

1. PURPOSE

To provide a framework to support employees and relevant persons who experience family and/or domestic violence, and to guide the response of managers to employees whose work life is affected by family and/or domestic violence.

2. SCOPE

Applies to all Holmesglen employees and relevant persons as appropriate, providing services to Holmesglen.

3. POLICY STATEMENT

Whilst family and/or domestic violence is a private or personal issue, it can affect a person's ability to lead a productive life. Holmesglen recognises that family and/or domestic violence can extend beyond a person's private life to impact attendance and performance at work.

The Institute supports employees and relevant persons affected by family and/or domestic violence to enable continued and effective participation in the workplace.

This policy also provides guidance for employees responding to, and/or providing support to, other employees who disclose their own use of violence.

4. PRINCIPLES

- 4.1 Holmesglen is committed to creating a safe and supportive working and learning environment that has zero tolerance of violence in any form where an employee or relevant person may feel safe and supported and not disadvantaged or discriminated against for disclosing family and/or domestic violence.
- 4.2 No adverse action will be taken against an employee who experiences a situation of violence and/or abuse in their family life and where attendance at work, or work performance, is consequently, and negatively, impacted.
- 4.3 Holmesglen recognises the impact that family and/or domestic violence can have on the lives of those who experience it, including their capacity to work, and is committed to supporting employees and relevant persons who experience such violence by making reasonable adjustments and providing a workplace environment that promotes flexibility in times of need.
- 4.4 Employees and relevant persons will be educated in the identification, response and referral of colleagues who are experiencing family and/or domestic violence to the appropriate support either within or outside the Institute.
- 4.5 Any disclosure or request for support made by an employee or relevant person who is experiencing family and/or domestic violence will be dealt with on a confidential basis, and any personal information given in in this context will be kept confidential. No information will be kept on a person's file without express permission.
- 4.6 Personal information provided by an employee or relevant person concerning issues of family and/or violence will be used solely for the purpose of assessing that individual's needs and determining and applying any appropriate support arrangements required and agreed between Holmesglen and the employee.
- 4.7 Any act of victimisation or reprisal as a result of raising, providing information about, or otherwise being involved in the support for an individual experiencing family and/or domestic violence will be dealt with in accordance with applicable Holmesglen rules, policies, codes and procedures including disciplinary action.

4.8 Holmesglen’s response to family and/or domestic violence recognises that people have different experiences, barriers to safety and needs due to gender, race, class, age, cultural background, sexuality and/or disability and other individual factors. We will incorporate culturally sensitive practices in our response that are inclusive of Aboriginal and Torres Strait Islander, and culturally and linguistically diverse, people and their families.

5. ACCOUNTABILITIES

Action	Accountability
Ensure the provision of a healthy and safe work environment and provide a framework which supports employees and relevant persons affected by family and/or domestic violence to continue to effectively participate in the workforce.	Chief Executive
Ensure the effective implementation and management of the Family and Domestic Violence policy, including its promotion and support across all areas of the Institute.	Chief Executive Associate Director Human Resources, Operations
<ul style="list-style-type: none"> ▪ Act as the Family Violence Contact Officer (FVCO). ▪ Provide advice to managers and employees including relevant information from legislation, Enterprise Agreements and other relevant policies and procedures. ▪ Coordinate workplace support for employees affected by family and/or domestic violence including but not limited to: <ul style="list-style-type: none"> - coordinating security or information technology assistance - advising and liaising with the employee's manager to develop a workplace support plan with the employee. ▪ Provide training and support to managers on how to identify and respond to employees experiencing family and/or domestic violence. ▪ Implement processes to ensure protection from victimisation or reprisal following disclosure by, or request for support for, an employee who is experiencing family and/or domestic violence. 	Associate Director Human Resources, Operations
<ul style="list-style-type: none"> ▪ Promote the Family and Domestic Violence policy to employees and provide support consistent with this policy to employees affected by family and/or domestic violence. ▪ Act promptly and with sensitivity when made aware of a situation of family and/or domestic violence being experienced by an employee. ▪ Refer employees and relevant persons who are experiencing family and/or domestic violence to the appropriate support arrangements available either within or external to the Institute. ▪ Coordinate support with the Family Violence Contact Officer for an employee experiencing family and/or domestic violence. ▪ Approve Family and Domestic Violence leave when requested noting that such leave may be taken without prior approval. 	Holmesglen Management
<ul style="list-style-type: none"> ▪ Contact the manager, or Family Violence Contact Officer, where there are concerns that an employee or relevant person is at risk of family and/or domestic violence. ▪ Seek available support when experiencing family and/or domestic violence through contact with: 	Institute employees Relevant persons

Action	Accountability
<ul style="list-style-type: none"> - their immediate manager - a more senior manager - the Family Violence Contact Officer - the Employee Assistance Program or other external support agencies. 	

6. DEFINITIONS

Term	Meaning
Employee Assistance Program (EAP)	A confidential, solution-focused counselling and support service designed to assist employees who may have work-related or personal issues that are impacting their life or performance.
Enterprise Agreement	A formal agreement, approved by the Fair Work Commission, detailing pay and terms and conditions established jointly by employers and employees in an individual workplace.
Family and/or domestic violence	<p>Family violence is committed by a family member against another family member. Domestic violence is committed by an intimate partner. The difference lies in the relationship between the offender and the victim.</p> <p>A situation where one person in a relationship uses violence and/or abuse to maintain power and control over the other person. This can include behaviour that is:</p> <ul style="list-style-type: none"> ▪ physically, sexually, emotionally, psychologically or economically abusive ▪ threatening or coercive ▪ aimed at controlling or dominating the other person through fear. <p>It is also behaviour by a person that causes a child to hear or witness, or otherwise be exposed to the effects of, the behaviour referred to above.</p>
Family Violence Contact Officer	The Associate Director Human Resources, Operations who will respond to family and/or domestic violence disclosures, including associated privacy and confidentiality issues.
Holmesglen Management	All Holmesglen Board, executive, management and supervisory positions which have responsibility for Holmesglen physical, financial, material and human resources.
Institute employees	All full-time, part-time, and casual employees of Holmesglen Institute.
Manager	The person who is responsible for the operations of a faculty, department, centre, unit or another functional area within Holmesglen.
Reasonable adjustments	Changes to the work environment that allow people to work safely and productively and which do not adversely impact the operations of the workplace.
Relevant persons	Board directors and Board committee members attending Holmesglen authorised premises.
Support agencies	<p>If in immediate danger call Police Emergency on 000.</p> <p>Other possible contacts which provide support for family violence include:</p>

Term	Meaning
	<ul style="list-style-type: none"> ▪ Employee Assistance Program – assureprograms.com.au 1800 808 374 ▪ 1800 RESPECT – 1800respect.org.au 1800 737 732 ▪ Beyond Blue - beyondblue.org.au 1300 224 636 ▪ Domestic Violence Resource Centre – dvrcv.org.au ▪ Domestic Violence Service Management – dvnsdsm.org.au ▪ Health and Human Services – services.dhhs.vic.gov.au/family-violence ▪ InTouch Multicultural Centre Against Family Violence – intouch.org.au 1800 755 988 ▪ Kids Helpline – kidshelp.com.au 1800 551 800 ▪ Lifeline – lifeline.org.au 13 11 14 ▪ MensLine – mensline.org.au 1300 78 99 78 ▪ No to Violence – ntv.org.au 1300 766 491 (Men’s Referral Service) ▪ Safesteps - safesteps.org.au 1800 015 188 White Ribbon Australia - whiteribbon.org.au
Support Arrangements	Reasonable adjustments and actions that can be implemented as part of a strategy to support an employee experiencing family and/or domestic violence.
Victimisation or reprisal	Subjecting, or threatening to subject, someone to something detrimental because they have asserted their rights under equal opportunity law, made a complaint, helped someone else to make a complaint, or refused to do something because it would be discrimination or harassment.

7. CONTEXT AND/OR REFERENCED DOCUMENTS

Internal

[Child Safety and Wellbeing Rule](#)

[Child Safety and Wellbeing Policy](#)

[Conduct Rule](#)

[Code of Conduct](#)

[Employment Policy](#)

[Leave Administration Policy](#)

[Occupational Health and Safety Policy](#)

[Occupational Health and Safety Issue Resolution Procedure](#)

[Operational Authorisation Policy](#)

[Privacy Policy](#)

[Professional Standards for Teachers](#)

[Public Interest Disclosures Policy](#)

[Sexual Harassment and Sexual Assault Policy](#)

[Workplace Behaviour and Employee Complaints Policy](#)

External

Charter of Human Rights and Responsibilities Act 2006 (Vic)
Code of Conduct for Victorian Public Sector Employees 2015
Crimes Act 1958 (Vic)
Educational Services (Post-Secondary Education) Award 2010
Equal Opportunity Act 2010 (Vic)
Fair Work Act 2009 (Cth)
Fair Work Amendment (Paid Family and Domestic Violence Leave) Act 2023 (Cth)
Fair Work Amendment (Family and Domestic Violence Leave) Act 2018 (Cth)
Family Violence Protection Act 2008 (Vic)
Gender Equality Act 2020 (Vic)
Holmesglen Institute Enterprise Agreement (PACCT Staff) 2016 – 2020
Occupational Health and Safety Act 2004 (Vic)
Occupational Health and Safety Regulations 2017 (Vic)
Privacy Act 1988 (Cth)
Privacy and Data Protection Act 2014 (Vic)
Public Interest Disclosures Act 2012 (Vic)
Public Sector Industrial Relations Policies 2015
Racial and Religious Tolerance Act 2001 (Vic)
Sex and Age Discrimination Legislation Amendment Act 2011 (Vic)
Victorian TAFE Teaching Staff Agreement 2018

8. REVIEW

- 8.1 This policy must be reviewed no later than three years from the date of approval.
- 8.2 The policy will remain in force until such time as it has been reviewed and re-approved or rescinded. The policy may be withdrawn or amended as part of continuous improvement prior to the scheduled review date.

9. VERSION HISTORY

Version Number	Date	Summary of changes
1	January 2021	New policy
2	April 2023	Reviewed and updated to reflect the Fair Work Act amendment for paid family and domestic violence leave, including renaming the policy (previously Family Violence Policy).