

Domestic Violence and the Workplace: A Toolkit for Employers

ANOTHER EMPLOYER AGAINST DOMESTIC VIOLENCE



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**The Facts About
Domestic Violence
In Nevada**



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THE FACTS ABOUT DOMESTIC VIOLENCE IN NEVADA

A 1998 Report from the Violence Policy Center ranked Nevada **FIRST** in the nation in terms of per capita number of females murdered by males in single victim/single offender homicides.



"In November 1999 Gloria Cohns, a blackjack dealer at Golden Gate Casino, was gunned down at work by her ex-boyfriend. Gloria tried to escape by running through the Casino pit, but Larry Taylor ran after her, firing his pistol. After running into the bathroom, where more shots were fired, Gloria ran back to the main Casino floor and collapsed." (Summarized from a Las Vegas Review Journal article.)



"In April 2001 Paul Cook entered Albertson's and asked a deli employee whether his ex-wife, Mary Cook, was there. When told she was in the back room, Paul handed the employee a note saying he was going to kill his ex-wife and walked to the back room. Paul shot and killed Mary and then himself." (summarized from a Las Vegas Review Journal article.)



"During 2001 over 23,000 incidents of domestic violence were reported to Nevada Law Enforcement and three times that many calls were made to domestic violence programs." (Domestic Violence In Nevada, report from the Domestic Violence Ombudsman, Nevada Office of the Attorney General, 2002.)



"According to statistics from the Nevada Network Against Domestic Violence, at least half of victims of domestic violence who contacted domestic violence programs in the year 2001 were employed either full or part-time."



At least half of the incidents of domestic violence reported to Nevada law enforcement take place in the presence of children.

At least 49% of Nevada's domestic violence victims were employed.

Total Number of Primary Victims: 36,178

Age	Female	Male
0-12	33	15
13-17	432	82
18-29	8,622	837
30-44	14,374	1,534
45-64	4,601	383
65+	765	56
Unknown	4,307	137
Total	33,134	3,044

Employment (Victim)

Employed Full Time	13,977
Employed Part Time	3,596
Unemployed	13,718
Disabled	822
Retired	379
Unknown	3,269
Student	397
Total	36,178

Race

Caucasian	21,483
African American	3,165
Hispanic	6,486
Native American	1,219
Asian/Pacific Islander	934
Unknown	2,466
Mixed	425
Total	36,178

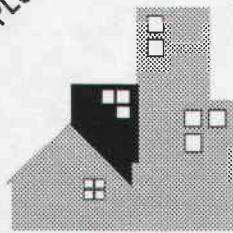
Location

Carson	9,435
Churchill	267
Clark	13,423
Douglas	748
Esmeralda	67
Eureka	5
Humboldt	93
Lander	40
Lincoln	21
Lyon	557
Mineral	50
Nye	642
Pershing	15
Washoe	8,116
White Pine	205
Unknown	1,894
Out-of-state	9
Total	36,178



Domestic Violence By The Numbers

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Domestic Violence By The Numbers

What is Domestic Violence?

Domestic violence is a pattern of assaults and controlling behaviors, including physical, sexual and psychological attacks and economic control, that adults and adolescents use against their intimate partners. Domestic violence is lethal, common, and affects people of all cultures, religions, ages, sexual orientations, educations backgrounds and income levels.

- *One in four American women report that they have been physically abused by a husband or boyfriend at some point in their lives. ¹*
- *Thirty percent of Americans say they know a woman who has been physically abused by her husband or boyfriend in the past year. ²*
- *Women of all races are about equally vulnerable to violence by an intimate. ³*
- *The majority of domestic violence victims are women, and perpetrators are men. But men can be victims of abuse, too. ⁴*
- *Forty-two percent of murdered women are killed by their intimate male partners. ⁵*

Domestic Violence Affects the Workplace

In a company that is mid-to-large sized, it is a certainty that employees are personally affected by domestic violence. Domestic violence affects the people who batter—lowering their productivity and putting them at risk of incarceration or absences due to court appearance. It affects their victims — resulting in missed work, reduced productivity, increased medical costs, and risk of violence on the job. It affects the children who live in violent homes—the future workers of this country.

Attitudes and Perceptions

While some employers may feel that domestic violence is too controversial: to address, corporate America has dealt with difficult issues before, such as sexual harassment and AIDS, for example, and can do so with domestic violence. In fact:

- *66% of senior corporate executives believe their company's financial performance would benefit from addressing the issue of domestic violence among their employees. ⁶*
- *78% of Human Resources professionals polled by Personnel Journal say that domestic violence is a workplace issue. ⁷*
- *Public opinion research found that 91% of consumers surveyed believe that it is a good idea for companies to support domestic violence awareness programs. ⁸*

Impact on Performance: Productivity and Absenteeism

- *37% of women who experienced domestic violence report the abuse had an impact on their work performance in the form of lateness, missed work, keeping a job, or career promotions. ⁹*
- *Employees who abuse their partners or family members may have performance problems caused by arrests and court time, or by their preoccupation with stalking the person they are abusing.*
- *One study reported that 54% of abused women missed up to three full days of work per month. ¹⁰*

Health Care Costs

- *The total health care costs of family violence are estimated in the hundreds of millions each year, much of which is paid for by the employer.*¹¹

Safety and Security Risks

Employers are more concerned today about violence in the workplace than they were 20 years ago, as new stories about workplace shootings, often related to domestic violence, have become increasingly common. They are right to be concerned: victims of domestic violence may be especially vulnerable while at work. The lethality of domestic violence often increases at times when the batterer believes that the victim has left the relationship. Once a woman attempts to leave an abusive partner, the workplace can become the only place the assailant can locate and harm her.

- *94% of corporate security directors surveyed rank domestic violence as a high security problem at their company.*¹²
- *A large majority of EAP providers surveyed have dealt with specific partner abuse situations in the past year, including an employee with a restraining order (83%) or an employee being stalked at work by a current or former partner (71%).*¹³

Legal Liability

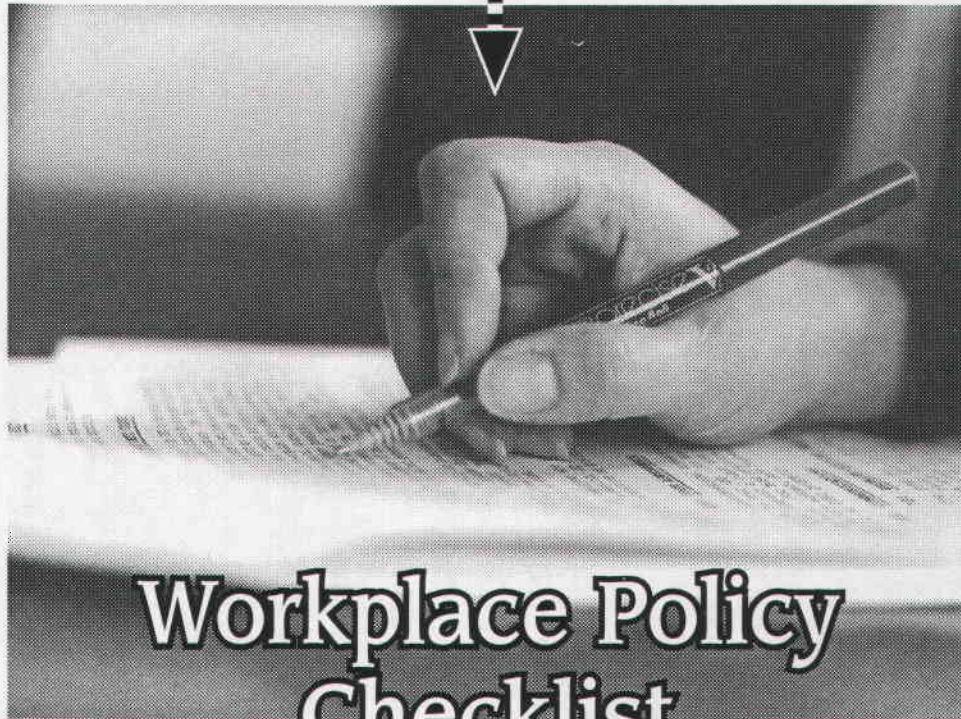
Aside from the safety, ethical and bottom-line incentives to employers in developing policies regarding domestic violence, there are liability issues to consider. Domestic violence may raise legal issues in various circumstances. A batterer may stalk or assault his partner or others in the workplace. Or, abuse may occur between two co-workers in a dating or marital relationship.

Several laws may apply:

- *Occupational safety and health laws generally require employers to maintain a safe workplace, which may include a violence-free workplace.*
- *Family and medical leave laws may require employers to grant leave to employees who are coping with domestic violence situations.*
- *Under certain circumstances, acts of violence against women may constitute a form of sexual harassment, which may violate federal or state anti-discrimination laws. This is true if the abusive partner creates a hostile environment at her workplace, and the company knowingly fails to take reasonable corrective action.*
- *The Nevada CCI recommends that employers consult with legal counsel regarding the possible legal issues involved in addressing domestic violence in the workplace.*

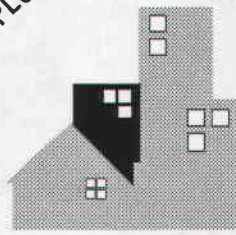
FOOTNOTES

1. Domestic Violence Advertising Campaign Tracking Survey (Wave IV) conducted for the Advertising Council and the Family Violence Prevention Fund, Jul-Oct, 1996.
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 3. Bureau of Justice Statistics, Violence Against Women: Estimates from the Redesigned Survey, Aug 1995.
 4. Bureau of Justice Statistics, Violence Between Intimates, Washington, DC, U.S. Department of Justice, 1994:2.
 5. Center for the Study and Prevention of Violence, Analysis of FBI Uniform Crime Reports, University of Colorado, Boulder, Unpublished Report, 1994:1.
 6. Roper Starch Worldwide for Liz Claiborne, Addressing Domestic Violence: A Corporate Response, New York: Roper Starch Worldwide, 1994:9.
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 9. EDK Associates for the Body Shop, The Many Faces of Domestic Violence and Its Impact on the Workplace, New York: EDK Associates, 1997:2-4.
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 13. Isaac, Nancy E., Sc. D., Corporate Sector Response to Domestic Violence, Cambridge, Massachusetts: Harvard University School of Public Health, 1997:30.
- ** Much of the material for this section was adapted from the publication entitled, "The Workplace Responds to Domestic Violence: A Resource Guide for Employers, Unions and Advocates," produced by the Family Violence Prevention Fund. Edited by Donna Norton, Esq., Stephen T. Moskey, Ph.D., and Elizabeth Bernstein.



Workplace Policy Checklist

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WORKPLACE POLICY CHECKLIST



Newspapers carry stories every day about domestic violence that spills over into the workplace. The workplace may not be a safe haven when violence, or threats of violence, come to work. But workplaces can have certain safeguards and structures that can be of great help to workers who are abused at home. Make sure your company or organization is doing all that it can. (See the enclosed sample workplace policies for more help on creating supportive policies. To order a comprehensive, 200-page manual on addressing domestic violence in the workplace, see the Resource Section.)

Check and see how well your workplace rates on the following checklist. If it scores poorly, work with your peers to see that changes are made.

EAP:

Do you offer an Employee Assistance Program or other counseling service? Are counselors trained to provide counseling on domestic violence? At the very least, they should offer referrals to service providers in your area who specialize in domestic violence.

Manager Training:

Do managers know how to recognize the signs of domestic violence in their staff? Do they know the workplace policies that apply to the issue? Check to see if this important issue is a part of manager training.

Security:

Security can play a critical role in the safety of an employee at work. It may help to move a victim's workspace to a safer location if it is in a public area. If an employee has a protection order against someone, or is being stalked, suggest that the employee provide a recent photograph of the batterer for Security and/or reception areas. If the batterer comes to the victim's work, stalking laws and protection orders can be applied. In Nevada, an employer can also obtain an injunction against harassment directly against an individual, including an employee's abuser. (See the Resource Section for a copy of the relevant Nevada statutes.) There are other steps Security can take: special training in domestic violence, escorts to parked cars, installing extra lighting in the parking lot, and priority parking near the building for employees who fear an attack at work.

Leave and Benefit Policies:

Employers can offer leave or flexible schedules so those employees can go to court to testify or to counseling or a shelter, without fear of losing their jobs. Temporary assignments are another option, if employees need to leave the area for a period of time to stay safe. Responsive policies can make a difference for employees trying to make a new start.

Education:

Employee training, Brown Bag seminars, newsletter articles, posters, and brochures on domestic violence are all ways that an employer can create an environment in which it is safe to talk about domestic violence.

Financial Support:

Emergency funds that offer financial support to employees in crisis can make a dramatic difference in the life of someone escaping domestic violence. Community resources need support as well: Has your workplace ever conducted a drive to collect clothes, toys, furniture, or money for a local domestic violence program or shelter? The company might adopt a local agency to raise funds

for specific needs, such as repairs. Instead of selling old computers, you could donate them to a program.

Working with Abusers:

When an employee perpetrates domestic violence, either against a co-worker or on company property or time, the employer should take disciplinary action. Referrals should be made to the EAP or appropriate community treatment programs.

Clear Human Resources Policies:

Fair practices are key in dealing with domestic violence, including non-discrimination against victims in recruiting, hiring and promoting, and sensitivity in performance evaluation.

Employee Health Services:


For the millions of women who are physically abused by their husbands or boyfriends every year, their health care provider is often the first and sometimes the only place they go for help. Sometimes, this health care provider is the occupational health professional at their work site. If your workplace offers on-site health services, the provider should be trained to routinely screen for and respond to domestic violence. Injuries should be documented, and referrals should be made to appropriate in-house or community resources.

Compliance Issues:

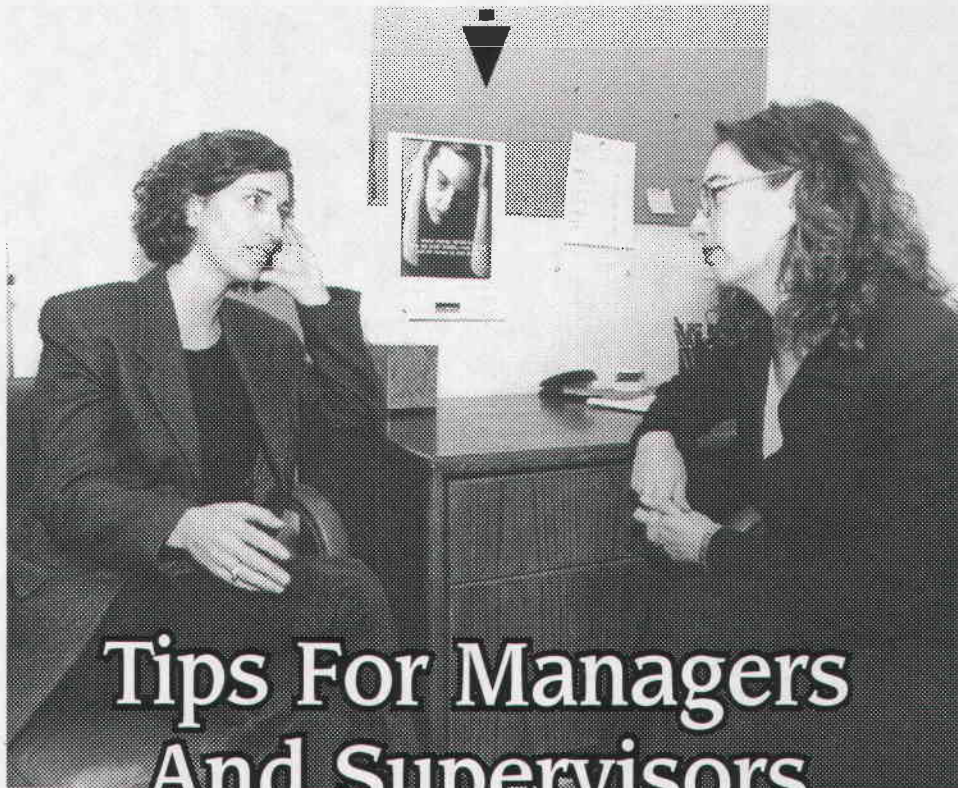
Aside from the safety, ethical and bottom-line incentives for employers to develop positive policies regarding employees facing domestic violence, there are liability issues to consider. Some federal, state and local laws may mandate certain actions and policies on the part of an employer, including anti-discrimination laws, the Americans with Disabilities Act and the Family and Medical Leave Act. Prompt and proper compliance and reasonable accommodations can reduce the risk of employer liability for harm that may come to an employee from domestic violence.

Legal Considerations

The Nevada CCI recommends that employers consult with legal counsel regarding the possible legal issues involved in addressing domestic violence in the workplace. Employers who are not prepared to respond to domestic violence situations in the workplace may be liable under one of several laws, including occupational, safety and health laws, federal and state anti-discrimination laws, victim assistance laws, and family and medical leave laws. Employees who are victims of domestic violence may be entitled to protections under unemployment compensation laws and the Americans with Disabilities Act.

 The Nevada CCI also recommends that legal counsel review any policy or procedure changes related to domestic violence, including the use of court injunctions or other actions that may be taken in individual cases.

For a concise summary of some the legal issues related to domestic violence and the workplace, please see *The Impact of Violence in the Lives of Working Women: Creating Solutions—Creating Change*, from the NOW Legal Defense and Education Fund (\$10.00 handbook; see resource section for order form). To download a free PDF file of this handbook, please go to <http://www.nowldef.org/html/pub/pubs/CreatingSolutions.pdf>.

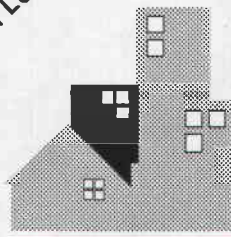


Tips For Managers And Supervisors

“After getting help from my supervisor, I worked so hard. I think I gave back as much as I could to her. It gave me a sense of commitment to the work because they were there for me through the rough stuff. If you just stick it out—what a loyal employee you get in in the end. //

A Survivor

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Supervisors face one of the most challenging aspects of domestic violence as a workplace issue: what to say to an employee who the supervisor believes is abused or abusive, and how to say it in a way that is respectful of his or her privacy.

Supervising an Employee Who is Struggling with Domestic Violence

Supervisors are often among the first people in the workplace to become aware that an employee may be abused. The next step is to make referrals to either internal sources for assistance or external resources such as the community domestic violence program.

When You See Signs of Abuse

If you think an employee may be abused, the following steps are suggestions for bringing up the problem:

- Let the employee know what you have observed, *"I noticed the bruises you had last week and you look upset and worried today."*
- Express concern that the employee might be abused, *"I thought it was possible that you are being hurt by someone and I am concerned about you."*
- Make a statement of support, *"No one deserves to be hit by someone else."*
- If the employee chooses not to disclose, no further questions or speculation should be made. A referral for assistance should be given at the end of the conversation.

When an Employee Discloses Abuse

When an employee discloses abuse, the supervisor should communicate four important messages to the employee:

- The supervisor is concerned for and supports the employee.
- The information will be kept in the strictest confidence.
- The employee should seek help for domestic violence, and appropriate referrals (name and phone number of local organizations/resources) should be given (see the Resource Section).
- The supervisor is available to help with work issues or with access to other resources in the company, if that is what the employee wishes.

Guidelines for Supervising Employees Struggling with Domestic Violence

A stable work environment with clear and consistent performance expectations will help an employee achieve her best possible performance.

Temporary changes in job responsibilities, schedule, or even location, if permitted by the organization's needs and desired by the employee, could be an appropriate accommodation for some victims and could help make it possible for the worker to focus on essential job functions.

Encourage the employee to let you know in advance if she or he can't meet a deadline or can't handle a specific job function (e.g., answering the telephone, when there is a possibility the abuser will call at work). Temporarily adjusting expectations will allow you to respond in a supportive way to the potential performance problem.

Why Victims Stay and Why They Return to Batterers

Sometimes supervisors become frustrated when an employee returns to a batterer or stays in an abusive relationship. It is important to understand that there are many reasons for these decisions. Just like ending any relationship is a process, leaving an abusive relationship takes time. It's even harder in a violent relationship. Often, victims fear for their lives. They may also want their children to grow up with both parents, or feel guilty, believing the abuser's excuses that the violence is the victim's fault.

Sometimes victims' self-esteem is so damaged that they think they can't make it on their own. Or they just want the violence to end, not the relationship. It is important to remember that ending an abusive relationship may be a long and difficult process.

Supervising Employees Who Are Perpetrators of Abuse

With millions of women battered every year in this country, it is inevitable that some employees in any medium or large sized company will be batterers.

Below are some suggestions for supervisors when talking with an employee who has been identified as a perpetrator of domestic violence.

If the violence has been disclosed, either by the employee or the employee commits an act of domestic violence at work, at an employer-sponsored event, or commits an act against another employee, you should discuss the problem with the employee. If it has not been disclosed but the supervisor suspects it may be a problem, the supervisor may bring up any job performance problems that may be related to the abuse.

- Maintain the confidentiality of the employee.
- Explain how domestic violence affects work performance. For example, making frequent calls to threaten or harass someone can have an impact on productivity.
- Express your concern for the employee, but be clear that you will not condone violent behavior. Condemn the behavior, but not the person's character.
- Use "I" statements that let the abuser know the impact the behavior is having on other people, such as, "I'm very concerned about your abusive behavior."
- Refer the employee to batterers' treatment counseling (call 1-800-230-1955 for referrals). If the employee is subject to discipline because of the violence, consider decreasing or suspending the discipline if the employee agrees to attend batterers' treatment counseling.
- Let the employee know what the policies are that apply to domestic violence, violence in general and any other affected work area relating to the problem. Be clear that the company does not tolerate domestic violence, and refer the employee to the Employee Assistance Program to get help.
- Call the police if the employee violates a restraining order or is violent at work

Special Concerns of Immigrant Employees

Many workplaces have large populations of immigrant workers—employees or members for whom English may not be a primary language. If an immigrant employee discloses domestic abuse and seeks a manager's help, there are special needs and concerns to consider. Local civil rights and immigrants' rights groups in your community may be able to help you meet the needs of immigrant employees seeking help.

Prepare for the conversation:

When you know that you want to talk with an employee you think may be abused who is from a particular community, gather information and knowledge about community groups—both domestic violence and culture-specific—that might work with the two of you to increase the employee's safety.

Language:

Ask the employee what language she or he most comfortably speaks. If English is not his or her first language, offer to provide an interpreter. Do not use a partner, children or any other person accompanying the employee as an interpreter.

Special Fears:

The victim may be afraid to call the police because of fear of deportation, or that the batterer will be deported.

Legal Status:

Bear in mind that an immigrant employee's legal status may be affected by disclosure of abuse. Coming to and staying in the United States might be contingent on sponsorship by the batterer. Leaving the relationship might mean leaving the only community the employee knows in this country. If the employee has any questions about immigration status, offer a referral to an immigration lawyer, or the community's domestic violence program.

Keep It Simple:

Use simple language and a broad definition of domestic violence. "Do family members fight with you?" "Has someone in the family called you names?" "Are you afraid of someone in the family?"

Assess their Support System:

"Who can you trust to help you in this situation?" "What is it like in your community (religion, culture or family) when someone talks about these issues with an outsider?" "Do people in your community talk about domestic violence?"

Refer to Community Resources:

Provide referrals to resources in the community that can help in the employee's own language and culture.

Concerns of Gay and Lesbian Employees

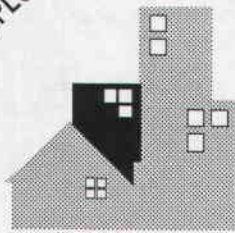
While domestic violence occurs in both same-sex and heterosexual relationships, there are some key differences that may exist for gay and lesbian employees facing domestic violence. Gay and lesbian employees may be less likely to report abuse and seek help. They may not be publicly "out" about their sexuality, and afraid to disclose their situation. There are also fewer services available for gay and lesbian survivors of abuse.

What is key for supervisors to know is that domestic violence does occur in same-sex relationships, and managers should treat employees facing it with sensitivity and understanding. Referrals should be on hand to organizations serving the gay and lesbian community. Contact your local domestic violence programs and gay and lesbian advocacy organizations to make sure that they can deliver appropriate services.



Security Measures

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SECURITY MEASURES—Increasing Workplace Safety



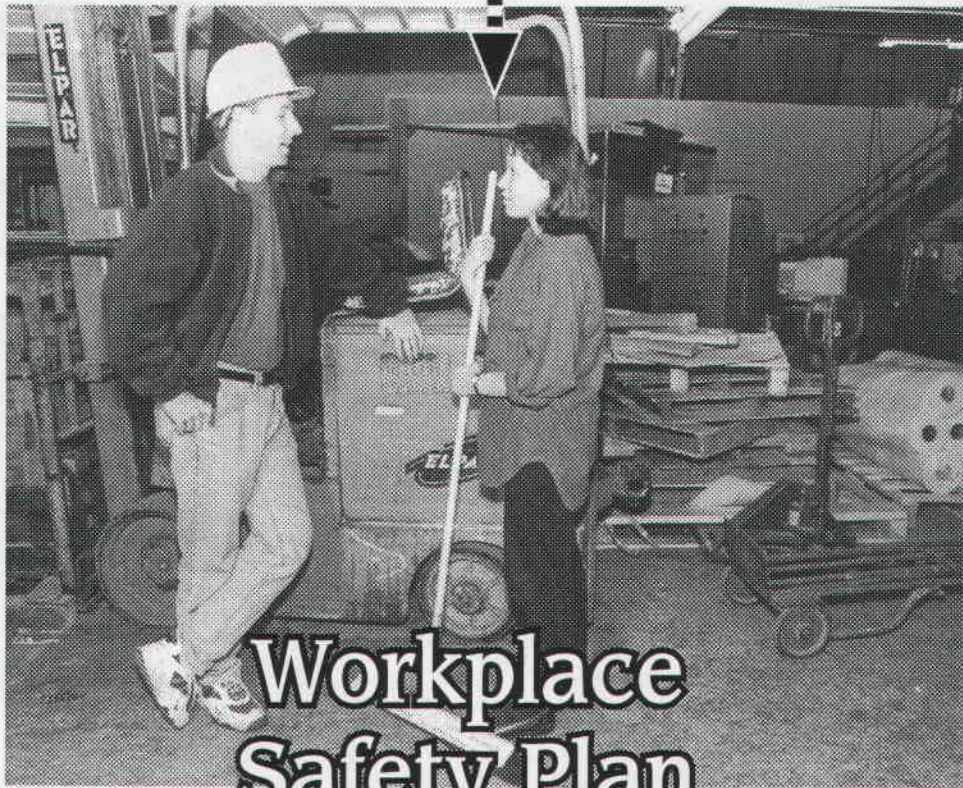
FACT: 94% of corporate security directors rank domestic violence as a high security problem at their company



FACT: 71% of human resources and security personnel surveyed had an incident of domestic violence occur on company property

- Twenty years ago, violence in the workplace was virtually unheard of. Sadly, today newspapers carry stories every day of shootings and assaults at work, often at the hands of batterers who follow their victims to the one place they know they can find them.
- Security policies and personnel can help. If your workplace does not have a formal security department, designate someone to be responsible for the essential security functions described in this handout.
- How well trained are your officers (including contract security officers) and your employees with respect to workplace violence?
- Examine access to your workplace: Could a stalker talk a security officer into granting building access by claiming, for example, that he was there to have lunch with his wife? Do employees inside the building open the door to strangers who have “forgotten their Id’s?” Do you have round-the-clock security, or could someone gain access to the building after hours?
- The physical layout of the work site can make a victim more vulnerable to violence. Victims who are being actively harassed, stalked, or threatened should never sit with their backs to a door, lobby or street-level window. There should be barriers (desks, dividers, walls, furniture) between the victim and entrances that a perpetrator might use to enter the workplace. Such barriers provide cover and may give the victim a chance to escape via a predetermined route. Victims should be moved to alternate work sites if possible, even to work sites out of state, if the threat level is sufficient to justify this action and the victim wants to be relocated.

Assisting an employee to develop a workplace and personal safety plan can reduce the risk of a violent situation on the job for a victim of domestic violence, as well as for co-workers

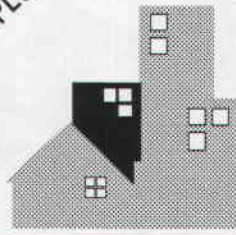


Workplace Safety Plan

“The security professionals at my work were invaluable in helping me make a safety plan.”

A Survivor

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If you are in a violent relationship, one of the most important steps you can take is to make a safety plan at work.

At Work, You May Want To:

- Save any threatening e-mail or voicemail messages. You can use these to take legal action in the future, if you choose to. If you already have a protection order, the messages can serve as evidence in court that the order was violated.
- Park close to the entrance of your building, and talk with Security, the police, or a manager if you fear an assault at work.
- Have your calls screened, transfer harassing calls to Security or remove your name and number from automated phone directories.
- Relocate your workspace to a more secure area.
- Obtain a protection order and make sure that it is current and on hand at all times. Include the workplace on the order. Consider providing a copy to the police, your supervisor, Human Resources, the reception area, the Legal department, and Security.
- Provide a picture of the perpetrator to reception areas and/or Security.
- Identify an emergency contact person should your employer be unable to contact you.
- Ask Security to escort you to and from your car or public transportation.
- Request a change in your work schedule, work site, or work assignment if such a change is possible and would increase your safety at work.
- Check if additional security measures for your work site are possible, such as silent alarms, security cameras or cellular phones.
- Review the safety of your childcare arrangements, whether it is on-site childcare at the company or off-site elsewhere. If you have a protection order, it can usually be extended to the childcare center.



Sample Local Model Policies

Employers Insurance Company of Nevada
Nevada Network Against Domestic Violence
Superpawn/CAMCO



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Employers Insurance Company of Nevada

DOMESTIC VIOLENCE IN THE WORKPLACE



The Company is committed to promoting the health and safety of our employees. Domestic violence is a leading cause of injury to women in this country. Recent statistics indicate over six million women in the U.S. are abused in their homes each year by their husbands or partners. In Nevada alone, 18,000 incidents of domestic violence were reported to law enforcement during 1999. The purpose of this policy is to heighten awareness of domestic violence and to provide guidance for employees and management to address the occurrence of domestic violence and its effects in the workplace. Domestic violence is a pattern of behavior, which is unlawful under the State and Federal statutes. It is the policy of the Company to use early prevention strategies in order to avoid or minimize the occurrence and effects of domestic violence and its effects in the workplace. Company will provide available support and assistance to employees who are survivors of domestic violence. This support may include: confidential means for assistance, resource and referral information, additional security measures at the workplace, work schedule adjustments or leave necessary to obtain medical counseling, or legal assistance, and workplace relocation. In all responses to domestic violence, Company will respect the confidentiality and autonomy of the affected employee to direct her or his own life, to the fullest extent permitted by law. Company will attempt to maintain, publish and post in locations of high visibility, such as bulletin boards and break rooms, a list of resources for survivors and perpetrators of domestic violence.

Leave Options

At times, an employee may need to be absent from work due to family violence, and the length of time should be determined by the individual's situation. This time period shall be determined through collaboration with the employee, supervisor/manager and a Human Resources representative.

Employees, supervisors and managers are encouraged to explore whether paid options can be arranged which will help the employee cope with a family violence situation without having to take a formal unpaid leave of absence. Depending on the circumstances, this may include:

- Arranging flexible work hours so that the employee can handle legal matters, court appearances, housing and childcare.
- Considering sick, annual, shared leave, compensatory time or leave without pay, especially if requests are for relatively short periods.

Disciplinary Procedures

The Company is committed to providing a workplace in which the perpetration of domestic violence in neither tolerated nor excused. Any physical assault or threat made by an employee while on Company premises, during working hours, or at a Company sponsored social event is a serious violation of Company's policy. This policy applies not only to acts against other employees, but also acts against all other persons. Employees found to have violated this policy will be subject to corrective or disciplinary action, up to and including termination.

Nevada Network Against Domestic Violence

WORKPLACE DOMESTIC VIOLENCE POLICY STATEMENT



It is the policy of the Nevada Network Against Domestic Violence to promote a safe environment for all of its employees. NNADV is committed to working with its employees to maintain a work environment free from violence and to support our employees in their safety decisions. Domestic violence in the workplace includes any behavior perpetrated on an employee by an intimate partner (or former partner), at home or at work, that affects a person's ability to perform a job. With one out of every four American women reporting physical abuse by an intimate partner at some point in their lives, it is a certainty that domestic violence is affecting employees.

Violence, threats, harassment, intimidation, and other disruptive behavior in our workplace will be taken seriously and dealt with appropriately.

What to do...

If you are experiencing domestic violence:

- Notify the Executive Director about the circumstances regarding your situation.
- Discuss options available to you, e.g., scheduling, safety precautions, etc.
- Submit a recent photo of the perpetrator in the event of a confrontation at work.
- Request that all information be treated with confidence to provide for your safety and well-being.
- It is important for you to know that you will not be penalized for the behavior of your abuser.

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 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 will confide.
- If a co-worker confides in you, encourage communication with the Executive Director.
- If you witness an incident at work, contact the Executive Director or law enforcement immediately. Make sure that the incident is documented.

We need your cooperation to implement this policy effectively and maintain a safe working environment. Do not ignore violence, threatening, harassing, intimidating, or other disruptive behavior. If you observe or experience such behavior by anyone on agency premises, report it immediately to the Executive Director or a member of the safety committee.

Threats or assaults that require immediate attention by the police should be reported by calling 911.

I will support all efforts made by the Nevada Network Against Domestic Violence in dealing with violence, threatening, harassing, intimidating, or other disruptive behavior in our workplace and will monitor whether this policy is being implemented effectively. If you have any questions about this policy statement, please contact the Executive Director.

Employee Signature _____ Date _____

SuperPawn of Nevada

PURPOSE



This policy is to promote awareness and establish safety protocols and strategies to protect and assist our employees with workplace violence as a result of domestic violence. Violence as it pertains to this policy is defined as "any act of physical aggression that causes or may cause physical/personal harm."

Examples include, but are not limited to, homicide, domestic violence (wherein behavior occurs in the workplace but stems from a personal or affectional relationship) assault and battery, rape, stalking, making threatening remarks, aggressive or hostile behavior, damaging employer or property of another employee, or possession of a weapon while on company property.

POLICY

All SuperPawn employees should constantly be aware of their surroundings and immediately report any potentially dangerous situations to the Manager on Duty, Loss Prevention, or Human Resources. Reports can be made anonymously by using the 24 Hour Hotline Number: 1-800-241-5689. All reported incidents will be investigated.

Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others only on a need-to-know basis. All employees involved in a situation will be interviewed and the results of investigations will be discussed with them as deemed appropriate. SuperPawn will actively intervene at any indication of a possibly hostile or violent situation and will call upon the resources of local law enforcement agencies if deemed appropriate.

PROCEDURE

Dangerous/Emergency Situations:

Employees, Supervisors or Managers who confront or encounter an armed or dangerous person should not attempt to challenge or disarm the individual. Employees should remain calm, make limited eye contact and talk to the individual. If Loss Prevention or an external agency can be safely notified without endangering the safety of the employees or others, such notice should be given. Otherwise, cooperate and follow the instructions given.

Employee-Involved:



- In the case of domestic violence, notify your Manager on Duty of the situation and the need to be absent. **Supervisors/Managers cannot assist until an employee self-discloses.**
- If it is an emergency situation while on property, immediately contact 911 and then Loss Prevention at 735-4444, or Human Resources at 735-4444, extension 109.
- Discuss options available to you with your supervisor/Manager and Human Resources. Involve your Employee Assistance Program (EAP) counselor, if necessary. The EAP counselor can assist the employee in developing a safety plan or you can contact your local Domestic Violence service provider using the telephone number on your Contact Card.
- If you know who the perpetrator is, submit a recent photo of the individual to Loss Prevention.
- If you have a restraining order against the perpetrator, please submit a copy to Human Resources and retain one on your person (in your control).
- If concerned, request that a supervisor/Manager escort you to your vehicle when leaving. It is wise to walk to and from your vehicle with a coworker if possible.

- Ensure all your Emergency Contact information is up-to-date by utilizing My Information on SPiN or by printing out an Employee Master Status Change & Maintenance Form from the Forms tab on SPiN, filling it out and faxing it to Human Resources at 702-739-7888.
- Give your Supervisor/Manager contact names and numbers in case of an emergency.

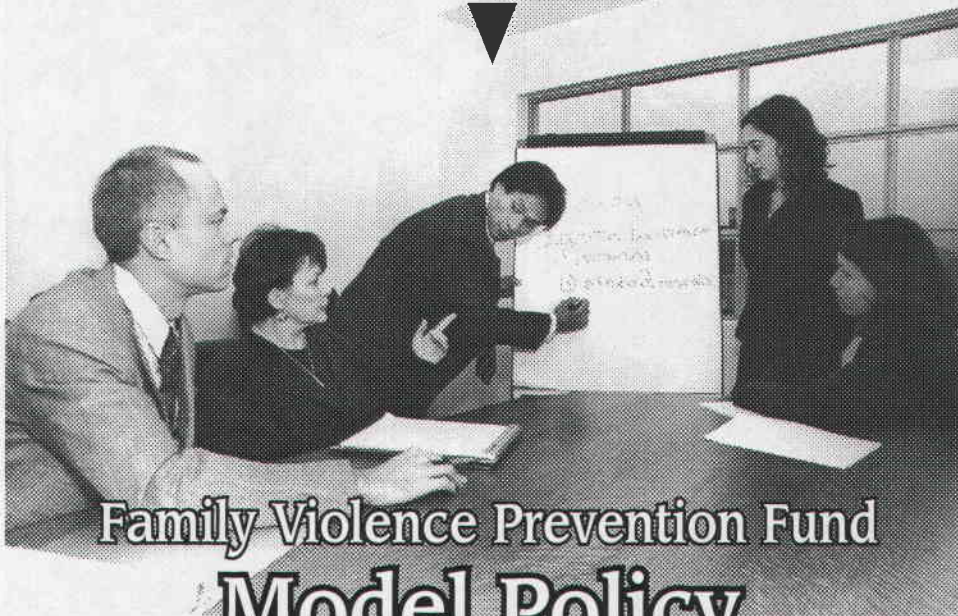
Supervisor/Managers:

- Be aware of unusual absences and/or behavior of employees and/or behavior of employee's job performance concerns.
- **Remember, the employee must self-disclose.**
- Be aware if the partner, spouse or significant other of the alleged victim increases their in-store visits, lunches, etc. Be cognizant of their behavior while in your store/office.
- Be aware of signs of bruises to face and arms, displays of extreme stress, resentment, hostility, anger, etc.
- Be aware of any increases in alcohol consumption or disclosure of drug use.
- Consult with your local EAP counselor and/or Human Resources to discuss your concerns and how to approach the employee.
- Maintain confidentiality at all times.
- Honor all civil protection orders (i.e. vacate, restraining or no-contact orders or judgments in effect). Contact Human Resources if there are concerns as to how to implement
- Contact Loss Prevention and make sure that the employee has provided a photo of the perpetrator and other pertinent information.
- Be sensitive to the seriousness of the situation. Never make fun of nor tell jokes that would appear to be insensitive. Never instruct a potential victim to retaliate or cause harm
- If possible relocate the employee's working area to a secure or high visibility site or request a transfer to another store/location.
- When necessary, develop a system for screening calls at work.
- If the perpetrator becomes agitated or attempts to interfere with the performance of the employee or their coworkers, move to trespass the individual and immediately call 911

ENFORCEMENT:

Threats, threatening conduct, or any other acts of aggression or violence in the workplace will not be tolerated. Any employee determined to have committed such acts will be subject to disciplinary action, up to and including termination.

Non-employees engaged in violent acts on the SuperPawn premises will be reported to the proper authorities and fully prosecuted. If deemed necessary, SuperPawn will actively pursue a Workplace Restraining Order (wherever practicable).



Family Violence Prevention Fund Model Policy

“Battered women need workplaces that will respond to their needs. Corporate leaders need to take a leadership role in stopping this epidemic by reviewing their human resource and workplace policies to be sure they recognize and assist battered women who seek help. Taking these simple steps is more than altruism—it is in the interest of business. ”

Wayne Moon

Chairman and Executive Officer, Blue Shield of California



**CORPORATE
CITIZENSHIP
INITIATIVE**

Sample Workplace Policy on Domestic Violence in the Workplace

A Product of the Family Violence Prevention Fund's National Workplace Resource Center on Domestic Violence

This model policy may be adapted as a unified domestic violence policy or its component parts may be integrated into already existing related policies and/or guidelines.

The Family Violence Prevention Fund would like to acknowledge the support and counsel of the Office for Victims of Crime and the Advisory Committee of the National Workplace Resource Center on Domestic Violence. The Fund would especially like to thank Dr. Howard Arkans of Aetna U.S. Healthcare, Judith Bonderman and Katherine Garrett of the Office for Victims of Crimes, Alana Bowman, Esq. of the Los Angeles City Attorney's Office, Dr. Jacquelyn Campbell of the School of Nursing, Johns Hopkins University, Carol Carlson and Stephanie Harkness of Wells Fargo Bank, Cecily Cocco of Blue Shield of California, Sarah Connell of the Violence Against Women Office, Shaun Dix and Atlanta McIlwraith of The Body Shop, Julie Goldscheid, Esq. of NOW Legal Defense and Education Fund, Roberta Hantgan of the National Education Association, Jim Hardeman of Polaroid Corporation, Robin Hassler, Esq. of the Florida Governor's Task Force on Domestic and Sexual Violence, Rod Libbey of Bank of America, Lewis Maltby of the ACLU, Anne Menard of the national Resource Center on Domestic Violence, Steve Moskey, Dr. Ellen Newman of Levi Strauss & Co., Catherine O'Reilly Collette of the American Federation of State, County and Municipal Employees, Dr. Patricia Salber f Kaiser Permanente, Blue Walcer, Eve Sheedy, Esq. of WorkSafe, Lauren Slovic, Karen Thomas, Dianne Yamashiro-Omi of The Gap, Beverly Younger Urban, and the members of the San Francisco Department of Public Health Domestic Violence in the Workplace Planning Group for comments on earlier drafts of this policy. This policy has also benefited from the examples of policies or guidelines on domestic violence from Mintz, Levin, Cohn, Ferris, Glovsky, and Popeo, P.C., Newton-Wellsley Hospital, Office of the Los Angeles City Attorney, Polaroid Corporation, Sacred Heart Medical Center, the state of Florida and the state of Washington.

* The model policy was approved by the Board of Directors on September 5, 1997

Model Policy on Domestic Violence in the Workplace

I. Purpose

[Employer X] is committed to promoting the health and safety of our employees. Domestic violence is a leading cause of injury to women in this country. The purpose of this policy is to heighten awareness of domestic violence and to provide guidance for employees and management to address the occurrence of domestic violence and its effects in the workplace.

II. Definitions:

A. Domestic Violence:

A pattern of coercive behavior that is used by one person to gain power and control over another, which may include physical violence, sexual, emotional and psychological intimidation, verbal abuse, stalking, and economic control. Domestic violence occurs between people of all racial, economic, educational, religious backgrounds, in heterosexual and same-sex relationships, living together or separately, married or unmarried, in short-term or long-term relationships. Domestic violence is a major cause of injury to women, although men also may be victims of such violence.

B. Batterer, Perpetrator, or Abuser:

The individual who commits an act of domestic violence as defined above.

C. Batterers' Intervention Programs:

Programs batterers attend that are designed to eliminate violence in intimate relationships, stop other forms of abusive behavior and increase victim safety. Inappropriate batterers' intervention programs include, but are not limited to couples, marriage or family counseling and anger management courses. These have proven to be ineffective in stopping domestic violence.

D. Survivor or Victim:

The individual who is the subject of an act of domestic violence.

III. Policy

A. Early Intervention and Education Prevention Strategies

1. It is the policy of [Employer X] to use early prevention strategies in order to avoid or minimize the occurrence and effects of domestic violence in the workplace. [Employer X] will provide available support and assistance to employees who are survivors of domestic violence. This support may include confidential means for coming forward for help, resource and referral information, additional security at the workplace, work schedule adjustments or leave necessary to obtain medical, counseling, or legal assistance, and workplace relocation. Written resource and referral information should be available in all the languages spoken by employees. Other appropriate assistance will be provided based on individual need. In all responses to domestic violence, [Employer X] will respect the confidentiality and autonomy of the adult survivor to direct her or his own life, to the fullest extent permitted by law.

2. [Employer X] will attempt to maintain, publish, and post in locations of high visibility, such as bulletin boards and break rooms, health/first aid offices, company phone directories, and on-line information data bases, a list of resources for survivors and perpetrators of domestic violence, including but not limited to: the statewide Domestic Violence Coalition number, (800) 500-1556, the National Domestic Violence Hotline number (800) 799-SAFE, [the Employee Assistance Program number], the phone number and description of local domestic violence resources, and a list of local batterers' intervention programs.

B. Leave Options for Employees Who Are Experiencing Threats of Violence

1. At times, an employee may need to be absent from work due to family violence, and the length of time should be determined by the individual's situation. This time period shall be determined through collaboration with the employee, supervisor/manager, Human Resources representative, [and union representative, where the employee is represented].
2. Employees, supervisors, and managers are encouraged to explore whether paid options can be arranged which will help the employee cope with a family violence situation without having to take a formal unpaid leave of absence. Depending on the circumstances, this may include:
 - Arranging flexible work hours so that the employee can handle legal matters, court appearance, house, and childcare.
 - Considering [sick, annual, shared, leave, compensatory time, or leave without pay], especially if requests are for relatively short periods.

C. Procedures for Employees With Performance Issues Related to Domestic Violence

1. While the employer retains the right to discipline employees for cause, [Employer X] recognizes that victims of domestic violence may have performance or conduct problems such as chronic absenteeism or inability to concentrate as a result of the violence. When an employee subject to discipline confides that the job performance or conduct problem is caused by domestic violence, a referral for appropriate assistance should be offered to the employee.
2. The manager, in collaboration with the employee, Employee Assistance counselor, Human Resources representative, [and union representative, where employee is represented], should allow a reasonable amount of time for the employee to obtain assistance regarding the domestic violence. Managers should be mindful that the effects of domestic violence can be severe and may take extended periods of time to address fully.

D. Disciplinary Procedures for Employees Who Commit Acts or Threats of Domestic Violence

1. [Employer X] is committed to providing a workplace in which the perpetration of domestic violence in neither tolerated or excused. Any physical assault or threat made by an employee while on [Employer X] premise, during working hours, or at a [Employer X] sponsored social event is a serious violation of [Employer X] policy. This policy applies not only to acts against other employees, but to acts against all other persons, including intimate partners. Employees found to have violated this policy will be subject to corrective or disciplinary action, up to and including discharge, when such action affects the work performance of the employee or affects the normal operation of [Employer X].

IV. Guidelines Regarding Assistance for Survivors and Perpetrators

A. General Guidelines

1. The following information is provided to help employees of [Employer X] who are survivors of domestic violence obtain the services they desire and to enhance the safety of [Employer X] workplaces.
2. [Employer X] seeks to create a supportive workplace environment in which employees feel comfortable discussing domestic violence and seeking assistance for domestic violence concerns. If an employee discloses that he or she is a survivor of domestic violence, it is important to send the following messages and avoid victim blaming:

3. If a supervisor believes that an employee is in an abusive relationship, but the employee has not disclosed this to their supervisor, the supervisor should address any job performance issues and refer the employee to the Employee Assistance Program and/or community resources.
4. Recognizing the absence of services and support for survivors of domestic violence and that survivors of domestic violence may face threats of violence or death when they attempt to end a violent relationship, supervisors will make efforts to provide a nonjudgmental and supportive environment for the employee which is not dependent on the employee's decisions regarding the relationship.
5. A successful workplace intervention may consist of providing the employee with a non-judgmental place to discuss the violence and information to begin accessing resources in the community, or assisting the employee to formulate a plan to increase that employee's safety.
6. It is important that all employees know how best to respond to the effects of domestic violence in the workplace. The following roles for all staff:

a. Managers/Supervisors:

1. Participate in domestic violence training as provided.
2. Be aware of physical or behavioral changes in employees and consult with your Human Resources department/Employee Assistance Program/supervisor for advice. Your role is not to diagnose or counsel the employee, but to refer the employee to appropriate resources. The following behaviors may be associated with domestic violence: chronic absenteeism, inappropriate/excessive clothing, obsession with time, repeated physical injuries, chronic health problems (e.g. chronic pain), isolation, emotional distress, depression, distraction, and excessive number of personal calls.
3. Managers/Supervisors must be respectful of employees' personal choices. If the manager or supervisor observes the signs of violence, it is appropriate to convey concern regarding signs and to educate the employee regarding resources available. It is critical that the manager/supervisor respect the employee's privacy and not pressure the employee to disclose any personal information.
4. Be responsive when an employee who is either the survivor or the perpetrator of domestic violence asks for help. Immediately contact your Human Resources/Employee Assistance program/Security professional/Occupational Health Nurse or MD for assistance.
5. Maintain the confidentiality of domestic violence circumstances and any other referrals under this policy to the extent permitted by law. Inform other employees of the domestic violence circumstances on a need to know basis only. Whenever possible, give advance notice to the employee who is experiencing domestic violence if you need to inform others about the domestic violence situation.
6. Work with the victim, Human Resources, the Employee Assistance Program, the Legal department, union representative, available Security staff, law enforcement, the Occupational Health office, and community domestic violence programs, if necessary, to assist the victim to develop a workplace safety plan (See Appendix A) and make reasonable accommodation of that plan. When assisting an employee to develop a workplace safety plan, ask what changes, if any, could be made at the work place to make the employee feel safer. Survivors of domestic violence know their abusers better than anyone else. When it comes to their own safety, offer to assist them in developing a workplace safety plan, but allow them do decide what goes in

the final plan. However, if it is determined that other employees or customers are at risk, it is essential to take measures to provide protection for them.

7. If possible, the supervisor will make efforts to adjust the survivor/employee's work schedule and/or grant leave [sick, annual, shared, leave, compensatory time, or leave without pay] if the employee needs to take time off for medical assistance, legal assistance, court appearances, counseling, relocation, or to make other necessary arrangements to enhance her or his safety. Be sure to follow all applicable personnel policies and procedures, [union contract provisions,] and statutes. This approved leave should not be held against the employee.
8. The employee should maintain communication with her or his manager during the absence. The employer should maintain the confidentiality of the employee's whereabouts.
9. Work with Human Resource managers [and union representatives, if applicable,] to relocate employee to an alternate worksite, whenever feasible, if the employee requests to relocate for safety reasons. If relocation is offered, it should not produce any reduction in pay, status or benefits.
10. Review the safety of parking arrangements. Make sure that parking areas are well lit. Provide security escorts to parked cars and priority parking near the building entrance for employees who fear an attack at work.
11. With Human Resources or Communication department approval, post information about domestic violence in your work area. Also, have information available where employees can obtain it without having to request it or be seen removing it. Some suggestions are: restrooms, lunchrooms, health and/or first aid offices, or where other employee resource information is located.
12. Comply with all civil protection orders. If both the plaintiff and defendant in a civil protection order are employees of [Employer X], managers must work with Human Resources, the Legal department, Employee Assistance counselors, the Occupational health Nurse/MD, and Security to ensure that the defendant is relocated to a workspace in which the defendant will have no contact with the plaintiff. If you observe violations of the protection orders, document these violations and call the police and/or contact the Legal department.
13. Respect the employee's boundaries and privacy, even if you disagree with the decisions she/he is making regarding the relationship. A survivor of domestic violence may make numerous attempts to leave before she/he is finally able to leave her/his batterer. It is often difficult to leave because of financial and childcare responsibilities, or threats of violence.
14. After consultation with Human Resources and legal counsel, take any appropriate corrective or disciplinary action consistent with policy and procedure [and collective bargaining agreements], up to and including termination, against employees who commit acts of domestic violence at [Employer X] worksites as outlined in the policy or who are convicted of a crime as a result of domestic violence when such action affects the work performance of the employee or affects the normal operation of [Employer X].
15. Inform subordinates on a periodic basis about the employer's policy and procedure on encouraging work environments free from violence, threats and harassment.

b. Human Resource Professionals:

1. Participate in domestic violence training as provided.
2. Maintain a list of services available to survivors and perpetrators of domestic violence. This list should include: the National Domestic Violence Hotline number, (800) 799-SAFE, the State Domestic Violence Coalition number [(800) 500-1556], Employee Assistance Program, local domestic violence shelters, certified batterer's intervention programs available to perpetrators, information on how to obtain civil orders of protection and criminal justice options, and any other available community resources.
3. Be a resource to employees, managers and supervisors in addressing domestic violence situations.
4. Work with supervisors, managers [and union representatives] to grant leave, adjust work schedules or attempt to find continued employment for employees who are survivors of domestic violence, if possible.
5. Maintain the confidentiality of domestic violence circumstances and any other referrals under this policy to the extent permitted by law.
6. Consult legal counsel and advise supervisors and manager in considering corrective or disciplinary actions against employees who commit acts of domestic violence at [Employer X] worksites as outline in the policy or who are convicted of a crime as a result of domestic violence when such action affects the work performance of the employee or affects the normal operation of [Employer X].
7. Work with the survivor, the manager, the Employee Assistance program, the Legal department, [union representatives], the Occupational Health office, available Security staff, law enforcement, and community domestic violence programs, if necessary, to develop a workplace safety plan for the victim. (See Appendix A). When assisting an employee to develop a workplace safety plan, ask what changes, if any, could be made at the workplace to make her or him feel safer. Survivors of domestic violence know their abusers better than anyone else. When it comes to their own safety, offer to assist them in developing a workplace safety plan, but allow them to decide what does in the final plan. If it is determined that other employees or clients are at risk, it is essential to take measures to provide protection for them.

c. Employee Assistance Professionals:

1. Participate in domestic violence training as provided.
2. Train staff on how to identify warning signs of potential violence in both the survivor and the perpetrator, and on how to intervene most effectively.
3. Maintain up-to-date referral resources on domestic violence hotlines, advocacy groups, shelters, counseling services, and legal services (pro bono legal assistance and domestic violence/family court information), as well as resources for perpetrators, including certified batterers' intervention programs. As these resources change frequently, it will be important to verify the referral information frequently.
4. Provide education on domestic violence through existing or new changes such as lunchtime seminars, newsletters, posters, pamphlets, and employee and management trainings.

5. Education the employer about the Employee Assistance Program's ability to intervene in domestic violence situations. Inform management of the need to call the Employee Assistance counselor to consult about any domestic violence situations that they become aware of, including concerns about either survivors or perpetrators.
6. Work with survivors, Human Resource professionals, Security staff, the Legal department, [union representatives], the Occupational Health office, law enforcement and community domestic violence programs to develop a personal and workplace safety plan to minimize the risk to the victim, other employees and clients.
7. Maintain strictest confidentiality and respect the survivor's need to be self-directing. When appropriate, with the survivor's written permission, provide advice and consultation to supervisors with respect to issues of domestic violence in the workplace in order to achieve workplace cooperation regarding leave of absence, fair consideration of any performance or conduct problems directly related to the violence, safety needs, disciplinary actions towards a perpetrator who works with a survivor and abuses that person in the workplace, and access to any other needed services. Discuss with Human Resources any personnel policy which may negatively impact survivors.
8. Establish a relationship with domestic violence service agencies in the community, sharing information and resources. One method of establishing a working relationship with a community organization would be to ask its staff to participate in workplace educational events on domestic violence.

d. Occupational Health Professionals

1. Participate in domestic violence training as provided.
2. Maintain a list of services available to survivors and perpetrators of domestic violence. This list should include: the National Domestic Violence Hotline number, (800) 799-SAFE. The State Domestic Violence Coalition number [(800) 500-1556], Employee Assistance Program, local domestic violence shelters, certified batterers' intervention programs available to perpetrators, information on how to obtain civil orders of protection and criminal justice options, and any other available community resources.
3. Be a resource to employees, managers and supervisors.
4. Work with survivors, security staff, Human Resource professionals, the Employee Assistance Program, the legal department, [union representative, law enforcement, and community domestic violence programs, if necessary, to develop a workplace safety plan (Appendix A) to minimize the risk to the victim, other employees and clients.
5. Work with supervisors, managers [and union representatives] to grant leave, adjust work schedules, or attempt to find continued employment for employees who are survivors of domestic violence, if possible.
6. Maintain confidentiality of domestic violence circumstances and any other referrals under this policy to the extent permitted by law.
7. Screen for domestic violence all females seen for injury, chronic health problems, somatic complaints, pregnancy-related issues, mental health problems, or substance abuse. Screen in a

confidential setting. Use questions that are direct, specific and easy to understand, e.g. *"Because violence is so common in many people's lives, I've begun to ask all my patients about it routinely. Are you in a relationship with a person who physically hurts or threatens you?"* Screen verbally in addition to any written questionnaire forms used. When unable to converse fluently in the employee's primary language, use a professional translator or another health care provider fluent in the employee's language—do not use the employee's family or friends as translators when asking about domestic violence. Document that screening for domestic violence was done.

8. With Human Resources or communication department approval, post information about domestic violence in your work area. Also, have information available where employees can obtain it without having to request it or be seen removing it. Some suggestions are: restrooms, lunchrooms, health and/or first aid offices, or where other employee resource information or health-related materials are located.

e. Security Services:

1. Participate in domestic violence training as provided.
2. Provide consultation and reasonable assistance to employees experiencing domestic violence.
3. Document violations of a restraining order.
4. Respond and intervene, as needed, to calls concerning safety in the workplace.
5. Accept transferred harassing telephone calls from the employee's abuser, and document the calls.
6. Work closely with appropriate law enforcement agencies to ensure workplace safety.
7. Keep a certified copy of any restraining orders provided by the employee to Security Services in a confidential file. Access to orders and information contained in them should be limited on a need-to-know basis.
8. Provide escorts to parked cars and priority parking near the building entrance for employees who fear an attack at work.
9. Work with survivors, Human Resource professionals, the Employees Assistance Program, Occupational Health office, the legal department, [union representative], law enforcement, and community domestic violence programs, if necessary, to develop a workplace safety plan (Appendix A) to minimize the risk to the victim, other employees and clients.

f. Options for Employees Who Are Survivors of Domestic Violence

1. Talk with a trusted co-worker, supervisor, [union representative, or manager about your situation.
2. Contact your nearest Employee Assistance Program office: (List phone numbers)
3. Contact the National Domestic Violence Hotline at (800) 799-SAFE, the State Coalition Against Domestic Violence at [(XXX) XXX-XXXX], or the local domestic violence agency at [(XXX) xxx-xxxx].
4. Call the local police if you are in immediate danger.

5. Notify your supervisor of the possible need to be absent and find out your leave options. Be clear about your plan to return to work and maintain communications with your supervisor during your absence. If necessary and available, make alternate arrangements for receiving your paycheck.
6. If you are concerned about your safety at work, submit a recent photograph of the abuser and a copy of your protection order to your supervisor, the legal department, security, and the police department. This assists your employer in identifying the abuser should he/she appear in the workplace.
7. Work with your supervisor, Human Resources, security staff, Employee Assistance Program managers, Occupation Health Nurse/MD or [union representative] to develop a safety plan. (See Appendix A)
8. Obtain assistance for and documentation of any physical and/or mental health consequences of the abuse (including old injuries) from your workplace occupational health office (if available) and/or your primary care provider.

g. Options for Employees Who Are Perpetrators of Domestic Violence:

1. Contact the nearest Employee Assistance Program office for confidential consultation and resources. [List phone number here,]
2. Contact a batterers' intervention program: [List phone numbers here].

h. Options for Other Employees Who Have Concerns about Domestic Violence

1. If you know or believe that a co-worker is a victim of domestic violence, communicate your concerns for her or his safety. Be clear that your role is to help and not to judge. Refer the employee to the Employee Assistance program, a local domestic violence agency, or the National Domestic Violence Hotline at (800) 799-SAFE. Maintain the confidentiality of the domestic violence circumstances and any other referrals under this policy to the extent permitted by law. Discuss the employee's situation with employee assistance counselors, Human Resources, or a local domestic violence program for further guidance.
2. Report any threats or violence that you experience or witness to your supervisor, Human Resources, security, or the Employee Assistance Program.
3. Volunteer at a local domestic violence shelter or organize a workplace drive for domestic violence shelters.

Appendix A: Sample Workplace Policy

Components of a Workplace Safety Plan:

- a. Consider obtaining a civil order for protection and make sure that it is current and on hand at all times. Include the workplace on the order. A copy should be provided to the police, your supervisor, Human Resources, the reception area, the legal department, the Occupation Health office, and security if the abusive partner may come to the work site. Ask co-workers and/or supervisors to call the police if the perpetrator threatens or harasses you at work or violates the civil order for protection in any way.
- b. Consider providing a picture of the perpetrator to reception areas and/or security.
- c. Consider identifying an emergency contact person should your employer be unable to contact you.
- d. Review the safety of your parking arrangements.
- e. Consider having security escort you to and from your car or public transportation and/or obtaining special parking access.
- f. Consider requesting a change and/or unpredictable rotations of your work schedule, work site or work assignment if such a change is possible and would enhance your safety at work.
- g. Consider having your telephone calls screened at work.
- h. Consider requesting additional security measures for your work site. It may be possible to post security personnel near your work site, install security cameras or silent alarms at your work site, relocate your work station to a more secure area, or provide you with a cellular phone for emergency use at work.
- i. Review the safety of your childcare arrangements. If you have a protective order, make sure the provider has a copy.



Creating A Supportive Environment

“I think even just a poster in the lunch room would have made a difference. If I had known somebody cared enough to hang a poster like that, I would have felt a little better about reaching out and asking for help. ”

A Survivor



**CORPORATE
CITIZENSHIP
INITIATIVE**



Creating A Supportive Environment

Supportive policies and programs are critical in addressing domestic violence in the workplace. However, services and benefits to employees are only effective if employees know they exist and that it is safe for them to come forward and disclose their domestic violence situation.

To respond effectively to domestic violence as it affects the workplace, employers need to send a clear and consistent message to all employees that workers who are victims of domestic violence will be treated in non-judgmental and supportive ways. Sometimes employees fear negative repercussions from disclosing their abuse—judgement by co-workers and supervisors, retaliation when it comes time for promotions, being told to handle it “on their own time.”

There are a variety of ways to create a safe and supportive environment:

- *Display posters with anti domestic violence messages, such as those enclosed in the toolkit.*
- *Leave safety cards for employees in restrooms or employee lounges, where they can be taken discreetly (samples provided).*
- *Run articles about domestic violence in your company newsletter and/or in any newsletter you produce for the public. The samples provided in this section can be tailored to suit the needs of these newsletters.*
- *Hold training seminars for managers and employees.*
- *Publicize your Employee Assistance Program and/or local domestic violence programs.*
- *Reproduce and distribute the enclosed brochures and/or newsletters via inter-office mail or e-mail.*

Remember that if your employees speak languages other than English, materials should be available in appropriate languages.

Talking openly about domestic violence is the most important first step in changing attitudes and behaviors around it. Providing awareness-raising materials and creating a supportive environment in which it can be discussed will make any policy or program you implement more effective, and will let victims of domestic violence know that help is available.

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Sample Newsletter Articles

Employee Newsletter

What does domestic violence have to do with the workplace?

Ask Lisa, a survivor:

"I wish I could have left domestic violence at home when I came to work, but it wasn't that easy. I was always exhausted, after my husband kept me up all night screaming at me. Domestic violence made me late, it made me miss work. I was distracted and nervous all the time, because my husband kept calling and harassing me. And the bruises—he made sure they were only from my knees to my wrist, so no one could see them—they hurt so much that it affected my productivity."

Lisa's story is typical. One out of every four American women report that they have been physically abused by a husband or boyfriend at some point in their lives, and many of them are working women. Men can be victims of abuse, as well. Thirty-seven percent of women who have experienced domestic violence report that this abuse had an impact on their work performance, in the form of lateness, missed work, keeping a job, or career promotions.

Help Is Available

If you are in an abusive relationship, this company has resources that can help. Contact the Employee Assistance Program at (Company Name) to find out how we can assist you. You can also call the 24-hour Statewide Hotline at 1-800-500-1556 for help and referrals to local domestic violence programs.

Everyone Can Do Something to Help

To get involved in working to end domestic violence, call the Nevada Network Against Domestic Violence information line at 1-800-230-1955 or call the Nevada Office of the Attorney General and speak with a member of the CCI team at 1-775-688-1818. Together, we can all work to end domestic violence.

External/Public Newsletter

Work to End Domestic Violence

Recent statistics indicate that more than six million women in the U.S. are victims of domestic violence each year. In Nevada alone, over 23,000 incidents of domestic violence were reported in the year 2001. Statistics from the Nevada Network Against Domestic Violence indicate that two-thirds of Nevada victims are employed.

Domestic violence does not stay home when its victims go to work: it affects productivity, increases absenteeism, and raises the risk of violence in the workplace. It costs Nevada employers millions of dollars each year in increased health care costs, most of which is paid for by employer benefits. With one out of every four American women reporting physical abuse by a husband or boyfriend at some point in their lives, and male victims increasingly seen in hospital emergency rooms, domestic violence is finding its way into the overall workplace.




Sample Newsletter Articles

In light of these statistics, numerous businesses across the country are recognizing that responding to domestic violence is "good business" and are implementing policies that help employees who are facing domestic violence. By working to mitigate the economic, legal, and productivity risks related to domestic violence, these businesses are working to create a workplace that is safer for victims, employees and patrons.

The Attorney General's Office acts as coordinator for the Nevada Corporate Citizenship Initiative on Domestic Violence (CCI), a project aimed at strengthening employer responses to domestic violence. The CCI Team and the Nevada Attorney General's Office strongly encourage each Nevada employer to implement some of the following suggestions to address domestic violence in their workplaces.


1. Develop and carry out management training. Training should include how to recognize and discuss domestic violence with all members.
2. Develop an education plan for employees. Create an environment in which it is safe to talk about domestic violence, where victims are not blamed, and batterers are held accountable. These efforts can include: employee training, paycheck memos, putting up posters, and making resource information available.
3. Make changes to improve security: Security can play a critical role in protecting an employee at work. These efforts could address: responsibilities of security personnel, workstation adjustments, parking, adequate lighting, etc.
4. Provide counseling and/or referrals to your company's Employee Assistance Program or other domestic violence resources in the community.
5. Develop policies that address domestic violence. These can include: safety requirements and safety planning; benefit, leave, flex-time, hiring, and discipline policies; identification of a contact person on staff for domestic violence issues; confidentiality of victims' identities and locations; discipline procedures for abusive employees who are violent at work or who workplace time or resources to harass their intimate partners.
6. Develop strategies that connect your company's response to a larger community-wide response, including providing financial or in-kind donations to your local domestic violence program, offering pro bono services, and encouraging volunteerism at local shelters.



Nevada businesses that are interested in receiving materials or more information should call the Nevada Office of the Attorney General at (775) 688-1818 or visit the Corporate Citizenship Initiative Website at <http://ag.state.nv.us/dv/cci.htm>. For more information on what is being done to prevent domestic violence, visit the Attorney General's Office web site at <http://ag.state.nv.us>.



E-Mail Script



You following e-mail script can be tailored for all occasions, such as Valentine's Day, Mother's Day, Super Bowl Sunday, October 1—Work to End Domestic Violence Day—or, when a new policy or program is implemented that deals with domestic violence.

October is National Domestic Violence Awareness Month.

What does this have to do with the workplace? *A Lot.*

One in four American women report that they have been physically abused by a husband or boyfriend at some point in their lives. Men can also be victims of domestic violence. Domestic abuse doesn't stay home when victims come to work.

This company has resources that can help. If you are in a violent relationship, contact the Employee Assistance Program at (company name), or the Nevada Domestic Violence Hotline, at 1-800-500-1556.

To get involved in working to end domestic violence, call the Nevada Network Against Domestic Violence information line at 1-800-230-1955 or the Nevada Office of the Attorney General and speak with a CCI team member at 1-775-688-1818.

Together, we can all work to end domestic violence.



Paycheck Insert And Text Samples



You can use the following paycheck insert during Domestic Violence Awareness Month in October. You can also tailor it for other occasions, such as Valentine's Day, Mother's Day, Super Bowl Sunday or when a new policy or program is implemented that deals with domestic violence.

October is National Domestic Violence Awareness Month.

What does this have to do with the workplace? *A Lot.*

One in four American women report that they have been physically abused by a husband or boyfriend at some point in their lives. Men can also be victims of domestic violence. Domestic abuse doesn't stay home when victims come to work. This company has resources that can help. If you are in a violent relationship, contact the Employee Assistance Program at (company name), or the Nevada Domestic Violence Hotline, at 1-800-500-1556. To get involved in working to end domestic violence, call the Nevada Network Against Domestic Violence information line at 1-800-230-1955 or the Nevada Office of the Attorney General and speak with a CCI team member at 1-775-688-1818. Together, we can all work to end domestic violence.

October Paycheck Text Samples

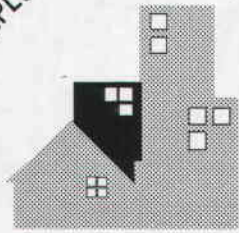
October is Domestic Violence Awareness Month. For Help: 1-800-500-1556.

There's **NO** excuse for domestic violence. For Help: 1- 800-500-1556..



**Corporate
Profiles**

ANOTHER EMPLOYER AGAINST DOMESTIC VIOLENCE



**CORPORATE
CITIZENSHIP
INITIATIVE**



Profiles of Corporate Leadership in Nevada

The Nevada Attorney General's Office

A state leader in addressing domestic violence, the Nevada Office of the Attorney General initiated the Employer Initiative Against Domestic Violence in 1999 and has acted as coordinator of the Nevada Corporate Citizenship Initiative since 2000, when the initiative was renamed. In addition to drafting a state policy for domestic violence for all state agencies (pending endorsement in 2002), the office has undertaken a variety of steps to raise the awareness of its own staff about domestic violence and available resources. Posters are now visible throughout all three office sites, and brochures and safety cards with hotline information are available to staff and visitors. The distribution of pens, buttons and bumper stickers to all staff each October has resulted in the "There's No Excuse for Domestic Violence" message being seen in work stations throughout the office. The office has also formally identified domestic violence Contact Persons in all three offices to whom employees can go for information and support.

In addition, each year on October 1st, the Attorney General sends an e-mail message to all staff regarding domestic violence resources and reminding staff about the Domestic Violence Contact Person for each of the three offices and other available resources. The office also sends a paycheck memo to all staff that includes additional information about the issue of domestic violence. The Attorney General's Office has been instrumental in working with the Nevada State Department of Personnel to include a message about domestic violence that includes the statewide hotline number on the paycheck stub for every state employee during both pay periods during October. Finally, for the past three years, the Attorney General and the Governor have collaborated on a press conference on October 1st to kick off Domestic Violence Awareness Month and to highlight Work to End Domestic Violence Day.

Employers Insurance Company of Nevada, A Mutual Company

Employers Insurance Company of Nevada, A Mutual Company ("EICN"), is Nevada's leading workers' compensation insurance company. As a founding member and supporter of the Nevada Corporate Citizenship Initiative, EICN has made a commitment to preventing domestic violence, both in the workplace and in the companies of its policyholders.

By hosting "brown bag" lunches and providing written materials in employee areas and restrooms, EICN has helped educate its employees and managers on the importance of preventing domestic violence as well as protecting those employees victimized by domestic violence. In reinforcing its commitment, EICN has written and implemented a company wide policy to end domestic violence in its workplace.

In addition to educating its staff, EICN has also written many articles in its company newsletter, which is distributed to over 13,000 policyholders and agents each quarter within the state of Nevada. The newsletters provide a direct contact person and telephone number where employers can call to request preventative materials directly from EICN and ask questions of its Loss Prevention/Safety Department. By raising awareness of domestic violence, EICN hopes its policyholders will follow in its path to build a better future.



Profiles of Corporate Leadership in Nevada

SuperPawn

SuperPawn began addressing domestic violence as a workplace issue in October 2000 via several internal communication vehicles. The company provided reference materials on local services to each of its stores in Washington, Arizona and Nevada, including posters and brochures. Simultaneously, the company launched "SPIN" (SuperPawn's Intranet), which provides educational information on domestic violence resources. In addition, "Pocket" reference/safety planning cards were produced and provided to each employee. The Human Resources and Loss Prevention departments took the lead as contacts for employees facing domestic violence issues and Loss Prevention took progressive steps in developing procedures for managing protection orders. SuperPawn also supported community activities such as SafeNest's Domestic Violence Awareness Month Luncheon, by sponsoring a luncheon table, providing gifts for silent auctions, and more.

SuperPawn has also developed a Domestic Violence Policy (see Model Policies Section), and the company has included domestic violence in its safety training and in its Written Workplace Safety Program (WSSP)—which are both a part of the New Employee and New Supervisor Orientation programs. In October 2001, the company launched a Purple Ribbon Campaign on SPIN, re-supplied each location with updated material, participated in numerous local events in Las Vegas to raise awareness about domestic violence, including the Paper the Town event in 2001.

SuperPawn continues to be supportive through its generous offer to allow their Director of Human Resources to participate actively in the CCI Team, the Nevada Network Against Domestic Violence and SafeNest, Las Vegas' local domestic violence program. The company has also supported domestic violence projects and organizations through charitable giving, through volunteerism and by encouraging other businesses with whom they have a relationship to support these efforts as well.

Wells Fargo Bank

Wells Fargo Bank has a formal written Domestic Violence Policy that all team members and managers are aware of. The topic is discussed during New Employee Orientation sessions, during which the Domestic Violence Hotline number is provided to all participants. The advantages of contacting our Employee Assistance Consulting (EAC) group is also stressed. Posters with "who to call" numbers are posted in each Wells Fargo branch and Wells Fargo office building location for staff reference. Periodic training sessions on "Ensuring a Violence Free Workplace" are presented for the managers. These sessions refresh managers on the signs of domestic violence and who to call for assistance. Wells Fargo's Intranet features domestic violence as a topic on the EAC web site. Domestic violence is discussed during yearly Security Training Sessions for bank staffs. In the event of a situation in which an employee's safety is in jeopardy, the Threat Assessment Team and the Incident Management Team (team concepts), in which representatives from EAC, Human Resources, Employee Relations, Law Division, and the employees Manager, lead by Corporate Security, are activated to assess and manage the risk as needed for a successful resolution.

Wells Fargo provides ongoing support the statewide effort to prevent domestic violence by allowing its Vice President of Corporate Security to participate on the statewide CCI Team. In addition, during Domestic Violence Awareness Month 2002, all Wells Fargo Automated Teller Machines in Nevada (ATMs) will carry domestic violence information, including hotline numbers, on their screens.



Profiles of Corporate Leadership in Nevada

Other Corporate Sponsors that are part of the Nevada CCI team:

- AVI Resort & Casino
- Association of School District Superintendents
- Nevada Network Against Domestic Violence
- Safe House, Henderson
- SafeNest/TADC, Las Vegas
- University and Community College Systems of Nevada
- Washoe County School District



Profiles of National Corporate Leadership

Blue Shield of California

Blue Shield of California, a founding member and supporter of the National Workplace Resource Center on Domestic Violence at the Family Violence Prevention Fund, has made a significant commitment to preventing domestic violence, both in the workplace and in the communities it serves.

The company's "Domestic Violence Initiative" includes many components, and carries the theme to "take the message to business." Partnering with local programs and domestic violence shelters, Blue Shield of California has provided in business domestic violence prevention's sessions across the state. Employee "lunch and learn" sessions educate Blue Shield employees about the initiative and the issue, and the company has produced a video, "Thirty Seconds at a Time," on domestic violence and the workplace response. Blue Shield is highly visible in supporting local shelters, from co-sponsoring a march and resource fair to supporting employees who serve on shelters' boards of directors.

Blue Shield of California has also reached out to the medical community, providing a half-day training course on documenting domestic violence at the Annual Scientific Conference of the Californian Academy of Family Physicians, and is also developing interventions to support physicians in their efforts to screen and treat victims of domestic violence.

Marshalls

Marshalls, a leading off-price retailer, is at the forefront of the business response to domestic violence. The company's Marshalls Domestic Peace Prize, funded by donations from associates during the annual giving campaign, awards \$10,000 to innovative programs across the country that are working to prevent domestic violence on the grassroots level. Last year, 14,000 Marshalls associates contributed to the fund. Now that Marshalls is a part of the TJ Maxx family, education efforts are taking place at T.J. Maxx stores as well.



Profiles of National Corporate Leadership

Volunteerism by Marshalls' sales associates is encouraged, and many associates participate in the annual Jane Doe Walk for Women's Safety. In addition, Marshalls supports several women's shelters across the country through its donations program.

And every October, to kick off national Domestic Violence Awareness Month, Marshalls donates a portion of sales from all of its stores nationwide towards the Family Violence Prevention Fund's public education campaign on its "Shop 'Till It Stops" day.



Writing A News Release



CORPORATE
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Writing a News Release

Writing a News Release They'll Read

The following tips can help you publicize any activities around domestic violence in the workplace. You can also use the enclosed sample news release as a guide. Whether it's a volunteer drive for a local shelter, the implementation of a new policy, or an educational seminar open to the public, effective use of the media can carry the impact of your event even further.

At the Top:

Include the date on which the information in the release can be publicized. (For instance, if you are having a luncheon seminar on June 10 and you mail the news release on June 9, the release should still be dated June 10.) Include the name and daytime phone number of a person reporters can contact for more information.

The Headline:

Quite possibly the most important part of your release. Make your headline a short, attention grabbing one-sentence summary of the most important information in your release. Using the luncheon seminar scenario again, your headline might read, "Public Invited to First-Ever Domestic Violence Domestic Violence Awareness Seminar at Wentworth Tool and Dye." Look at your local newspaper and the headlines they use—you'll get the idea.

The Lead:

The lead is the first sentence of the news release. In your lead, include the most important information in the news release – that is, the NEWS. Write a brief sentence or two that conveys enough information to interest the reader and inform her/him of what happened.

The Body:

Write your news release as though it were a newspaper article, putting the less important and background information further down. Some smaller, community newspapers will run entire news releases as though they were articles.

The Quote:

Somewhere in the first page of your release include a quote from a spokesperson. Make it one or two sentences that a reporter can lift and include in her/his story.

Length:

Reporters don't like to read anything longer than about four pages. This is the absolute LONGEST a news release should be. A length of two pages is better.

Format:

At the bottom center of each page except the last page, write the word "more." On the last page of your release, use either "30" or "###." This tells the journalist that this is the end. At the top of the second page of your release, write the words, "Add One." At the top of the third page, write the words, "Add Two." And so on. It is generally best to double space the text.



Writing a News Release

Distribution:

Distribute your news release at the time of your event or announcement, either by mailing, faxing, or handing it out. (If you are mailing it, put it in the mail the day before your event, as reporters don't like "old" news.) Create a press list that includes the major media outlets in our area. Be sure to include newspapers, television, radio, the wire services, local and business magazines, ethnic, specialty, and community outlets. Mark the release to the attention of the person who covers labor and business issues, women's issues, or domestic violence.

If you need a print list for your release, you may contact PR Solutions at (202) 371-1999 for assistance, and tell them you are working with the Corporate Citizenship Initiative.



Sample News Release

A public opinion research poll found that 91% of consumers surveyed believe that it is a good idea for companies to support domestic violence programs.



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**Sample News
Release**

Sample News Release

CONTACT: [Name] [Date] [Phone Number]

[Name of Company/Organization] Launches Massive Effort To Educate Employees About Domestic Violence

Work to End Domestic Violence Day Kicks Off National Domestic Violence Awareness Month

{City}—As part of national Work to End Domestic Violence Day, [name of company/organization] will hold a series of events to help educate its workforce about domestic violence. [Name of company/organizations] more than [600] employees will [receive a newsletter about domestic violence and its effect on the workplace]. On October 1, [representatives from local domestic violence shelter, Nevada Network Against Domestic Violence, will speak to employees at lunch. Domestic violence brochures will be available and posters will be posted throughout the workplace].

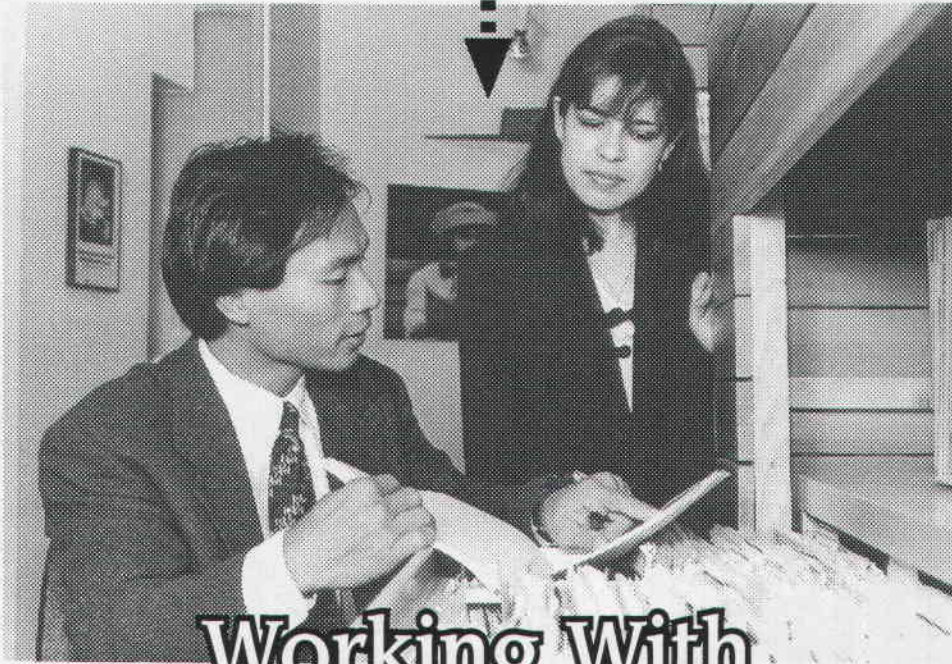
"Most battered women are working women, and too often the stalking, threats and violence follow them to work," said [name of company] CEO [Name of CEO]. "The workplace can be a good place for battered women to get help. [Name of company/organization] intends to do its part to help stop domestic violence."

"Domestic violence is a problem in every city, county and state in this country. It transcends economic status and occupation," said Family Violence Prevention Fund Executive Director Esta Soler. "Only through a strong community response can we successfully combat this devastating epidemic."

Throughout the country, dozens of private businesses, public agencies and unions that collectively employ millions of people will hold programs and distribute materials that alert workers to the prevalence and severity of domestic violence on national Work to End Domestic Violence Day. Organized by the Family Violence Prevention Fund, Work to End Domestic Violence Day events will include employer-sponsored seminars and meetings to educate workers about domestic violence, drives to benefit domestic violence programs, and distribution of information through corporate email, newsletters and pay-check stuffers. October is national Domestic violence Awareness Month.

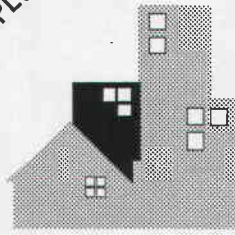
Dozens of private companies have participated in previous Work to End Domestic Violence Day events, including Bell Atlantic Mobile, Blue Shield of California, Kaiser Permanente, Liz Claiborne, Polaroid, The Gap, Wells Fargo Bank, Levi Strauss and Co., and Hit or Miss.

Nationwide, millions of women are physically abused by their husbands or boyfriends. In [city], more than [call local domestic violence program for approximate number] women are battered by their intimate partners every year. Domestic violence also affects employees' performance at work, raises insurance costs for employers, reduces productivity, and increases absenteeism and turnover rates.



Working With The Community

ANOTHER EMPLOYER AGAINST DOMESTIC VIOLENCE



CORPORATE
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Working With the Community

Businesses are well positioned to have an impact on the community regarding domestic violence. High ranking business people are looked upon by the public as leaders, and can have a tremendous impact on public opinion by breaking the silence around domestic violence and speaking out on behalf of their employees and family members who have faced it. Partnerships with community agencies and programs – whether the involvement is philanthropic, volunteer based, pro bono services, or merely the exchange of information – can enrich the community, as well as the employer and its workers.

When employers think about how they want to support the communities in which they operate, they have many choices about where to focus their efforts and their money. Supporting organizations that work to end domestic violence is a choice that employers should keep in mind as they plan their outreach and charitable giving.

How Does Domestic Violence Affect the Workplace?

Domestic violence affects the people who batter—lowering their productivity and putting them at risk of incarceration or absences due to court appearance. It affects their victims—resulting in missed work, reduced productivity, increased medical costs, and risk of violence on the job. It affects the children who live in violent homes – the future workers of this country. Corporate funding and partnerships with the community agencies that support people facing domestic violence strengthens the community as a whole, and can only result in a greater potential workforce, today and tomorrow.

Before Reaching Out, Look Within

Once a business makes a publicly visible commitment to domestic violence awareness and prevention, employees will come forward and ask for help with the violence in their own lives. The organizations must have the resources in place to help them, as well as the commitment to respond.

For the Victim

Before reaching out to the community, promote awareness about domestic violence in your own organization. Information can be provided with newsletters, posters, safety cards in rest rooms and locker rooms, and training seminars. Reliable information about domestic violence and about local resources can be obtained from a nearby shelter, your Employee Assistance Program, or from the Nevada Domestic Violence Hotline, 1-800-500-1556). Remember that lesbians, gay men and heterosexual men may be victims of domestic violence. Make sure that any educational materials are inclusive and list appropriate resources. Refer to the handout “Creating a Supportive Environment” for ideas, and contact the Corporate Citizenship Initiative for more information and materials.

For the Employee Who is Abusive

It is important to provide educational materials designed to help abusive employees, with telephone numbers of local resources where they can obtain help. It is easier for companies to recognize that employees may be victim of domestic violence than it is to accept that employees also are abusive. Employers can offer seminars on violence prevention and encourage employees to seek help if they are abusive in their relationships. Contact the CCI for more information on training materials and local batterer treatment programs.

For Other Employers

One business leader talking to another about taking on the issue of domestic violence can often have a greater impact than any non-profit agency's appeal. Leaders reaching out to their peers can be one of the easiest and most beneficial steps a business executive can take.



Working With the Community

How You Can Help

You can support the organizations working to end domestic violence in our community in many ways.

- Consider a grant from your company. If your workplace allows workers to deduct money from their paychecks to donate to charitable causes, make it known that a local domestic violence program is your "adopted" charity and encourage donations by employees. Run an article about the local program in the company newsletter during your giving drive.
- In-kind donations are often needed, such as computers, office supplies, food, toys, clothing, and shelter. Hold and publicize donation drives for local shelters.
- Pro bono services are another way to help. Does your company have legal expertise? Accounting? Building construction or repair? Printing? Photocopying? Desktop publishing?
- Encourage volunteerism at local shelters. Publicize the efforts of those who do volunteer. Volunteers might read to children in a shelter, teach survivors skills they will need to enter or re-enter the job market, or help answer the phones.
- In-kind donations are often needed, such as computers, office supplies, food, toys, clothing, and shelter. Hold and publicize donation drives for local shelters.
- Many large businesses have access to powerful lobbying networks that could prove invaluable to the enactment of legislation favorable for victims of domestic violence. When the voice of business joins victims, advocates and service providers, lawmakers take notice.

Contact your local domestic violence service agencies and ask them how you can help. They are sure to have many suggestions.

What Can You Get In Return?

A lot. Down the line, you get a safer community, a stronger pool of workers from which to draw, and the knowledge that you are making the lives of your neighbors safer and free from violence. There are benefits you will feel right away, too. By forging partnerships with local agencies, you can help create a safety net for your employees. Experts in domestic violence may be willing to be a resource for your company, working with you to come to the aid of employees who seek help internally. They may be willing to come in and provide in-service trainings to your managers on how to respond to victims and batterers in the workplace, or to all your employees about what to do about domestic violence in their lives or the lives of their loved ones. And finally, working to end domestic violence in our community can enhance your corporate image.

CASE STUDY:

Polaroid's CEO Challenge/Partners Against Violence

Polaroid, the founder of Partners Against Violence, or CEO Challenge program, was one of the first among major employers to aggressively address the issue of family violence in the workplace. In addition to Partners Against Violence, the company has a variety of internal programs and policies to support employees facing domestic abuse, as well as community support programs that include foundation funding, and working with the criminal justice system to develop new ways to use instant photography to investigate, prosecute and track family violence cases.



Working With the Community

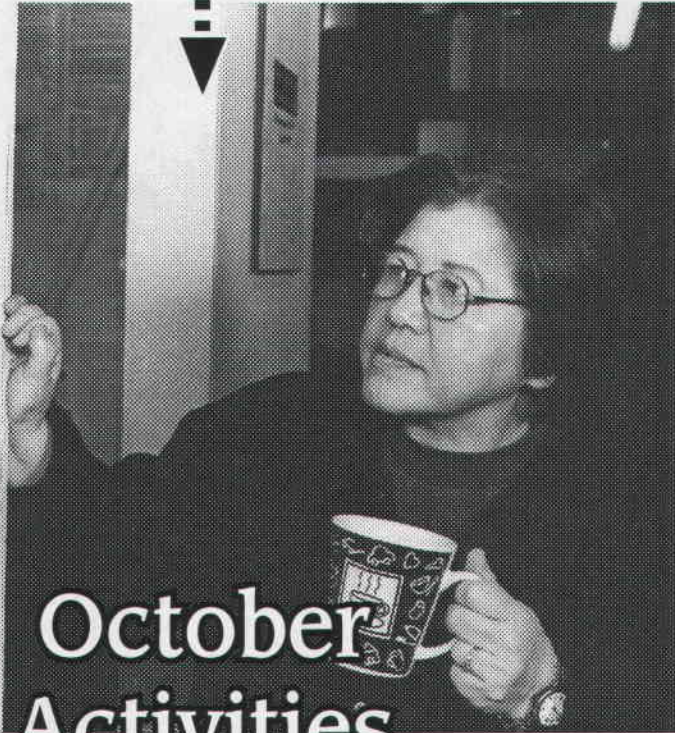
The Partners Against Violence program, which Polaroid has helped to spread to other companies and communities across the country, has a simple objective: to enlist corporations and businesses to partner with local domestic violence programs to help provide human, in-kind or financial resources to local agencies. In turn, the agencies work with their business "partners" to provide awareness of and education about domestic violence issues in the workplace.

The partnership, which can involve a business of any size, may include in-kind contributions, expertise and personnel for specific projects such as fundraising and long-range planning, or financial contributions from the business to the agency - or any combination thereof.

The agency, in return, offers educational seminars to employees of the business, consultation in developing company workplace policies and guidelines in the area of family and workplace violence, and any other sharing of capabilities that the partners agree upon. Businesses agree to partner with programs for one year, with an option of extending the partnership for two additional years.

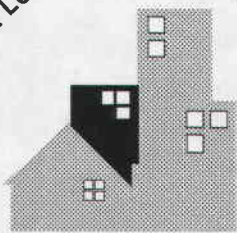
For more information about how your company can get involved in addressing domestic violence, contact the Nevada Network Against Domestic Violence Information Line at (800) 230-1955 or email the Nevada CCI at: cci@ag.state.nv.us.

Remember to publicize your efforts. Your consumers want to know how you are involved in addressing this important issue.



October Activities

ANOTHER EMPLOYER AGAINST DOMESTIC VIOLENCE



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**October
Activities**

OCTOBER 1ST ACTIVITIES

Work to End Domestic Violence Day Activities

This October 1st, your organization could...

Be Creative

- Invite local domestic violence programs to set up tables at a lunchtime special event or in the lobby to distribute information about their programs and encourage employees to volunteer.
- Transform your lobby or cafeteria into an art gallery or informational display about domestic violence. There are a variety of displays you can use, for example, the Clothesline Project, an art exhibit that uses T-shirts painted by survivors of sexual and domestic violence as canvasses to depict their experience and survival or the Silent Witness Exhibit, which includes life-sized silhouettes that represent women who lost their lives at the hands of an intimate partner (contact the Nevada Network Against Domestic Violence for more information on these exhibits, at 1-800-230-1955.)
- Organize a raffle, softball game or golf tournament to raise money for a local domestic violence program.
- Give employees purple ribbons, bumper stickers for their cars or anti-domestic violence buttons to wear in support of those who have faced or are facing domestic abuse.
- Display posters in employee break rooms, and make victim safety cards available in restrooms, or distribute them via interoffice mail, along with a memo discussing domestic violence and company policies and programs that can help.
- Coordinate a "Brown Bag" lunch on the issue. Invite a speaker from a local shelter, and distribute educational materials at the event.
- Hold and publicize donation drives for local shelters. Shelters often need toys, clothing furniture, personal care items, office equipment, supplies, food, and other goods and services. Contact your local agencies and ask them about their needs.
- Use the enclosed sample newsletter article, email script and paycheck insert to raise awareness and educate employees about domestic violence and resources in the company and the community to which they can turn for help.
- Examine your workplace policies and make sure that your organization is doing all that it can to support employees who are facing domestic violence. Hold a kickoff meeting, and invite representatives from Human Resources, Benefits, Security, Legal, EAP and other departments to plan for your policy review.

Announce domestic violence policies and programs on October 1.

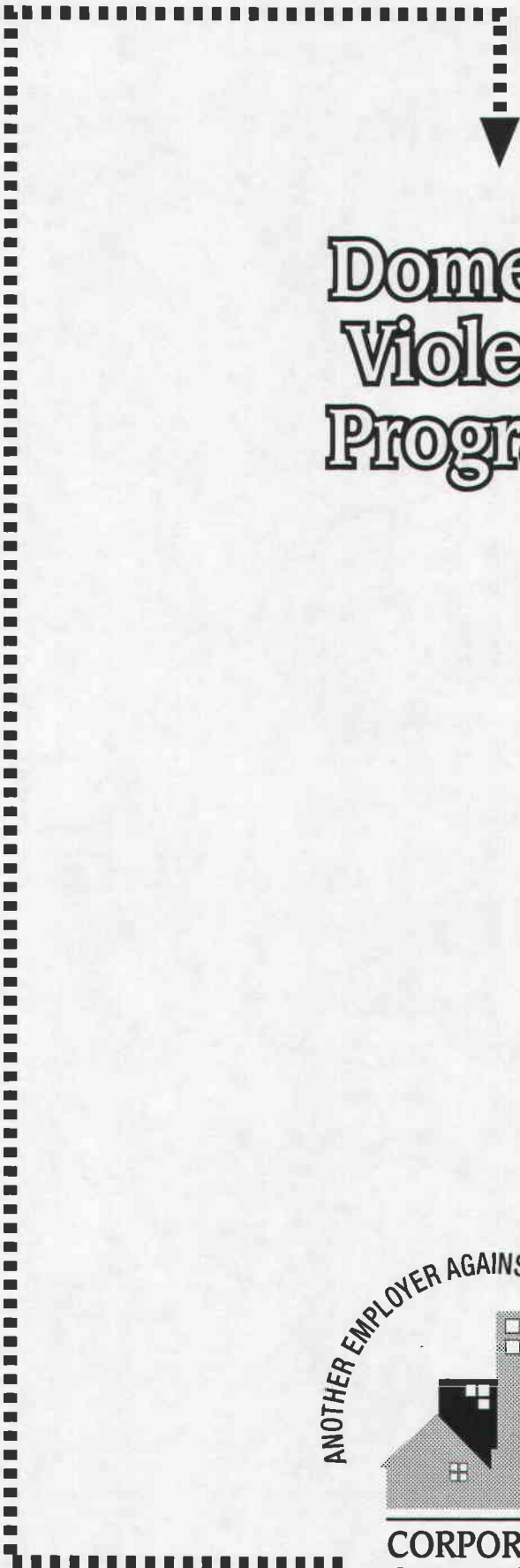
- Place an ad in the local paper commemorating Work to End Domestic Violence Day and Domestic Violence Awareness Month. Text could say, *"We at {name of your organization} believe in a future free from domestic violence. October 1st is Work to End Domestic Violence Day. If you are in an abusive relationship, call the Nevada Domestic Violence Hotline at 1-800-500-1556 for help and referrals to domestic violence programs near you. Call 1-800-230-1955 for information about how you can help stop domestic violence in your community. Together, we can make a difference."*



October Activities

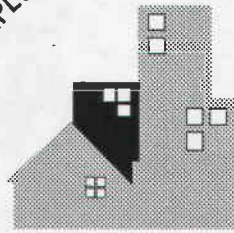
- Make a contribution of products or services to domestic violence shelters and programs. For example, a clothing company could donate clothes, a publishing company could donate subscriptions to newspapers or magazines, a storage company could donate a certain number units for victims in transition between residences, and a computer company could donate computers. Ask your local domestic violence program what you might be able to offer).

Remember, let the media and the community know what you're doing by drafting a press release that highlight your efforts. Consumers will appreciate knowing about how you are supporting your community and addressing this serious social issue.



**Domestic
Violence
Programs**

ANOTHER EMPLOYER AGAINST DOMESTIC VIOLENCE



**CORPORATE
CITIZENSHIP
INITIATIVE**



Nevada Domestic Violence Programs

Carson & Storey Counties

ADVOCATES TO END DOMESTIC VIOLENCE

P.O. Box 2529
Carson City, NV 89702

Office: (775) 883-7654
Hotline: (775) 883-7654
Fax: (775) 883-0364

Churchill County

DOMESTIC VIOLENCE INTERVENTION

P.O. Box 2231
Fallon, NV 89407

Office: (775) 423-1313
Hotline: (775) 423-1313
Fax: (775) 423-9699

Clark County

SAFE NEST/TADC

P.O. Box 43264
Las Vegas, NV 89116

Office: (702) 877-0133
Hotline: (702) 646-4981
Admin. Fax: (702) 877-095

Rural Hotline: (800) 486-7282

S.A.F.E. HOUSE

18 Sunrise Drive, Suite G-70
Henderson, NV 89014

Office: (702) 451-4203
Hotline: (702) 564-3227
Fax: (702) 451-4302

Douglas County

FAMILY SUPPORT COUNCIL

P.O. Box 810
Minden, NV 89423

Office: (775) 782-7565
Hotline: (775) 782-8692
Fax: (775) 782-1942

Elko County

COMMITTEE AGAINST DOMESTIC VIOLENCE

P.O. Box 2531
Elko, NV 89803

Office: (775) 738-6524
Hotline: (775) 738-9454
Fax: (775) 738-2976



Nevada Domestic Violence Programs

Humboldt County

COMMITTEE AGAINST FAMILY VIOLENCE

P.O. Box 583
Winnemucca, NV 89445

Office: (775) 623-3974
Hotline: (775) 623-6429
Fax: (775) 623-6555
Fax: (775) 625-1776

Lander County

COMMITTEE AGAINST DOMESTIC VIOLENCE

P.O. Box 624
Battle Mountain, NV 89820

Office: (775) 635-2500
Fax: (775) 635-5947
Fax: (775) 635-8061

Lyon County

ALIVE

400 A. North Main
Yerington, NV 89447

Office: (775) 463-5843
N. Lyon County: (800) 453-4009
Fax: (775) 463-4453
Fax: (775) 463-5843

Mineral County

ADVOCATES TO END DOMESTIC VIOLENCE

P.O. Box 1613
Hawthorne, NV 89415

Office: (775) 945-2472
Hotline: (775) 945-2434
Fax: (775) 945-2499
Fax: (775) 945-3211

Pershing County

DOMESTIC VIOLENCE INTERVENTION

P.O. Box 1203
Lovelock, NV 89419

Office: (775) 273-7373
Fax: (775) 273-7904

Washoe County

COMMITTEE TO AID ABUSED WOMEN

1735 Vassar Street
Reno, NV 89502

Office: (775) 329-4150
Hotline: (775) 785-7550
Fax: (775) 785-7550

TAHOE WOMEN'S SERVICES

P.O. Box 4777
Incline Village, NV 89450

Office: (775) 833-4305
Hotline: (775) 833-3241
Fax: (775) 833-2306



Nevada Domestic Violence Programs

White Pine, Nye, Lincoln, Eureka & Esmeralda

SUPPORT, INC.

399 1st Street
(Mail) P.O. Box 583
Ely, NV 89301

Office: (775) 289-2270
Hotline: (775) 289-8808
Fax: (775) 289-2294

Pioche Town Hall

P.O. Box 485
Pioche, NV 89043

Office: (775) 962-5888
Hotline: (775) 962-5888
Fax: (775) 962-5888

NO TO ABUSE

P.O. Box 2869
Pahrump, NV 89048

Office: (775) 751-1118
Hotline: (888) 882-2873
Fax: (775) 751-0134

NO TO ABUSE

P.O. Box 3914
Tonopah, NV 89049

Office: (775) 482-3016
Fax: (775) 482-3016




24 HOUR STATEWIDE HOTLINE: 1-800-500-1556
NATIONAL HOTLINE: 1-800-799-7233




Domestic Violence Projects & Other Information



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Projects and Organizations That You Can Contact For Information & Materials



There are a number of organizations/individuals who can provide assistance to your business in developing an improved response to domestic violence:

Corporate Citizenship Initiative, (775) 688-1818; website <http://ag.state.nv.us/dv/cci.htm>

- Resource materials for employers, including the "PEP" Employer toolkit.
- Assistance with training.

Nevada Network Against Domestic Violence, 1-800-230-1955; website www.nnadv.org

- Materials for victims of domestic violence.
- Assistance with training.
- Public education and outreach materials.
- Information on local resources and domestic violence programs.

Nevada Domestic Violence Ombudsman, (775) 688-1846; website www.ag.state.nv.us

- Information on local and statewide projects and resources.
- Statistics and other training material.

National Workplace Resource Center on Domestic Violence, a project of the Family Violence Prevention Fund, 1-415-252-8900; website www.fvvpf.org

- *Resource materials for employers on how to establish a comprehensive workplace response to domestic violence, including *The Workplace Responds to Domestic Violence; A Resource Guide for Employers, Unions and Advocates*. Their materials include safety cards; employee education brochures; posters; model paycheck inserts, newsletter articles, press releases, and workplace policies; and much more.*
- *Information on workplace domestic violence programs currently being undertaken by a number of major corporations, such as Polaroid, Marshalls, Inc., Acme Materials and Constructions, and Mintz Levin law firm, and many others.*

Employment Rights for Survivors of Abuse (ERSA), a project of the NOW Legal Defense and Education Fund, 1-212-925-6635; website www.nowldef.org

- *Resource materials for employers regarding the legal issues involved in dealing with domestic violence, including federal, state and local employment laws that address domestic violence, and a resource manual for employers, *Creating Solutions—Creating Change: The Impact of Violence in the Lives of Working Women*.*

Other National Resources with Information about Domestic Violence

- National Resource Center on Domestic Violence – (800) 537-2238.
- Resource Center on Domestic Violence: Child Protection and Custody (Family Violence Department of the National Council of Juvenile and Family Court Judges – (800) 527-3223.
- National STOP Violence Against Women and Full Faith and Credit Technical Assistance Projects – (800) 256-5883.
- Battered Women's Justice Project – (800) 903-0111

If you would like information about assistance in other states for victims of domestic violence, contact the NATIONAL DOMESTIC VIOLENCE HOTLINE: 1-800-799-SAFE (Se habla español)



Domestic Violence Prevention Efforts In Nevada

The following is a brief summary of current activities of state agencies and other state entities that are involved in addressing domestic violence in Nevada. Each of these entities plays a unique and important role in domestic violence prevention and intervention in Nevada. The Attorney General's Office and the Department of Human Resources administer state and federal monies, each with separate and distinct requirements, that support domestic violence services and projects throughout Nevada. The Domestic Violence Prevention Council is Nevada's multidisciplinary coordinating body, and it has adopted the only statewide action plan concerning domestic violence and coordinates efforts to implement the plan. The Nevada Network Against Domestic Violence is the state's private, non-profit coalition of domestic violence programs. The Domestic Violence Ombudsman provides information, education and technical assistance to victims, the criminal justice system and the general public and acts as a state-level advocate for system-wide improvements in domestic violence intervention and prevention. Finally, in recognition of the severity of domestic violence in Nevada, numerous other state agencies have taken steps to address the issue, as enumerated below.

Nevada Attorney General's Office

- *Administers the STOP Grant Program from the federal Violence Against Women Office (VAWO) which supports projects that address domestic violence and sexual assault in various areas, including law enforcement, prosecution, and victim services;*
- *Administers the Rural Grant for Child Victimization and Domestic Violence Enforcement from VAWO that is being used to fund the Nevada Full Faith and Credit Protection Order Project, designed to improve the enforcement of protection orders, including foreign orders;*
- *Administers the Grant to Encourage Arrest Polices from VAWO that is being used to fund the development and enhancement of a Central Repository for Domestic Violence Protection Orders and, eventually, other types of orders;*
- *Administers a Civil Legal Assistance Grant from VAWO that supports a collaborative project with NNADV and legal service agencies in Carson City and Washoe and Clark counties to improve civil legal assistance to domestic violence victims in Nevada;*
- *Attorney General chairs the Domestic Violence Prevention Council (see below);*
- *Attorney General appoints members of the Committee on Domestic Violence (see below);*
- *Attorney General's Office houses the statewide Domestic Violence Ombudsman (see below).*

Committee on Domestic Violence

- *Adopts regulations for evaluation, certification, and monitoring of domestic violence treatment programs (NRS 228.470);*
- *Reviews, monitors and certifies domestic violence treatment programs.*
- *Reviews and evaluates peace officers training on domestic violence and makes recommendations to the Nevada Commission on Peace Officers Standards and Training;*
- *To the extent money is available, arranges for the provision of legal services for victims of domestic violence;*
- *Two members of the Committee currently sit on the Domestic Violence Prevention Council;*
- *Funded by Domestic Violence Court Assessment Account (from fees imposed upon those convicted of domestic violence offenses) administered by the Domestic Violence Ombudsman;*
- *Committee members are appointed by the Attorney General*



Domestic Violence Prevention Efforts In Nevada

Domestic Violence Ombudsman (NRS 228.430)

- *Provides information and assistance to victims of domestic violence and to the public regarding available resources;*
- *Prepares quarterly reports on domestic violence drawn from information collected by the Central Repository and based on domestic violence incident reports from law enforcement;*
- *Provides education to the public regarding domestic violence;*
- *Administers the Domestic Violence Court Assessment Account;*
- *Participates actively with the Domestic Violence Prevention Council and Attorney General's Office on domestic violence prevention and intervention efforts;*
- *Currently acts as Coordinator of the Nevada Full Faith and Credit Protection Order Project administered by the Attorney General's Office;*
- *Coordinates numerous projects to raise public awareness on domestic violence, including the Nevada Corporate Citizenship Initiative;*
- *Collaborates with Nevada POST, Nevada Prosecution Advisory Council, the Administrative Office of the Courts, and numerous other entities, individuals, and committees to improve domestic violence training and practice in various systems;*
- *Funded in part by a sub-grant from the STOP Violence Against Women Grant Program and other federal grants.*

Domestic Violence Prevention Council

- *Statewide multidisciplinary coordinating body consisting of approximately 25 individuals, appointed by the Attorney General;*
- *Reviews and has input into the State Implementation Plan and the State Domestic Violence Action Plan;*
- *Works to increase public awareness about domestic violence and sexual assault and promotes community outreach and public education;*
- *Supports the development of effective cross-system responses to domestic violence through centralized training, technical assistance, policy development and implementation;*
- *Encourages the creation of model practices in assessments and interventions with survivors and perpetrators;*
- *Chaired by the Attorney General.*

Nevada Network Against Domestic Violence

- *Statewide non-governmental organization whose membership includes most of the domestic violence victim service programs and shelters throughout the State of Nevada;*
- *Coordinated the development of the State Plan on Domestic Violence through a grant from the State Justice Institute;*
- *Executive Director sits on the Domestic Violence Prevention Council;*
- *Collaborates with the Attorney General's Office as a consultant on the Nevada Full Faith and Credit Project and as a member of the Arrest Policies Project Team;*
- *Facilitates the work of the Healthcare Leadership Team, developing policy and procedures for screening, intervention, treatment and referral of victims of domestic violence in healthcare settings as well as providing training opportunities.*

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Domestic Violence Prevention Efforts In Nevada

- *Developed the curriculum and provides on going training for TANF workers about domestic violence as a barrier to work.*
- *Coordinated a statewide Court Monitoring Project in partnership with the Attorney General's Office and the Administrative Office of the Courts.*
- *Provided training for Child Protective Services workers about domestic violence and child abuse.*

Department of Human Resources

- **Division of Child and Family Services (DCFS):**

1. *Administers federal Family Violence Prevention & Services Act grants—federal funding for shelter and related services;*
2. *Administers the State Domestic Violence Fund – surcharge on marriage licenses—to domestic violence programs;*
3. *Administers VOCA grants—10% mandated to be used for services to victims of domestic violence (funds also used for sexual assault, child abuse and other crime assistance programs).*
4. *Continues to develop programs to address domestic violence as it impacts child abuse cases.*

- **Welfare Division**


1. *Provides services to TANF recipients who are also victims of domestic violence through contracts with private non-profit domestic violence programs;*
2. *All front line workers must screen for DV and refer participants to an expert in domestic violence;*
3. *Provides training for screeners, eligibility workers and all social workers through a sub-contract with the Nevada Network Against Domestic Violence;*
4. *Has been written up as national model by the Urban Institute.*

- **Community Connections**

1. *administers Federal Title XX and State Family Resource Center monies which are available to programs that provide assistance to victims of domestic violence.*

- **Health Division - Maternal and Child Health Bureau**

1. *Because this bureau serves women, infants and children, screening for domestic violence issues has been set as a goal;*
2. *Has participated in the development of "health care standards" for screening, documenting, referral to be provided throughout Nevada;*
3. *In cooperation with the Nevada Network Against Domestic Violence, provides health care provider education throughout the state on screening and referring for domestic violence;*
4. *Currently conducting a specific needs assessment throughout Nevada, in collaboration with NNADV;*
5. *Funding comes from both Title V of the federal government and the CDC.*



Domestic Violence Prevention Efforts In Nevada

Department of Public Safety

- *Houses and maintains the Protection Order Repository within NCJIS, a database of all protection orders issued in the state, Works with the Administrative Office of the Courts and the Attorney General's Office to develop software and provide training on the use of the file;*
- *Collects and compiles law enforcement statistics from incident reports and provides these statistics to the Domestic Violence Ombudsman and includes them in their own annual report agencies, pursuant to NRS;*

Administrative Office of the Courts

- *Has coordinated the standardization of forms for domestic violence protection orders for mandatory use by Nevada courts;*
- *Currently coordinating the standardization of stalking and harassment orders;*
- *Currently developing on-line case management system which will have a domestic violence/protection order component;*
- *Coordinating the development of judicial curriculum on domestic violence.*

Department of Administration

- *Victim Compensation program provides direct payment to crime victims for medical bills, property destruction, counseling, etc. incurred as the result of a crime. Victims of domestic violence are eligible.*

Secretary of State

- *Confidential Address Program provides an alternative address for victims of domestic violence escaping from abuser.*

Recent State Legislation:

Workplace Injunction Against Harassment

Nevada's Workplace Violence Act (Nevada Revised Statutes 33.200 to 33.360) allows an employer to obtain an injunction against any person who threatens or commits an act of harassment in the workplace, including threats or acts that cause personal injury, damage to property or substantial harm to the mental health or safety of a person. The employer may obtain an injunction against any person including former employees, relatives of employees or third parties. The Act allows employers to obtain the injunctions by a simplified process of filing a petition in Justice Court. The injunction can restrict the harasser from access to the employer's property as well as prohibit contact with employees while they are engaged in their duties off of the employer's premises. A violation of an injunction issued pursuant to the Act is a misdemeanor.

September 2002



Feedback/Evaluation Form



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Feedback/Evaluation Form

We hope this presentation and the materials in this "PEP" Toolkit have been helpful to you. Please take a moment to fill out and return this form to the address at right. Your comments will let us know what worked best, as well as help us to prepare other useful educational materials in the future.

Office of the Attorney General
 Corporate Citizenship Initiative
 1325 Airmotive Way, Suite 340
 Reno, Nevada 89502

I would rate each item:	Excellent	Very Good	Good	Fair	Poor
Policies Section	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Education Section	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Promotion Section	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resource Section	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety Cards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When Abuse Follows You To Work Brochure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Guide To Intervention Brochure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Poster	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I wish the Kit had contained: _____

The things I like most about the Kit are: _____

The things I like least about the Kit are: _____

Do you currently have a workplace violence policy? _____

Does your current workplace violence policy include domestic violence? _____

Is your company planning to implement any of the suggested strategies, or other efforts, to address domestic violence? _____

What resources or other information would be helpful to you with these efforts? _____

Training Opportunities

If you or anyone at your company would be interested in learning to offer training to your employees, please fill out the information requested below and return this form to the address at right.

Office of the Attorney General
Corporate Citizenship Initiative
1325 Airmotive Way, Suite 340
Reno, Nevada 89502

Name: _____ Title: _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

E-mail Address: _____