of domestic violence as defined above.

The **survivor or "victim"** is the individual who is the subject of an act of domestic violence.

OUR POLICY

A. Education and Support for Associates who are Victims of Domestic Violence

Liz Claiborne Inc. will attempt to make available appropriate information, referrals, and resources to victims and other associates. Liz Claiborne Inc. will provide support through our Employee Assistance Program, our Security and Human Resources personnel, as well as, referrals to community agencies. We encourage all associates to take advantage of these resources.

Employee Assistance Program

We have an Employee Assistance Program that has professionals trained to handle domestic violence cases. These professionals provide counseling, support, and referrals. In addition, our Employee Assistance Program is a resource for associates wanting to learn more about domestic violence or find out how to help a friend, family or coworker. To contact these resources call the following numbers:

Employee Assistance Program: 1-800-424-4314
UNITE's Member Assistance Program: 1-800-732-MAPP (6277)

Human Resources and Corporate Security Personnel

Liz Claiborne Inc. Human Resources and Corporate Security personnel are also a resource for associates. When appropriate, available, and permissible, personnel in these departments can assist victims in a number of ways, including but not limited to:

- Developing a safety plan for the workplace
- Assigning special parking spots
- Escorting people to and from their cars or other points of transportation
- Screening telephone calls and removing an associate's name from automated telephone directories
- Working with local law enforcement to enforce restraining orders on company property
- Relocating an associate's workspace to a more secure area
- Having paychecks delivered to another location
- Changing benefits to the victim's own name
- Saving any threatening emails
- Allowing time off so that associates can seek safety and protection, attend court appearances, arrange for new housing, attend counseling, receive medical care or take care of other appropriate matters
- Arranging for flexible hours and short-term leaves of absence with the guarantee in most cases of a position upon return

Corporate Security is available twenty-four (24) hours a day and seven (7) days a week. Any communication with Human Resources and Corporate Security will be kept confidential to the fullest extent possible. Others will be informed only on a need to know basis for the security of the victim, other associates, and the workplace.

To contact these resources call the following numbers:

Corporate Security:	1-800-753-3030
Human Resources:	Your Human Resources Generalist (If you are not sure who to contact in your human resources department call Dennis Butler at 201-295-7516)

[Proceed to Part Two](#)

[Click here to read the Liz Claiborne Inc. Policy on Workplace Violence](#)