

Roles and Responsibilities of the Parties

Employer

- Recognize workplace hazards and respond to employee's suggestions and concerns regarding health and safety
- Develop and institute workplace safety plans. In DV cases, these should be created in conjunction with the worker experiencing DV. The employer may also wish to consult a community expert, such as a shelter worker
- Provide paid leave for workers experiencing domestic violence to attend medical appointments, meet with lawyers or law enforcement, access counseling and other support services, and/or move house
- Ensure that contact directories available to the public do not include employees' information unless necessary and if a worker is experiencing DV, offer to remove the public listing
- Provide for counseling and referral to appropriate support services
- Develop and offer training about DV to all employees. Appoint a representative in Human Resources and train them in domestic violence. Make sure that workers know that this person has DV expertise
- Ask the worker if she has any protection or restraining orders and if they include the workplace then request a copy
- If the victim and perpetrator work in the same place then ensure they are not scheduled to work at the same time or location and that schedules are kept confidential



Supervisor

- Open conversations with the worker and assure the worker that she is not at risk of discipline or dismissal as a result of the violence
- Offer to change the worker's emails, phone numbers and/or shift patterns
- Install a safety button in the worker's work area

- Offer to have the worker's calls screened and ensure that the worker does not work in locations where she is visible and easily accessible to the public
- Give them a well-lit, close-by parking spot
- Provide information about resources and support systems in the community that the worker can access
- Identify opportunities for time away from work while still protecting pay
- Follow up with them and check on their well-being

Worker (colleagues/other union members)

- Be aware of signs of DV in the workplace. If you suspect someone is experiencing abuse then open a non-judgmental conversation with them where you indicate that you are available for support
- If a co-worker discloses abuse offer to support them in approaching their employer or union representative
- Ask a co-worker if there are any small actions that you can undertake to help them feel safe. These can include walking them to their car or screening their calls
- Ask your union rep or employer if information about DV can be made available in the workplace
- If possible, offer to switch shifts with a co-worker experiencing DV in order to change their shift pattern

Union

- Educate workers about DV and develop training to help workers and shop stewards recognize the signs of DV in the workplace and intervene
- Establish women's advocates and/or union-led peer support programs. This is a specifically trained person in the workplace who can assist women with concerns such as harassment, violence or abuse
- Teach shop stewards and union representatives about safety planning and risk assessments so that they can ensure their workplaces have them in place

- If victim and perpetrator work in the same place and are both union members, then arrange for separate representatives to work with each person. Ensure confidentiality to the extent possible
- Push for paid leave for workers experiencing DV in collective agreements and other supports
- Campaign for changes to DV policy and legislation, including break clauses in tenancy agreements and paid time off