

## 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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## Minimizing Risk: Reporting and Monitoring

Security personnel should document each report of domestic violence (whether a threat or actual incident) in the workplace, whether that report is made by the batterer's target or a co-worker. Information from any source about workplace violence or threats, no matter how innocuous they may seem, should never be ignored or downplayed.

Documentation to be kept by the company should reflect workplace issues/concerns only. Abuse committed off-site may be briefly noted.

- [House all documentation about the DV situation in a secure central file](#)
- [Advise the victim that it is in her/his best interest to document any physical violence with the proper authorities](#)

All threat/incident reports should be treated as sensitive company documents with limited distribution. Information in the reports should be shared on a strict "need to know" basis. Inappropriate dissemination of such information may:

- [Prevent effective planning or response](#)
- [Impede civil or criminal actions against the perpetrator](#)
- [Heighten the victim's danger and violate her right to privacy](#)

An effective workplace domestic violence prevention plan must be non-retaliatory towards the reporting party. It should also be confidential to the extent that confidentiality is consistent with safety and other legal requirements.

[Click here for a sample Confidential Domestic Violence Threat/Incident Report](#), which can be adapted for both pre-incident and post-incident reporting. Once the report is taken and a security protocol is implemented, the situation should be monitored for a reasonable time period to determine if there is any escalation or resolution. Routine monitoring may be one to three months, with the decision to continue beyond that initial period based on both the victim's and the security department's assessment of the threat.

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