







# A Workplace Toolkit

Week	Tasks	Activity Check 	Week Check
Week 9: <i>Get Involved.</i>	<ul style="list-style-type: none"> <li>Download and make available to employees (via email or hard copy distribution) Fact Sheet 7 "<b>Being a Good Corporate Citizen</b>"</li> <li>Invite noon hour speakers such as police officers or other professionals and publicize these "lunch &amp; learn" or "brown-bag lunch" discussion sessions.</li> </ul>	<input type="checkbox"/>  <input type="checkbox"/>	
Week 10: <i>Maintain a Positive Environment.</i>	<ul style="list-style-type: none"> <li>Take a Friday afternoon and have a team building event like a potluck.</li> <li>During the afternoon form groups to allow them to make a display of how and what impacted them about the program.</li> <li>Have some discussion in relation to the topic.</li> <li>Provide them with a game (Bingo etc) that deals with the issue. (Request from us through the website) <a href="http://www.toolkitnb.ca">www.toolkitnb.ca</a></li> </ul>	<input type="checkbox"/> <input type="checkbox"/>  <input type="checkbox"/> <input type="checkbox"/>	
Week 11: <i>A Challenge for Everyone.</i>	<ul style="list-style-type: none"> <li>Challenge co workers to email the one thing that impacted them the most to co workers /friends/family and us <a href="http://www.toolkitnb.ca">www.toolkitnb.ca</a>.</li> <li>Post posters in new places suggested by co workers.</li> <li>Post a list of family violence community resources, such as service agencies, phone numbers and addresses in safe spaces, such as the washroom or cafeteria.</li> </ul>	<input type="checkbox"/>  <input type="checkbox"/> <input type="checkbox"/>	
Week 12: <i><u>YOUR</u> Challenge.</i>	<ul style="list-style-type: none"> <li>Encourage your participants to email you with some feedback. Was this useful? Did you find it insightful? What could be ameliorated? Etc.</li> <li>Send us your comments and tell us about their stories. You will be able to view  these and others' comments on our website at</li> <li>Thank you for your participation!</li> <li><i>We Hope this material was useful to you!!!</i></li> </ul>	<input type="checkbox"/> <input type="checkbox"/>  <input type="checkbox"/> <input type="checkbox"/>	

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*We're with you all the way...*

This "*A Workplace Toolkit Checklist*" has been designed to allow an easy allotment of time for this project. Our aim is to make this as accessible and as useful as possible to you. We understand your time restrictions and respect your priorities. So with that in mind we offer this Checklist. This can be done for 15 minutes a day two or three times a week. However, it is up to you how you distribute it and what time you allot it.

This Toolkit has been formulated so that you may use it to your convenience. Our website and resources have been made with you in mind. We encourage you to make it your own, but please do keep us in mind by providing us your feedback. We will post your experiences on our website with the goal of making this useful and insightful not only to us but also for others who will use the Toolkit in the future.

Our presentations and workshops are a great way to get you started on the right foot and get you motivated to continue on. We will aim to contact you in three month's time in order to provide further information and assistance with your endeavor.

We hope you find this Toolkit as useful and insightful as we hope it to be. This is information that is important for all workplaces.


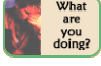




Whether you're a small business or a big one, unionized or not, *Make it your Business!*

*The NB Family Violence and the Workplace  
COMMITTEE.*








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## Checklist!

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Week 1: <b>Introduction.</b> <i>Create awareness of the issue.</i>	<ul style="list-style-type: none"> <li>Put up posters.</li> <li>Order bookmarks online. <a href="http://www.toolkitnb.ca">www.toolkitnb.ca</a></li> <li>Distribute bookmarks.</li> <li>Email an introductory note/letter explaining the program and duration there of.</li> <li>Email us and request a presentation at  on our website. <a href="http://www.toolkitnb.ca">www.toolkitnb.ca</a></li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Week 2: <b>Identification.</b> <i>It is important to provide an overview of family violence and some definitions.</i>	<ul style="list-style-type: none"> <li>Download and make available fact sheet 1 <b>"What is Family Violence"</b> to employees.</li> <li>Read Fact Sheet 2 <b>" Why Employers Should Care About Family Violence"</b></li> </ul>	<input type="checkbox"/> <input type="checkbox"/>	
Week 3: <b>Take Part.</b>	<ul style="list-style-type: none"> <li>So what can We All Do?</li> <li>As an activity ask employees to email suggestions as to what anyone can do to create awareness of the issue. Create a suggestion box or simply through email and ask for their opinions.</li> <li>Vote on one activity and carry it out.</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Week 4: <b>The Effects.</b> <i>The Impact of Family Violence.</i>	<ul style="list-style-type: none"> <li>Download and make available to employees (via email or hard copy distribution) Fact Sheet 3 <b>"Some Impacts of Family Violence on the Workplace"</b></li> <li>Download and make available to employees (via email or hard copy distribution) Fact Sheet 4 <b>"Family Violence and the Law."</b></li> </ul>	<input type="checkbox"/> <input type="checkbox"/>	

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Week 5: <b>Knowledge is Power!</b>	<ul style="list-style-type: none"> <li>Ask your employees to go to <b>"Orders and Downloads"</b> on the website, download <b>"Family Violence Services and Resources"</b> and ask everyone to print it out and make it part of their phone book, highlighting the phone numbers and resources that are applicable to them (i.e. The ones found in the city that you are in).</li> <li>Or, simply print out and make available a central copy that is accessible to all employees.</li> <li>Direct them to visit the website and get better acquainted with it.</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Week 6: <b>Policies, Practices and Programs.</b>	<ul style="list-style-type: none"> <li>Download and make available to employees (via email or hard copy distribution) Fact Sheet 5 <b>"Supportive Workplace Policies, Practices and Programs"</b></li> <li>Download and make available to employees (via email or hard copy distribution) Fact Sheet 6 <b>"Creating a Positive Workplace"</b></li> </ul>	<input type="checkbox"/> <input type="checkbox"/>	
Week 7: <b>What are your policies?</b>	<ul style="list-style-type: none"> <li>Do your worker's know your policies in regards to Family Violence in the Workplace? If not, inform them about it.</li> <li>If you don't have any, ask for suggestions, or design one that you can appropriate. Focus on just one. This will make the task easier and you can incorporate more later on.</li> </ul>	<input type="checkbox"/> <input type="checkbox"/>	
Week 8: <b>A Positive Environment.</b>	<ul style="list-style-type: none"> <li>Boost Employee Morale and Reduce Stress!! Help create a positive workplace and improve employee morale, for example, by: <ul style="list-style-type: none"> <li>Offering wellness and stress reduction initiatives, such as yoga classes.</li> <li>Encouraging physical activity such as noon hour walks or exercise classes;</li> <li>Supporting employee appreciation initiatives.</li> </ul> </li> <li>Or simply provide information of these activities in your area.</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

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