

## **DOMESTIC FAMILY VIOLENCE**

### **1. PURPOSE AND SCOPE**

At Cycling New Zealand (CNZ) we recognise that employees sometimes face situations of domestic violence that may affect their attendance, performance and/or their safety at work. These guidelines set out how we can provide support to employees that experience domestic violence and those who are seeking to address their own behaviour towards family members.

This policy applies to any employee who is affected by family violence. It does not apply to those people who carry out domestic violence. In other words, people who are violent or abusive to someone they're in a family or domestic relationship with. Domestic violence is also known as family violence, and it's not just physical violence. It can take many forms.

### **2. VISION AND VALUES**

CNZ has the vision of Inspiring New Zealanders to Ride, and to do this we are seeking to build and maintain a world class organisation with the following core values:

- We are proud of who we are, what we do, and the sport and organisation we represent
- We care equally about people and performance
- We are inspired and inspiring
- We are humble and engaging
- We are driven by the legacy we will leave

To achieve this vision and remain aligned to these values, all individuals outlined in these guidelines must be conscious of and responsible for their own behaviour.

### **3. THE POLICY**

Domestic violence is a pattern of abusive behaviour, which can include physical, psychological, sexual, or economic abuse, perpetrated by a person against an intimate partner or ex-partner, or domestic member.

### **4. LEGISLATION**

The Domestic Violence – Victims Protection Act 2018 provides for flexible working arrangements, paid leave and employment protections for those staff impacted by domestic violence. CNZ will comply with both the letter and intent of this Act.

If you're affected by domestic violence, the Act gives you the rights to:

- get paid domestic violence leave
- ask for short-term flexible working
- not be treated adversely at work because you might have experienced domestic violence.

You have these rights even if the domestic violence happened in the past.

## **5. HOW CYCLING NZ CAN HELP**

If you are involved in a domestic violence situation or are aware of another employee who may be in this situation you are able to speak to your manager, a trusted colleague, EAP or the Police. Below we outline some measures we are able to take to assist those involved in domestic violence when they make us aware of the situation

## **6. NON-DISCRIMINATION**

Our policies and procedures will not discriminate against those dealing with issues of domestic violence and will be responsive to their needs. Job applicants will not be asked about current or past exposure to domestic violence and staffing decisions will not be based on any assumptions about or knowledge of any such exposure.

## **7. SECURITY PLANS**

If you would like to discuss a security plan for yourself or for a co-worker, please talk to your manager. If you feel uncomfortable contacting your manager alone, you are able bring a support person to this discussion.

Workplace security plans can provide protection for those who are the subject of domestic violence if required. These plans describe the procedures for ensuring the work site safety of employees in the event that an abuser enters the workplace, is found near the workplace, or contacts the employee at work. They may also include steps to reduce the likelihood of these incidents occurring. A plan may be implemented where this is useful or necessary to support everyone's right to a safe work environment.

Workplace safety plans may include any actions that appear appropriate in the circumstances and can be reasonably accommodated by CNZ. Examples of actions that could be considered include:

- advising co-workers of the situation
- setting up procedures for alerting security and/or the police if the abuser enters the workplace and threatens the victim or other workers
- temporary relocation of the employee to a secure area
- options for voluntary transfer or relocation to a different work site

- escorted entry to and exit from the building
- screening telephone calls, and in general dealing with telephone, e-mail or mail harassment
- keeping a photograph of the abuser and/or a copy of any existing court orders in a confidential on-site location and providing copies to security or other front desk team members.
- Considering flexible working arrangements

## **8. INFORMATION SHARING AND CONFIDENTIALITY**

Information related to an employee's domestic violence situation shall not be shared without the express written consent of the employee concerned, unless it is determined that maintaining their confidentiality puts the employee or other employees at risk of physical harm at work. In these cases, where possible, prior notice will be given to the employee of the intent to provide information to other parties. Managers shall inform any other employees who are provided with information for safety reasons that they themselves are required to keep the information confidential.

Where information sharing leads to concerns being raised by other employees about the situation this places them in, they should talk to their manager, or their manager's manager, to resolve these.

## **9. FLEXIBILITY IN LEAVE**

When an employee needs to be absent from work as a result of domestic violence, the manager will assist the employee in determining the best use of her/his attendance and leave benefits, taking into consideration the employee's situation. The provisions of the Domestic Violence – Victims Protection Act 2018 in providing up to 10 days per 12-month period after 6 months service. Additionally, on a case by case basis, managers may grant leave for staff with friends/domestic members who need their support/assistance for reasons relating to domestic violence, e.g. testifying as a witness for a domestic violence case.

## **10. COURT ORDERS**

We will facilitate in the enforcement of all known court orders, particularly orders in which domestic members have been ordered to stay away from the work site. The employee will be assisted in enforcement of an existing order, including gathering and providing evidence if a violation of an order has occurred at work.

## **11. ASKING FOR HELP**

Any employee who comes forward seeking help to address a domestic violence situation they are part of (whether they are subject to violence, are concerned about their own behaviours, or are witnessing violence towards a domestic member) will have the support of

the CNZ for counselling through EAP and where appropriate further rehabilitation measures may be considered.

## 12. AWARENESS AND TRAINING

The following steps will be taken to assist employees and managers to be aware of these guidelines and to increase the capability to support employees:

- Cycling NZ Domestic Violence Guidelines shall be provided to all employees by being available on the intranet.

The Employee Assistance Programme (EAP) is accessible to all employees who are seeking assistance in relation to experiencing or witnessing domestic violence, or who are concerned about their own behaviours towards domestic members.

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