

Management Checklist for the Workplace Effects of Domestic Violence, Stalking, and Sexual Assault

Awareness

- Domestic violence training is mandatory for all managers, supervisors, and HR staff. It is to be offered to all staff. The DAS policy is 50.010.04.
- . DOC Web page under Human Resources → Leadership/Management Resources → “Domestic Violence” for contact information for your local DV advocacy providers.
- Management can become aware of the possibility of domestic violence, sexual assault, or stalking by:
 1. An employee’s self-report or request for assistance.
 2. Witness reports of threats or incidents of domestic violence, sexual assault, or stalking.
 3. An employee with unexplained bruises or injuries.
 4. Significant, unexplained changes in an employee’s behavior or mood.
 5. An employee expresses fears about the safety of her/his children.
 6. Official notification by an outside agency.
- Oregon law requires reporting possible abuse directed at children, the mentally disabled and elderly dependents (ORS 419B.010).

Response

- Keep information confidential to the fullest extent allowed by law. Tell only HR and your supervisor or FUM*. If circumstances require disclosure, give advance notice to the employee whenever possible.
- Act immediately. Verification of the possibility of domestic violence is not required before taking action for the employee’s safety.
- Immediate safety measures for the employee begin with a confidential conversation, which is not a counseling session. Express support for the employee. Provide local advocacy resource and agency information. However, if the employee is unwilling to discuss the possibility of abuse, her/his choice for privacy must be respected.
- Suggest a response and safety plan for the employee, which may include the following:
 1. Threatening e-mail or voicemails can be saved.
 2. Escorting the employee to her/his vehicle.
 3. Minimize or eliminate contact if the employee and the abuser are employed in the same agency and/or functional unit.
 4. Time off to contact the advocacy agency or support group of family/friends or for court.
- Reasonable safety measures may also include (but is not limited to) any of the following: Pseudo name/e-mail address at work, alternate work schedules, reassignment, alternate parking arrangements, relocation of workstation or worksite, screening telephone calls and visitors, changing telephone numbers, changing paycheck delivery, use of sick leave (see the CBA*), leave of absence, increased security for facility access, giving facility security staff a copy of a protective order and photograph of the abuser.
- Per policy (DAS 50.10.04), reasonable safety measures will not result in undue hardship to DOC. Undue hardship is defined as significant difficulty and expense.

Follow-up

- An employee who is the victim of domestic violence will not be subject to any discrimination or retaliation.
- Any threats or acts of domestic violence are prohibited at the worksite and DOC-sponsored events. Violators may be subject to disciplinary action or dismissal.
- The policy does not limit the authority of DOC to impose discipline or other appropriate action for off-duty domestic violence conduct by an employee.

*Key: **CBA**-Collective Bargaining Agreement; **FUM**-Functional Unit Manager