



Domestic Violence and the Workplace Safety Plan Meeting Guidelines

In accordance with the Domestic Violence and the Workplace Policy, all efforts will be made to assist an employee who comes forward with a domestic violence issue.

Advise	<p>Advise the employee that:</p> <ul style="list-style-type: none"> • The agency/company wants to support them and enhance their safety in the workplace. • Confidentiality will be maintained to the extent possible; limitations may exist if it is determined that maintaining confidentiality puts the victim or others at risk of physical harm, is required by law, or deemed necessary to enforce an order of protection (OP). Disclosures will be kept to a minimum to ensure safety, and the employee will be notified of any disclosures that occur. (See policy for additional confidentiality guidelines).
Ask	<p>Ask the employee:</p> <ul style="list-style-type: none"> • How can we best support you? • Are you receiving threatening call/emails at work? • Are you being followed to work and/or is the individual coming to your worksite? • Does the individual work in the same agency/company and/or building? • Do you have an order of protection? If yes: <ul style="list-style-type: none"> ○ Review the agency/company OP procedure with the employee. ○ Ask if they want to provide a photo of the individual so that it can be provided to security and/or appropriate staff. ○ Ask if they would like someone within their worksite to know about the situation to better assist them should the need arise. ○ Ask the employee to notify you immediately if there are any changes, including cancellation, to the OP.
Discuss	<p>Discuss possible options. When appropriate and with the employee’s agreement, the agency/company may be able to:</p> <ul style="list-style-type: none"> • Set up procedures for alerting security and/or police. • Temporarily relocate the employee to a secure area. • Alter the employee’s work schedule. • Change the employee’s email address. • Change the employee’s phone number/block number/screen calls. • Reassign the employee’s parking space. • Provide the employee with escorts to and from building. • Accommodate a voluntary transfer or permanent relocation to new worksite. <p>Please consult policy for additional guidelines on providing options.</p>
Confirm	<p>Confirm that the employee has been referred to Employees Assistance AND to their local domestic violence service provider (contact information below). Offer the employee a copy of Finding Safety and Support. Be certain to point out the risks of the offending individual finding the publication.</p>
Document	<p>Document details of your discussion, and the components of the agreed on safety plan.</p>
File	<p>File the OP in accordance with agency/company Domestic Violence and the Workplace Policy, and file documented notes in a separate file in a secure location.</p>

The New York State Office for the Prevention of Domestic Violence (OPDV) provides assistance with domestic violence policy development and domestic violence and the workplace training. In addition, OPDV will provide technical assistance for any domestic violence issues that arise in the workplace. Please contact dworkplace@opdv.ny.gov or call 518-457-5740.

If it is determined that an employee is utilizing agency/company resources to victimize anyone, consult management.