

Draft Wiltshire Council Human Resources

Domestic abuse policy

This policy can be made available in other languages and formats such as large print and audio on [request](#).

What is it?

This policy outlines the council's approach to domestic abuse and provides managers and staff with information, guidance and support relating to domestic abuse. This policy should be read alongside the employee [health and wellbeing policy](#) and provides links where applicable.

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Who does it apply to?

This policy applies to all Wiltshire Council employees (with the exception of teaching and non-teaching staff employed in locally managed schools).

This is a harmonised policy and applies to all Wiltshire Council employees including TUPE employees.

When does it apply?

The policy will apply to employees in circumstances where they are:

- currently experiencing or have experienced domestic abuse
- a manager or colleague who receives a disclosure of domestic abuse or is concerned about an employee who may be a victim of domestic abuse
- a perpetrator of domestic abuse.

When does it not apply?

There are no exemptions under this policy and procedure.

Please note that where an employee receives a disclosure from a service user, customer or member of the public they should refer the matter to a specialist agency see www.speakoutwiltshire.com

Background

1. It is estimated that domestic abuse currently costs UK business over £1.9 billion a year and affects thousands of working men and women every day. By proactively addressing the issue and supporting the employee, Wiltshire Council aims to help retain its staff as productive members of the work force and sends a clear message that domestic abuse is a crime and will not be tolerated.
2. It is estimated that 1 in 4 women and 1 in 6 men will experience domestic abuse in their relationships. Therefore it is likely that a percentage of Wiltshire Council employees will be or are victims or survivors of domestic abuse or perpetrators. In addition, 75% of those experiencing domestic abuse are likely to be targeted whilst at work ranging from harassing telephone calls to physical assaults (Friedman and Cooper 1987).
3. Women experience an average of 35 incidents of domestic abuse before reporting an incident to the police (Yearnshaw 1997).
4. Victims of domestic abuse are more likely to experience repeat victimisation than victims of any other type of crime (British Crime Survey). 76% of all domestic abuse incidents are repeats (Home Office 2010).
5. Domestic abuse will affect people regardless of their social group, class, age, race, colour, creed, sexual orientation, disability. Abuse can begin at any time in a relationship.

6. Although domestic abuse is overwhelmingly directed at women, males and those in same sex relationships also experience domestic abuse.
7. Victims of domestic abuse may be at increased risk of harm in their workplace if they leave an abusive partner, as it may be the only place where they can be located. Therefore it is important for employers to help protect their employees from violence at work by making sure they are aware of this policy and familiar with its contents.
8. A US research study with convicted perpetrators sent to a domestic violence programme found that 44% had told someone at work about the abuse they perpetrated (Rothman and Perry 2004).

What are the main points?

9. The aims of this domestic abuse policy are to:
 - increase awareness of domestic abuse among employees
 - to set out the council's policy statement on domestic abuse and a consistent framework for managers and employees to follow
 - provide a framework of information and support for managers and employees on domestic abuse to assist in reducing the prevalence and impact of domestic abuse
 - support the health and safety of employees
 - encourage multi-agency working to ensure that the best support and advice is given to victims and their families
 - provide guidance for dealing with perpetrators of domestic abuse.

Policy statement

10. All employees of Wiltshire Council have the right to raise the issue of domestic abuse with their manager in the knowledge that they will be treated sympathetically, confidentially and effectively.
11. Wiltshire Council is committed to reducing domestic abuse and this policy sets out the actions that may be taken in responding to employees who are experiencing domestic abuse and where there are concerns that an employee maybe the perpetrator of domestic abuse.
12. All employers have a responsibility under the Health and Safety at Work Act 1974 to ensure the health and safety of employees and have a duty to ensure that reasonable steps are taken to ensure the safety of staff at work.
13. Wiltshire Council will not discriminate against anyone who has been subjected to domestic abuse both in terms of current employment of future development.

Definition of domestic abuse

14. The official Home Office cross-government definition of domestic violence and abuse as of March 2013 is:

‘any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. The abuse can encompass, but is not limited to:

- psychological
- physical
- sexual
- financial
- emotional

Controlling behaviour

15. Controlling behaviour is a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour.

Coercive behaviour

16. Coercive behaviour is an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim. This is not a legal definition.
17. For more information about domestic abuse and the many forms it can take www.speakoutwiltshire.com

Help and support

18. As an employee:
- it is recommended that you seek specialist support from trained advisors who can assess your risk and offer confidential advice on keeping safe. See The Department of Health’s guidance and contact details below for support services; also available on www.speakoutwiltshire.com
 - if you think you are in immediate danger, call 999

- it may also help to seek confidential support at work under this policy.

Raising the matter at work

19. If you have or are experiencing domestic abuse and this is having an impact on your wellbeing or work you are encouraged to raise this with your manager in confidence.
20. Your manager should use this policy to provide appropriate support to you and will consider whether any of the measures set out in this policy may be of assistance in achieving this.
21. If you feel unable to approach your line manager in the first instance you may wish to approach your line manager's manager, a trade union representative if you are a member of a union, [HR](#), [the chaplaincy service](#) or a work colleague or ring the [employee wellbeing helpline](#).
22. If you disclose to someone who is not your line manager, you should be aware that your line manager will not know about your circumstances and therefore will not be in a position to support you in terms of measures set out in this policy. Non disclosure might also lead to potential difficulties in supporting your health and safety at work, or if you are involved in another HR procedure such as sickness absence, improving work performance or disciplinary policy. The person who you disclose to should therefore encourage or support you to make a disclosure to your manager where possible.

Identifying signs of domestic abuse and responding to them

23. As part of their role, your manager may approach you if they have concerns about your performance or wellbeing at work and/or they have noticed for example a change in your behaviour or work patterns.
24. All the following signs could be attributed to a variety of issues, some, for instance consistent lateness, could lead to disciplinary action. If your manager has noticed that you are displaying some of these signs they may approach you about this. It will be important that they establish the underlying cause of the change and they are likely to ask you about this. Disclosure will support your manager in identifying what action or support to put in place and may assist you to deal with your situation more effectively.

Signs your manager will consider include:

Changes in character – for instance:

- becoming quieter

- isolating from colleagues
- anxious, frightened
- tearful
- fatigued
- aggressive
- distracted
- depressed.

Changes in behaviour – for instance:

- no longer open about home life
- increased concerns about children
- increased frequency in sickness or absence.

Change to appearance – for instance:

- wearing long sleeves or high necks in summer. This could be covering injuries/bruises. (Although many perpetrators will make sure that injuries are sustained in areas where they won't be seen.)
- increased amount of make-up being worn (possibly to conceal bruising)
- noticeable lack of make-up where previously make-up has been worn
- dress becomes dowdy when it wasn't previously.

Changes to working patterns - for instance:

- frequent lateness to work
- needing to leave work early on a regular basis without an explanation
- spending an increased amount of time in the office, avoiding lunch breaks
- working more often from home or a reluctance to work from home
- decreased productivity (quality and or quantity of work) missed deadlines
- change in use of phone/emails for example increase in the number of personal calls/text, increased use of mobile telephone.

Responding to disclosures of domestic abuse

25. Your manager should:

- ensure that any discussions take place in private and they respect confidentiality as far as possible (see below for further guidance)
- take time to listen and to take what you say seriously
- be sensitive to your situation, this includes being non-judgemental, supportive, practical and discrete
- not ask for proof of abuse or talk to the alleged abuser. It is recognised that this could put you at greater risk

- under no circumstance adopt the role of the support worker, your manager should always sign post you to the relevant support service
- be aware of what support is available and explore these options with you (see details set out at the end of this policy). However your manager will not insist on any particular action
- be accepting of your wishes if you do not want to contact other agencies
- be understanding of the fact that you may have involved a third party such as a colleague or trade union representative
- be aware that you may be facing additional issues because of your age, sex (male or female), sexual orientation, gender identity, ethnic background, disability, care duties or other equality or diversity factors
- not assume that you will want to leave the abusive partner (there may be mitigating circumstances that prevent a victim leaving, for instance children and leaving the abuser should always be done with the help of a specialist support service.)
- not assume that if you have returned to or stay in an abusive relationship that you want or deserve abuse, or that the abuse is not severe or does not take place.

Statistics show that the risk of more serious assault, permanent injury or murder increases when a victim decides to leave a partner or immediately afterwards. This course of action should not be entered into lightly. It is important therefore not to underestimate the danger or assume that the fear of violence is exaggerated.

Confidentiality and safeguarding

26. If you have disclosed to your manager that you are or have experienced domestic abuse, your manager will treat this information confidentially, as far as possible. However, you should be aware that an exception to this would be where you have given information to your manager which would lead them to believe that:
- you or any colleagues are at risk of serious injury or death
 - that there is a substantial risk of harm (whether physical, emotional, sexual or neglect) to any children who are witnessing the violence or abuse.
27. If your manager has concerns about child protection they must seek further advice from the [children's social care team](#). They should inform you about their concerns and the action they are proposing to take. You should be aware that they may be advised by the children's social care team to make a referral and this may involve sharing information without your consent. Your manager should keep a record of this.

Information and advice on child protection issues can be obtained from children's social care team.

28. Consideration also needs to be given if a vulnerable adult could be at risk from abuse (whether physical, emotional, sexual, financial or neglect).
29. Where there are concerns relating to vulnerable adults managers must seek further advice from the [social care helpdesk or one of the Wiltshire police vulnerable adults' units](#).
30. Your manager may also discuss with you what information you would be prepared to share with colleagues about your situation. In particular where your manager has responsibility for others they will want to share information about any potential risks or they may need to consult others about the supportive measures they want to put in place for you. This should only be on a need to know basis. Where it is agreed that information can be shared with colleagues your manager should remind them that the information is confidential and any breaches of confidentiality could result in action under the [disciplinary procedure](#).
31. The consequences of breaching confidentiality could have serious effects for the person experiencing domestic abuse. It is important therefore, not to underestimate the danger or assume that the fear of violence is exaggerated.

Supportive measures

32. Once your manager is aware that you are or have experienced domestic abuse they should arrange to discuss with you whether any of the following measures could be supportive to you. All meetings should take place in a private and confidential setting. You should let your manager know if you would find it helpful to bring a union representative or work colleague to any meetings for additional support.
33. It may be helpful to look at support and information available within Wiltshire from www.speakoutwiltshire.com

Safety

34. Your manager is responsible for your health and safety at work and the council has a [corporate health and safety policy](#) and guidance for manager's in [managing incidents at work](#) which includes abusive, threatening or physical assault at work (please also see any service specific guidance).

35. The corporate health and safety policy sets out roles and responsibilities but your manager will need to consider additional factors in relation to domestic abuse, in particular, the potential of an abusive partner or ex-partner visiting the workplace, abusive phone calls, or intimidation or harassment by the alleged perpetrator.
36. Your manager should consider the following measures in consultation with you:
- improve security measures, such as changing key pad numbers or ensuring that access to buildings is open to authorised staff only
 - remind reception, switchboard and staff not to divulge personal information about employees, especially details such as addresses, telephone numbers or shift patterns
 - agree what to tell colleagues and how they should respond if the abuser rings or calls at the workplace. This could include providing colleagues with a photograph of the abuser and other relevant details which may help them to maintain security in the workplace
 - make sure that the systems for recording your whereabouts during the day are adequate and if the work requires visits outside the office, considering how risks can be minimised (for example change duties or allow another colleague to accompany you on certain journeys)
 - agreeing emergency or safe contact arrangements
 - record any incidents of [violence in the workplace](#), including persistent phone calls, emails or visits from their partner/ex-partner. Details of any witnesses to these incidents should also be recorded. These records could be used if you need to press charges or apply for an injunction against the alleged perpetrator. It is important for your manager to also consider the safety of work colleagues and service users if the alleged perpetrator has access to you at work. Your manager could also apply for an injunction through legal if the action of an alleged perpetrator impinges on the health and safety of other staff or service users
 - any of the above measures must have your full knowledge and consent

Other measures

Leave

37. Your manager will give sympathetic consideration to requests for time off where you have let them know that you are or have been experiencing domestic abuse. Time off will generally be facilitated through flexi leave, annual leave, or unpaid leave. Managers may also explore other measures, such as temporary negotiated hours, where this is suitable (see below).

38. Your manager's manager or Head of Service may authorise requests for reasonable paid time off, in the following circumstances, where appointments are unavailable outside the employee's normal working hours and other options relating to annual leave and flexi-time have been exhausted:
- appointments with local support agencies, for example Victim Support, Independent Domestic Violence Advisor, Children's Social Care, Adult Services
 - housing related issues
 - medical appointments
 - meetings with criminal justice agencies, for example the Police, solicitors, court hearings
 - making alternative childcare arrangements, including meetings with schools.

Changes in workplace, hours, patterns

39. Your manager will give consideration to other changes to your work arrangements where possible to make you less at risk at work and on journeys to and from work.
40. If you are on flexitime you may be able to use this effectively to change your start or finishing times. If you are not on flexitime your manager may consider a temporary variation to your hours for a specifically agreed period, to provide you with flexibility for dealing with a short term crisis. Your manager may also be able to give consideration to other patterns of working depending on the nature of your work. This would not extend to allowing an employee to be paid for more hours than they work in a week.
41. Depending on the nature of your work your manager may be able to consider enabling you to work at a different workplace for a temporary basis or in a different part of the building so that you are not visible from reception points or from ground floor windows if this would cause a danger from the perpetrator.
42. It may be helpful to consider changes to specific duties, such as answering phones or working in reception area or in exceptional circumstances it may be possible for your manager to transfer you to another job on the same grade for a temporary period.

Concerns about health

43. If your manager has concerns about your health they may refer you to occupational health for further advice and support. Occupational health provide support and advice to managers and employees. Your manager will seek your consent before they make the referral. The council also offer a confidential [wellbeing help line](#) 01225 713147.

Concerns about finances

44. If you have concerns about your finances you should seek confidential personal advice for example from the [Citizens Advice Bureau](#).
45. If your partner has access to your finances or is exerting financial pressure on you, the [HR payroll and administration](#) section may be able to assist by changing your method of salary payment.
46. Your manager will have to take into account whether the above measures are operationally appropriate. However, ensuring your safety should be of primary consideration throughout this process.

Perpetrators of domestic abuse

47. Domestic abuse is a serious matter which could lead to criminal conviction.
48. Abusive behaviour is the responsibility of the perpetrator who needs to take responsibility and be held to account for their actions.
49. Managers' duty of care extends to perpetrators who, through their actions, are damaging their own lives as well as the lives of others.
50. Wiltshire Council recognises that if you are a perpetrator of domestic abuse you may need help to change your behaviour and therefore will support and encourage you to address violent and abusive behaviours of all kinds. This will include providing information about the support and services available to you.
51. The information that the manager and organisation gathers will be the basis for its decision about how best to engage with you if you are a perpetrator of domestic abuse and what kind of specialist help is required, either for you directly or to manage the risk to other employees.
52. Allegations of domestic abuse will not automatically lead to an investigation, however, if you are an employee who has been formally accused of perpetrating domestic abuse or you have come forward to declare this to your manager you should be aware that your manager

will consider whether an investigation or further action in accordance with council policies and procedures is required.

53. You should be aware that if you are accused of serious misconduct and/or criminal offences committed during or outside of working hours which bring you or the council into disrepute this may be the subject of disciplinary action which could lead to dismissal. Employees are also required to notify Wiltshire Council of any caution, reprimand, warning or conviction which they are given after they are appointed.
54. If you are an employee who has been found to be assisting or colluding with abuse or malicious allegations you may also be subject to an investigation and appropriate further action in accordance with council policies and procedures.
55. Expectations in relation to employee conduct are set out in a number of council policies. Employees are expected to comply with these policies as a condition of their employment. These include but are not limited to:
 - The code of conduct
 - The behaviours framework
 - The equality and diversity policy and procedure
 - The disciplinary policy and procedure
 - The dignity at work policy and procedure.

If the victim and the perpetrator are both employed by Wiltshire Council

56. In cases where both the perpetrator and the victim work in the organisation, Wiltshire Council will take the following additional appropriate action to the above:
 - if you are the victim your manager will need to consider whether action is required to minimise the potential for the perpetrator to use their position or work resources to abuse you at work. This might include limiting the perpetrators ability to find out details of your whereabouts at work, changing duties, if practical, for one or both employees or withdrawing the perpetrators access to certain computer programs. Please note some actions may require co-ordination with the manager of the perpetrator and your manager may consult you about confidential contact.
 - if you are the perpetrator and your manager is aware of this your manager will also need to consider steps to minimise the risk to the victim at work.

57. It is recognised that in certain circumstances the victim and perpetrator may choose to seek solutions jointly and appropriate support should be given.

Record keeping

58. Your manager will keep a record of any agreed adjustments or measures that they have put in place to support you. These will be held confidentially, not on your personal file and securely and will have no impact on your employment record.
59. Your manager will keep a record of any disclosures they have made without your consent (relating to disclosures where there are concerns of risk of serious injury or death) and share this with you.
60. Any incidents of violence, threatening behaviour or breaches of security in the workplace should be recorded and retained for evidence purposes if required. The record must be clear, accurate and include dates, times, locations, and any witnesses. Any breaches of orders, for example, non-molestation orders should also be noted.
61. Your manager will not keep records of other incidents which occur outside of work. You are encouraged to report other incidents outside of work to the police or your support service.

Raising awareness

62. Wiltshire Council will regularly raise awareness about the various forms of domestic abuse and sign-post employees to www.speakoutwiltshire.com for support services both within Wiltshire and nationally. These campaigns will be via distribution of posters, materials, displays and via the intranet.
63. It is your manager's responsibility to make you aware of the campaigns, sources of help and any awareness training opportunities.
64. Briefings and training for managers, elected members and staff will be held regularly and managers will be expected to attend.
65. Your manager should include information about the domestic abuse policy at induction.

Roles and responsibilities

Employee responsibilities

66. If you have experienced domestic abuse or are in a controlling relationship which is affecting you at work you are responsible for:
- making sure you have the right information and knowledge about abusive behaviours within relationships to make informed choices
 - deciding whether to confide in your line-manager, work colleague, trade union representative or other confidante about your personal situation
 - recognising that where you decide not to confide in your line manager they will not be aware of your situation and will not therefore be in a position to be able to work with you to identify support for you. This is also relevant if you are already subject to an HR procedure for example improving work performance or sickness absence management
 - recognising that a concerned work colleague also has the right to confide in their manager if they suspect that you may be a victim of domestic abuse or a perpetrator
 - recognising that your manager may need to confide in their line manager to ensure that support measure discussed with you are put in place
 - deciding along with your manager a suitable course of action to help you fulfil your work commitments
 - recognising that you are under no obligation to accept the help offered, however any support will be offered in good faith and with the purpose of assisting you to maintain performance and attendance at work, reducing safety risks and/or assisting your wellbeing.
67. All employees are responsible for:
- being supportive of colleagues who they become aware of who have or are experiencing domestic abuse and of measures that are put in place to support those colleagues
 - treating any information relating to a colleague in this position with respect and in confidence
 - recognising that an abuse of confidence or support may place that colleague in a position of further risk
 - encouraging colleagues who make a disclosure to them to seek support from their manager or obtain their colleagues consent to share some of the relevant facts with the manager on their behalf.

Line manager responsibilities

68. Managers have a responsibility to apply this policy and procedure fairly and consistently. They should ensure that team members are aware of the support and services available in relation to all matters regarding employee wellbeing, including awareness of the existence of the domestic abuse policy.

69. Where they are become aware that an employee has experienced or is experiencing domestic abuse they are responsible for:
- understanding that it may take an employee several attempts to disclose their abuse and they may 'test' the manager for a likely reaction to their disclosure first
 - recognising that under no circumstances should managers adopt the role of the support worker, the employee should always be sign posted to the relevant support service
 - taking seriously any disclosures of domestic abuse in accordance with this policy and to treat all information related to disclosures in strictest confidence. The exception being where it is critical to breach confidentiality to protect a serious health and safety concern relating to the employee, themselves or others including the employees children (please see further information set out in the policy relating to this)
 - recognising that they should not seek evidence of domestic abuse as this may place the employee at further risk
 - giving careful and serious consideration to the range of support measures set out in this policy and to the health and safety of the employee and to discuss this with the employee
 - recognising that the role of the manager is non judgemental and that it is up to the employee to agree to the support offered
 - seeking advice from Occupational Health where there are concerns about the employees health and wellbeing
 - reviewing supportive measures and adjustments periodically to reflect any change in risks and make sure they are effective.

HR responsibilities

70. The role of HR is to promote advice and guidance on this policy and procedure and to support the line manager where appropriate. This may include attending formal meetings relating processes such as the disciplinary procedure where the matter relates to a perpetrator of domestic abuse.

Occupational Health responsibilities

71. Occupational health provides a range of services with the aim of promoting and maintaining good health and wellbeing in the work place. This includes advice to employees as well as to managers regarding the impacts of an employee's health on their work and visa versa.
72. Where your manager has sought further advice from occupational health they may (with your permission) seek further medical information

about your condition from your doctor or medical specialist, to ensure the most appropriate recommendations are forwarded to your manager to maximise the support for you at work.

73. Occupational health is not a treatment service, but an advisory service. Following your occupational health assessment a confidential report will be provided to your manager with information to allow decisions to be made to support your health at work. You are entitled to have a copy of this report. It is the responsibility of the manager to make decisions regarding appropriate action and implementation of the recommendations of occupational health.
74. Occupational health discussions take place in confidence; information is only shared with third parties where there has been specific agreement with the individual concerned or threat to life or a safeguarding issue (see confidentiality and safeguarding section para 26). Documentation created as a result of engagement with the OH service is maintained in line with data protection and relevant codes of confidentiality.

Public Protection responsibilities

75. The safer communities team (public protection) work with the council's communications team on awareness campaigns and ensuring that information regarding domestic abuse and awareness resources are kept up to date and made available through www.speakoutwiltshire.com

Frequently asked questions

76. How can occupational health help?

Access to occupational health is usually via an [occupational health management referral](#), which will result in to either a face to face or a telephone appointment with a health professional.

Where disclosures about domestic abuse are indicated to occupational health, they will work with you and (with consent) your line manager to ensure appropriate workplace support is provided to assist you in your role. This might include recommendations regarding (but not limited to) any of the following;

- adaption to hours, patterns of work or work activities
- actions aimed at safeguarding the individual in the workplace
- signposting the individual to relevant specialist support agencies
- employee wellbeing measures in line with [employee wellbeing policy](#)

All workplace changes can only be taken in consultation with your line manager.

77. I have a concern that a member of my team is experiencing domestic abuse, what is the best way to approach the subject with them:

People do not in general respond openly to direct questions about domestic abuse before they have established a trusting and empathic relationship first. However, victims often say that if they had been asked they would have disclosed (Nelms et al 2009). Therefore, rather than wondering why an employee is reluctant to disclose they are suffering from an abusive relationship, managers should ask themselves how they can make it clear that it is safe and helpful to tell them about their situation.

Managers should ask the employee indirect questions some examples are:

- I have noticed you have not been yourself recently, is anything the matter?
- How are things at home, with the family?
- Are there any reasons outside of work that are causing your frequent lateness/time off sick/missed deadlines?
- What support do you think might help?

Refer to the guidance and appropriate training.

78. A colleague has confided in me that they are experiencing serious problems at home and I am concerned for their safety - what action should I take?

- in the first instance you should reassure them that disclosing is a positive step and that there are people who can help both within the organisation and externally
- you should suggest that they look at the information and links to websites available at www.speakoutwiltshire.com
- refer them to this domestic abuse policy for guidance
- advise them to speak in confidence to their line manager
- if you have concerns about their safety and feel that they will not approach their own manager, you can speak to your line manager in confidence.

If any employee or colleague is in immediate danger call 999

Equal Opportunities

This policy has been Equality Impact Assessed ([link to EIA for policy](#)) to identify opportunities to promote equality and mitigate any negative or adverse impacts on particular groups.

If appropriate:

Managers will make any necessary adjustments to ensure that all employees are treated fairly. For further information see the guidance on equal opportunities in ([link to equal opps guidance](#))

Legislation

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1992
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
- Health and Safety (Consultation with Employees) Regulations 1996.

Advice and guidance

If you require help in accessing or understanding this policy you should contact your line manager or trade union representative if you are a member.

If, due to the nature of your query, it is not appropriate to contact your line manager you should contact your head of service who will nominate an appropriate manager or colleague to help you.

See [guidance for managers – giving advice on policies](#).

Further information

There are a number of related policies and procedures that you should be aware of including:

- [Employee health and wellbeing policy](#)
- [Corporate health and safety policy](#)
- [The code of conduct](#)
- [The behaviours framework](#)
- [The equality and diversity policy and procedure](#)
- [The disciplinary policy and procedure](#)
- [The dignity at work policy and procedure.](#)
- [Flexible working policy](#)
- [Annual leave and bank holidays entitlement policy](#)

Supporting this policy, a toolkit is available which includes manager guidance and supporting documents to use when following this policy and procedure.

For further information please speak to your supervisor, manager, service director or contact your HR case adviser.

For further information about any issues related to domestic abuse reduction or this policy vice you can contact the safer communities team.

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|---------------------|--|
| Policy author | HR Policy and Reward Team – (Initials) |
| Policy implemented | DD-MM-YYYY |
| Policy last updated | DD-MM-YYYY |

Ensuring the victims safety

Where to get more help

www.speakoutwiltshire.com

For more information about domestic abuse www.speakoutwiltshire.com

Further reading – Informative and practical guides for employers and employees

<http://www.caada.org.uk/resources/resources.html>

Resources for employers

View the CAADA/Home Office guidance for employers, [Practical guidance for line managers, Human Resources and Employee Assistance Programmes](#) and for employees, [Practical guidance for employees experiencing domestic abuse](#).

Corporate Alliance Against Domestic Violence www.caadv.org.uk

The Corporate Alliance aims to raise awareness and reduce the social and economic impact of domestic abuse in the workplace. Working together with employers, their vision is to create a work environment where employees have the opportunity to seek practical support and advice and ultimately take positive action to end domestic abuse. Membership is open to any employers, trade union or representative body in the UK.