

DOMESTIC & FAMILY VIOLENCE POLICY

OVERVIEW

Fuse Recruitment (“**the Company**”) is strongly committed to providing a healthy and safe working environment for all employees. It is recognised that employees sometimes face difficult situations in their work and personal life, such as domestic and family violence (DFV), that may affect their attendance, performance at work or safety.

DFV occurs when one person in a relationship uses violence and abuse to maintain power and control over the other person. This can include behaviour that is physically, sexually, emotionally, psychologically or economically abusive, threatening, coercive or aimed at controlling or dominating the other person through fear. DFV can affect people of all cultures, religions, ages, genders, sexual orientations, educational backgrounds and income levels.

Fuse Recruitment leaders, managers, supervisors and all employees are committed to making Fuse Recruitment and our host employers’ locations a great place to work. Fuse Recruitment can make a significant difference to employees affected by DFV by providing appropriate safety and support measures. DFV is unacceptable in any setting, including the workplace. Any Fuse Recruitment employee who perpetrates violence and abuse from the workplace, including by telephone, fax, mail, email, internet or social media may be subject to disciplinary action.

All employees have a responsibility to model the public service values, which includes behaving in a way that promotes a work environment free from any form of violence and supporting those who are affected by DFV. Fostering a workplace culture where employees affected by DFV are supported in the workplace, contributes to a healthy and safe working environment for all.

This policy applies to employees of Fuse Recruitment, including contractors, agency temporary staff, work experience and industry placements, trainees and volunteers. Fuse Recruitment may unilaterally introduce, vary, remove or replace this policy at any time.

1. Confidentiality & disclosure

Fuse Recruitment employees have the right to choose whether, when and to whom they disclose information about being affected by DFV. This policy does not override any legal obligations to disclose information.

Information disclosed by an employee in relation to DFV will be kept confidential, except to the extent that disclosure is required or permitted by law.

2. Awareness raising

Fuse Recruitment will ensure that information on support options are made available to employees.

3. Support options available to employees

There are a number of support options available to assist employees affected by DFV. In relation to clauses 3.3 to 3.6, these arrangements should be reviewed at regular intervals to ensure that they are appropriate.

3.1 Documentation

When considering the support options outlined below:

- a) Fuse Recruitment acknowledges that employees affected by DFV may not be in a position to provide supporting documentation. An employee's access to leave and other support options should not be denied in the absence of supporting documentation
- b) any related communications must be conducted in a sensitive and non-judgmental manner. Any documentation sighted must be returned to the employee unless the employee requests otherwise.

3.2 Leave entitlement

- a) Where possible, Fuse Recruitment will actively work with the host employer to provide financial support by the way of leave provisions for employees directly affected by DFV.
- b) The reasons may include, but are not limited to, attending medical, legal, police or counselling appointments; attending court and other legal proceedings; and organising alternative accommodation and care or education arrangements for the purposes of attending to matters arising from DFV or supporting the person affected by DFV.
- c) Leave should be granted where the host employer is satisfied that the employee requires leave because the employee is affected by DFV.
- d) The employee may also access unpaid leave to attend to matters arising from DFV.

3.3 Work performance & attendance

Work performance or attendance may be influenced by factors not connected with work. Fuse will assist employees and work with host employers to provide support to raise concerns about their personal circumstances, including whether DFV is a contributing factor to work performance and attendance.

3.4 Flexible working arrangements

- a) Fuse Recruitment will assist employees affected by DFV with access to flexible working arrangements by assisting in discussions with host employers. Employees are encouraged to discuss their request for flexible working arrangements with their managers in the first instance.

3.5 Counselling support services

- a) Fuse Recruitment will offer the Employee Assistance Provider (EAP) or similar, to all employees and their immediate family members. The EAP offers free and confidential support services through face-to-face, telephone and online counselling.
- b) The EAP also provides specific advice to managers to support employees affected by DFV.

3.6 Other workplace support & role adjustments

Fuse Recruitment may also consider:

- Workplace safety needs and arrangements to protect the employee and colleagues following a risk assessment, including increased security measures

- Supporting employees to have the workplace included in a Domestic Violence Order issued by the courts, where appropriate
- Providing other support and reasonable adjustments in the workplace, such as:
 - job redesign or changes to duties
 - changes to working hours or patterns of work
 - alternative suitable employment in other teams, offices and locations
 - changes to email address and telephone numbers
 - secure parking

All support and role adjustments will be considered in conjunction with the host employer, mindful of their specific DFV policy and business requirements.

3.7 Safety in the workplace

Of paramount consideration is the safety and wellbeing of all Fuse Recruitment employees in the workplace. Fostering a workplace culture where employees affected by DFV are supported contributes to a healthy and safe working environment for all.

In situations where an employee affected by DFV is concerned for their safety or that of their colleagues, it is recommended that the employee work in consultation with their host employer manager and/or consultant to develop an appropriate Workplace safety plan. The Workplace safety plan should outline the specific workplace safety needs and arrangements to support the employee, such as:

- Any changes in relation to any work patterns, practices or work location
- Any precautionary plans to be undertaken pre or post-work (e.g. travel arrangements, secure carpark etc.) to support the safety of the employee
- Any workplace changes and/or security measures to protect the employee and their colleagues where necessary
- Updated emergency contacts and/or next of kin details.

4. Responsibilities

Leaders/managers/supervisors will:

- Model our values, including behaviour in a way that promotes a work environment free from any form of violence
- Encourage leaders and employees to actively participate in DFV related learning and development activities • Sensitively communicate with employees affected by DFV
- Take prompt and appropriate action to address any reports of employees affected by DFV • Ensure appropriate levels of support are provided to employees affected by DFV
- Ensure appropriate management of work performance and monitoring of attendance issues.

Employees will:

- Model our values, including behaving in a way that promotes a work environment free from any form of violence
- Actively participate in DFV related learning and development activities • Sensitively communicate with colleagues affected by DFV
- Ensure colleagues are aware of available support services and encourage colleagues to seek assistance.

Further information

Please contact:

Mathew Westcott
 Managing Director, Fuse Recruitment
 mwestcott@fuserecruitment.com
 03 9981 5900

or

Monique Abbenhuis
 Executive Assistant, Fuse Recruitment
 mabbenhuis@fuserecruitment.com
 03 9981 5900

Document Version History					
Version	Date	Author/Editor	Summary of Change	Approved by	Review date
1.0	29.08.2024	People & Culture	Policy Review	Tyson McNeilly	29.08.2027