



Family and Domestic Violence Support Policy

1 Scope

This policy applies to all employees (excluding Apprentices and Board Members) of Electrotechnology Training Institute Limited and ECA Legal Pty Ltd (ETI).

2 Purpose

ETI and ECA Legal Pty is committed to assisting and supporting employees/workers who may be experiencing family or domestic violence.

3 What is family and domestic violence?

Family and domestic violence refers to violent, threatening or other abusive behaviour by an employee's close relative, a current or former intimate partner, or a member of their household that both seeks to coerce or control the employee/worker and that behaviour causes them harm or to be fearful.

Examples of behaviour which may be considered family or domestic violence can include, but may not be limited to:

- Emotional abuse
- Physical assault
- Sexual assault
- Verbal abuse
- Financial abuse
- Psychological abuse
- Stalking
- Neglect

4 What support is available?

If an employee/worker discloses they are experiencing family or domestic violence, all employees/workers should:

- Listen to the employee/worker without making any judgements
- Take the disclosure seriously
- Be supportive
- Treat the matter sensitively and confidentially
- Avoid counselling or providing any advice
- Encourage the employee/worker to speak with his or her Manager or HR
- Refer the employee/worker to local support services which may include one of the following:
 - Employee/worker Assistance Program - Ashcliffe Psychology
 - National Sexual Assault, Domestic Family Violence Counselling Service (24/7) - www.1800respect.org.au or 1800RESPECT (1800 737 732)



- Women's Domestic Violence Helpline (24/7) - 1800 007 339
- Men's Domestic Violence Helpline (24/7) - 1800 000 599
- WA Police or 000 in the event of an emergency

The support provided by ETI to an employee/worker experiencing family or domestic violence may include, at ETI's discretion, access to one or more of the following:

- Paid leave such as annual leave, long service leave or personal/carers leave
- Paid family and domestic violence leave as outlined below
- Flexible working arrangements in accordance with the *Fair Work Act 2009* (Cth)
- The Employee/worker Assistance Program

Family or domestic violence which occurs between employees/workers in the workplace will not be tolerated. Please refer to the Code of Conduct and EEO, Bullying, Harassment & Discrimination Policy for further information.

5 Leave to deal with family and domestic violence

All employees/workers (including casuals) may be entitled to ten (10) days paid family and domestic violence leave under this policy and in accordance with the National Employment Standards (NES) or Modern Award (if applicable).

This leave can be taken if they need to do something to deal with the impact of family and domestic violence and it's not practical to do so during work hours. Examples of reasons employees/workers may access family and domestic violence leave could include:

- Making arrangements for their safety, or the safety of a close relative (including relocation).
- Attending court hearings.
- Accessing police services.
- Attending counselling services.
- Attending appointments with medical, financial or legal professionals.

This 10-day leave entitlement is available upfront whereby unused leave does not accumulate from year to year. This leave renews every year on an employee's work anniversary.

Full-time and part-time employees can take paid family and domestic violence leave at their full pay rate for the hours they would have worked if they weren't on leave. Casual employees will be paid at their full pay rate for the hours they were rostered to work in the period they took leave.

6 Applying for leave

You are required to notify your manager or appropriate person of such absence as soon as practicable (which can be on the first day of your leave) and advise of the period (or expected period) of leave.

Employees/workers should apply for leave under this policy through 2Cloud9 by selecting the "Other Leave" option from the drop-down menu.



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Document Reference:

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ETI may request reasonable supporting documentation from the police, a court, a medical professional, lawyer or other reasonable form of documentation as evidence that the leave will be, or was, taken for the purposes as outlined in this policy.

For more information see ETI's Leave Policy

7 Confidentiality

ETI will ensure any notice or evidence provided in relation to taking unpaid family and domestic violence leave under this policy is treated confidentially as far as is reasonably practicable to do so. ETI may disclose information provided by an employee/worker if the disclosure is required by an Australian law, or is necessary to protect the life, health or safety of an employee/worker or another person.

Reference Documents:

- [Code of Conduct](#)
- [EEO, Bullying, Harassment and Discrimination Policy](#)
- [Leave Policy](#)

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