

## **WORKPLACE GUIDELINES CONCERNING** **DOMESTIC VIOLENCE**

*There are 60,000 incidents of on-the-job violence each year, and most victims know their attacker intimately.*

*(Department of Justice, 2006)*

### **What to Do....**

*If you are experiencing Domestic Violence:*

*-notify your supervisor, union and/or other company resources about the circumstances regarding your situation.*

*-Discuss options available to you, e.g. scheduling, safety precautions, employee/family assistance benefits.*

*-submit a recent photo of the perpetrator to the appropriate person within the office in the event of a confrontation at work*

*-request that all information be treated with confidence to provide for your safety and well-being.*

### **If you are the co-worker of someone experiencing Domestic Violence:**

*-if you suspect a co-worker is suffering abuse, do not directly confront her/him since it is important for an individual to self-disclose for her/his own safety and well-being.*

*-express concern and a willingness to listen and be supportive if needed*

*-offer support by listening and assisting; when an individual is ready, she/he will confide*

*-if a co-worker confides in you, encourage communication with her/his supervisor, union and/or appropriate contact within the office*

*-if you witness an incident at work, contact your appropriate office personnel or law enforcement immediately*

*-make sure that the incident is documented.*

## **CREATING A SAFETY PLAN**

- Plan and rehearse escape options*
- Choose a safe place to go*
- Pack a survival kit (Money, medication, car keys, home keys)*
- Try to start an individual savings account*
- Keep your car fueled up and a spare set of keys where you can get to them*
- Avoid arguments with the abuser in areas with potential weapons*
- Plan a code word or phrase to use on the phone with a trusted friend or relative if you need to access help when the abuser is present.*

*“The greatest of all mistakes is to do nothing, because you can only do a little. Do what you can.”  
---Sydney Smith*

## **DOMESTIC VIOLENCE IN THE WORKPLACE**

- Most frequent manner in which women are fatally injured in the workplace*
- Accounts for 27% of all incidents of violence in the workplace*
- 56% of victims late for work and 28% had to leave work early at least five times per month and 54% missed at least three days of work per month*
- 74% of employed battered women reported being harassed in person or by telephone while at work.*

### **Strategies for Co-Workers**

- provide emotional support – listen carefully and non-judgmentally*
- encourage victim to contact EAP or other appropriate resource for professional help*
- encourage victim to discuss circumstances with the union and/or company resources so that appropriate action can be taken to prevent Domestic Violence from spilling over into the workplace*
- do no attempt to “rescue” victim – leave the crisis counseling up to the experts.*
- do not be surprised if you feel overwhelmed and helpless by the victim’s troubles – Domestic Violence is a complex problem with no easy solutions. Some may experience anger when your assistance does not seem appreciated.*
- contact EAP to obtain support and guidance*
- do not underestimate the value of your support and concern. “I’m afraid for your safety” or “you deserve better than this” are simple but powerful words.*

## **STALKING**

*“Stalking is a malicious course of conduct that involves a broad range of behavior – including following, threatening, and harassing – directed at another person with the intent of placing that person in reasonable fear of serious bodily injury or death.”*

*(Source: Adapted from U.S. Department of Justice)*

### **Stalking Facts and Statistics**

- more than 1 million women and 300,000 men are stalked annually in the U.S.*
- average duration of stalking – about 2 years*
- majority of stalking victims know their stalker*
- 75% of female homicide victims had been stalked*
- 1/2 of female homicide victims reported stalking to police before their stalkers murdered them,*
- 1/4 of stalking victims lose time from work as a result of their victimization; 7% never return to work.*

### **Stalking Warning Signs**

- excessively intimate on the first date, calls too frequently and is too persistent*
- overly nice and generous – too charming*
- attempts to establish an exclusive relationship in order to isolate the person from family and friends*
- extreme jealous and accuses person of infidelities*

### **Safety Tips for Stalking Victims**

- establish a “lookout strategy”*
- improve personal physical security*
- take a self defense class*
- document each stalking incident and keep all evidence*
- notify the authorities*
- avoid all contact*
- get support*
- contact Security*
- contact your company’s EAP Provider*

## **DOMESTIC VIOLENCE RESOURCES**

*In addition to your local police department, crisis hotlines, hospitals, safe shelters, women's resource and community mental health centers, the following is a partial list of national resources.*

*REMEMBER: Always dial 911 for immediate help with a life-threatening situation!*

<i>National Domestic Violence Hotline</i>	800-799-SAFE <a href="http://www.ndvh.org">www.ndvh.org</a>
<i>National Center for Victims of Crime Stalking Resource Center</i>	800-FYI-CALL <a href="http://www.ncvc.org">www.ncvc.org</a>
<i>Family Violence Prevention Fund</i>	415-252-8900 <a href="http://www.fvpf.org">www.fvpf.org</a>
<i>National Resource Center on Domestic Violence</i>	800-537-2238 <a href="http://www.nrcdv.org">www.nrcdv.org</a>
<i>National Latino Alliance for the Elimination of Domestic Violence</i>	800-342-9908 <a href="http://www.dvalianza.org">www.dvalianza.org</a>
<i>Institute on Domestic Violence in The African American Community</i>	877-643-8222 <a href="http://www.dvinstitute.org">www.dvinstitute.org</a>
<i>Rape, Abuse, &amp; Incest National Netwk</i>	800-656-HOPE <a href="http://www.rainn.org">www.rainn.org</a>
<i>National Sexual Violence Resource Center</i>	877-739-3895 <a href="http://www.nsvrc.org">www.nsvrc.org</a>
<i>Office on Violence Against Women</i>	202-307-6026 <a href="http://www.usdoj.gov/ovw">www.usdoj.gov/ovw</a>
<i>U.S. Department of Justice</i>	202-514-2000 <a href="http://www.usdoj.gov">www.usdoj.gov</a>