

Name	Family Violence is not OK
Relevant company	The Warehouse Group
Team members covered	All team members of The Warehouse Group
Purpose	To support those team members impacted by domestic violence so they can take necessary time away from work to attend court, meet with Women’s Refuge, or relocate, without financial consequences.
Definitions	<p>We use the definition of “domestic violence” found in the Domestic Violence Act 1995, which refers to domestic violence against that person by any other person with whom that person is, or has been, in a domestic relationship (including children).</p> <p>The “relationship” includes if the person is a spouse or partner of the other person; is a family member of the other person; ordinarily shares a household with the other person; or has a close personal relationship with the other person.</p> <p>For the purpose of this policy, “abuse” includes physical, sexual, economic and psychological abuse.</p>
Supporting Documentation	Proof of family violence may be requested and can be in the agreed form of a document from the Police, Government Departments, a health professional or a family violence support service.
Policy/procedure	<p>Asking for help</p> <p>We acknowledge that domestic violence is a huge concern in New Zealand. Some team members may fall victim to this, through no fault of their own, and it may impact their work attendance or performance.</p> <p>Below is how we will support team members who may be victims of domestic violence:</p> <ul style="list-style-type: none"> • Allocating up to 10 days of paid leave in any calendar year to be used for medical appointments, legal proceedings and other activities related to domestic violence. • This leave is on top of the leave you’re already entitled to, and may be taken as consecutive or single days, or as a fraction of a day. • To support you to be safe from violence at work, The Warehouse Group will approve any of these reasonable requests from a team member who is experiencing domestic violence: <ul style="list-style-type: none"> - Changes to your pattern of working hours, location of work or duties - Change to your work telephone number or email address - Any other appropriate measure, including those already available for flexible work arrangements • A team member who supports a person who is a victim of domestic violence may take unpaid domestic leave to go with them to court, to hospital, or to mind children.

	<ul style="list-style-type: none"> • If you are a person that uses violence in your family and you'd like to learn about other ways of coping, asking for help is always OK. We can put you in touch with agencies that can help. The Warehouse may also be able to provide you with unpaid time off to go to these appointments. <p>Team members can also:</p> <ul style="list-style-type: none"> • Have free access to our Organisational Counselling Programme for more support on 0800 377 990. • Call Women's Refuge on 0800 REFUGE. • Go to www.nnsys.org.nz (National Network of Stopping Violence Services). • Confidentially email askpeoplesupport@thewarehouse.co.nz or contact Julie Simpson, Head of Employment Relationships on julie.simpson@thewarehouse.co.nz. <p>All applications need to go through the Employment Relations division of The Warehouse Group. Your manager will also need to be aware that you'll be taking some time off, but doesn't need to know the reason unless you choose to tell them. All personal information concerning domestic violence will be kept confidential and will not be kept on your file.</p> <p>Proof of domestic violence will be requested; this can be a document from the police, a health professional or a family violence support service.</p>
Legal requirements	Domestic Violence Act, 1995.
Administration	
Warehouse Way	Yes
icRed	Yes
Forms	
Effective date	01 September 2015
Version	
Due for review	01 September 2018
Last reviewed	01 September 2015
Signature of Acceptance	Not required

