

## FAMILY AND DOMESTIC VIOLENCE LEAVE POLICY

### Purpose

This document sets out the policy of Procure Group Pty Ltd (Procure) and its related businesses & entities, including PC Legal Pty Ltd, Procure Claims & Risk Pty Ltd, AHC Investigations Pty Ltd, and PC Ability Pty Ltd, in relation to family and domestic violence leave.

### Scope

This policy applies to all Employees, as well as subsidiary company employees.

### Background

#### What is family and domestic violence?

Family and domestic violence means violent, threatening or other abusive behaviour by an employee's close relative, a current or former intimate partner, or a member of their household that both:

- Seeks to coerce or control the employee.
- Causes them harm or fear.

A close relative is an employee's:

- Spouse or former spouse.
- De facto partner or former de facto partner.
- Child.
- Parent.
- Grandparent.
- Grandchild.
- Sibling.
- Current or former spouse or de facto partner's child, parent, grandparent, grandchild, or sibling.
- A person related to the employee according to Aboriginal or Torres Strait Islander kinship rules.

### Recognising the signs

Family and domestic violence can include, but is not limited to:

- Physical violence
  - o physically hurting or restraining
  - o sleep or food deprivation or forced feeding
- Sexual assault or sexually abusive behaviour
  - o unwanted touching or rape
  - o unwanted exposure to pornography
  - o sexual jokes or using sexually degrading insults
- Verbal abuse
  - o putting the person down and calling them names
  - o shifting the responsibility for abusive behaviour onto the victim
- Emotional or psychological abuse
  - o making the person feel afraid by using looks, actions and gestures
  - o making light of the abuse or saying the abuse didn't happen
- Stalking
  - o visiting at work in inappropriate ways
  - o sending repeated upsetting phone calls/emails/texts
- Financial abuse
  - o stopping the person from getting or keeping a job
  - o making the person ask for money or restricting their access to money, for example by managing any allowance they get
- Spiritual or cultural abuse
  - o preventing the person from practising their religion or ridiculing their religious beliefs or practices
  - o misusing spiritual or religious beliefs and practices to justify other types of abuse and violence
- Serious neglect where there is a relationship of dependence
  - o withholding access to the person's money or belongings
  - o not allowing services to help someone
- Damage to property or belongings
  - o threatening damage to property
  - o breaking, hiding or damaging belongings
- Technology assisted abuse
  - o using technology, such as smart phones, social media and apps to threaten, isolate, abuse, track or stalk victim
  - o using technology to control what the victim does, who they see and talk to, what they read
- Abuse or threatened abuse of pets
  - o threatening to harm or kill pets
  - o injuring, killing or abducting pets
- Behaviour by a person using violence that causes a child to be exposed to the effects of family and domestic violence
  - o using children to send messages
  - o using visitation rights to harass the victim or threatening to take children away

## Abuse of older Australians

Deliberate or unintentional harmful behaviour in a relationship of trust with an older person. It is any violence or mistreatment that causes harm or distress to an older person. It could be:

- emotional
- psychological

- financial
- physical
- social
- sexual
- neglect.

### Types of relationships

Family and domestic violence can affect anyone in all types of relationships. It can occur in:

- past or current intimate relationships. This includes dating or living together, regardless of gender or sexuality.
- relationships involving carers of people with a disability or a medical condition.
- relationships with relatives and guardians.
- culturally recognised family groups.

## Policy

### Leave Entitlements

All employees (including part-time and casual employees) are entitled to access up to 10 days paid family and domestic violence leave in a twelve-month period. This leave entitlement does not accumulate from year to year if not used.

The entitlement to paid family and domestic violence leave comes from the National Employment Standards (NES). Employers are permitted to request evidence with regards to a leave request. All requests will be required to provide evidence such as documents issued by a court, documents issued by the police, family violence support service documents or clinical records to name a few examples. Procure may also request permission to contact relevant professional parties (e.g. Police or Clinicians) associated with the leave request.

### Support

Procure is committed to supporting our employees experiencing the effects of domestic and family violence with the aim of supporting their continued participation in employment to ensure they are not disadvantaged.

Procure will provide this support by:

1. Flexible application of work arrangements where appropriate/necessary.
2. Co-operating with Police/Legal orders.
3. Promoting a healthy and safe workplace – Procure seeks to create an environment where staff feel comfortable and safe in coming forward to disclose domestic and family violence and in requesting access to leave and adjustments.
4. An employee who experiences situations of violence and abuse in their domestic or family life that may adversely impact on their attendance and/or performance in their employment will not be disadvantaged.
5. Support and encourage staff to recognise and support colleagues where possible in the identification of experiencing family domestic violence.

**Immediate danger - If employees are feeling unsafe right now, we encourage you to contact 000 and speak with your Manager and or Director.**

Other support services available include:

- **Procare EAP Service** – Online bookings at <https://veretis.com.au/eap> (username & password: Veretis21)
- **1800 Respect** – National Sexual Assault, Domestic Family Violence and Counselling Service: <https://www.1800respect.org.au/> 1800 737 732
- **MensLine Australia** – telephone and online counselling service for men with emotional health and relationship concerns: <https://mensline.org.au/> 1300 78 99 78
- Visit [Australian Government Department of Social Services: https://www.dss.gov.au/women/help-is-here-campaign](https://www.dss.gov.au/women/help-is-here-campaign)

If you have any concerns about your colleagues being a victim of domestic violence, OR, you suspect a colleague to be a perpetrator of domestic violence, then we encourage you to speak with any manager or member of the Executive team - **all concerns raised will be treated in the strictest confidence.**

## Breaches and Discipline

Employees must read and acknowledge this policy. Any reports of breaches of this Policy or of inappropriate usage will be investigated and action taken if appropriate.

## Further Help

If you have any queries about our Family & Domestic Violence Policy, please speak with your State / Division Manager or HR Manager. Staff discussions, admissions and questions will be treated with appropriate levels of confidentiality and discretion.

## **FAMILY AND DOMESTIC VIOLENCE POLICY ACKNOWLEDGEMENT**

The below acknowledgement needs only be signed when this policy is being acknowledged in isolation. Where acknowledging several policies, employees will acknowledge policies on Keypay.

### **User Acknowledgement**

- I acknowledge I have read and understood The Procure Group Family and Domestic Violence Policy.
- I understand that The Procure Group may at any time vary its Family and Domestic Violence Policy.
- I understand and agree to comply with The Procure Group Family and Domestic Violence Policy.
- I understand that my signed acknowledgement will be kept on file.

<b>Print Name</b>	
<b>Signature</b>	
<b>Date</b>	