

This tool is designed to guide a manager/supervisor through the safety planning process with an employee.

Employee Name: \_\_\_\_\_

Personal and Private

Supervisor Name: \_\_\_\_\_

Date Created: \_\_\_\_\_

## What is an Individualized Workplace Domestic and Intimate Partner Violence Safety Plan?

An Individualized Workplace Domestic and Intimate Partner Violence Safety Plan is for any employee who may be experiencing domestic or intimate partner violence. This type of safety plan explores a variety of options and work arrangements that aim to increase the protection of the employee. It is to improve an employee's personal safety and security when at work, including inside and outside the workplace.

Most components of this plan also apply to employees who work from home. Use the appropriate Guidelines and Individualized Safety Plan Options found within this document that will meet the needs of the employee who is working from a home office.

## Why Should the Workplace Help to Create an Individualized Safety Plan?

The workplace should be an environment where employees feel safe. Employers and supervisors have an obligation to take every reasonable precaution to provide a safe and secure work environment. This includes developing a personal safety plan with any employee who discloses they are experiencing domestic or intimate partner violence. This safety plan will help facilitate the affected employee's options for increased safety in the workplace.

## How to Create an Individualized Safety Plan

You, the supervisor, and the employee should work together on this plan. The development of the individual components should be led by the employee's decisions regarding their own safety. Review this plan regularly and make changes as safety concerns change. As the supervisor, *your role is to believe the employee*, and support them through the safety planning process.

### Remember!

The employee is going through a potentially stressful time. They could be experiencing many emotions such as fear, safety concerns, embarrassment, shame, worries about children, housing, and other financial concerns. Be supportive, compassionate, encouraging, nonjudgmental, and confidential. Offer to create this plan with the employee and empower them to decide whether or not they would like to go through this process.

Note: If the employee is leaving or has recently left the relationship (within the past 12 months) there is an increased risk of violence and lethality during this time.

# INDIVIDUALIZED WORKPLACE DOMESTIC AND INTIMATE PARTNER VIOLENCE SAFETY PLAN

Guideline	Individualized Safety Plan Options	Individualized Safety Plan Item(s)
<p><b>Discussion</b> Discuss the safety plan process with the employee in a private, quiet space where the employee feels comfortable and safe. With the employee's consent, create the plan with the employee.</p> <div style="border: 2px solid orange; padding: 5px; margin-top: 10px;"> <p><b>NOTE: Recognize the right time for the discussion. If the employee is not ready to talk, then let them know you are available whenever they are ready to have a conversation.</b></p> </div>	<p>Discussion can include:</p> <ul style="list-style-type: none"> <li>- Express concern for the employee's safety without judgment, blame or shame</li> <li>- Offer support</li> <li>- Explain plan is a flexible, changeable tool to help keep the employee safer at work</li> <li>- Ask the employee's permission to write out the safety plan</li> <li>- Easily accessible</li> <li>- Balanced between confidentiality and safety</li> </ul>	
<p><b>Document</b> Encourage your employee to document all incidents including injuries, safety concerns, threats, and behaviours; previous, current and future. Where possible, ask them to order the incidents chronologically or track them as they happen.</p>	<p>Documentation can include:</p> <ul style="list-style-type: none"> <li>- Description of incidents</li> <li>- Dates, time and locations</li> <li>- Names and statements of witnesses</li> <li>- Person(s) the incident is reported to</li> <li>- Replies / responses of the abusive person</li> <li>- Injuries sustained, including what body part, description of the injury (laceration, bruise, etc.), pictures of the injury.</li> <li>- Complete a workplace incident report, if necessary/applicable</li> <li>- Other</li> </ul>	

**Notes**

# INDIVIDUALIZED WORKPLACE DOMESTIC AND INTIMATE PARTNER VIOLENCE SAFETY PLAN

Guideline	Individualized Safety Plan Options	Individualized Safety Plan Item(s)
<p><b>Storage</b> Store all documentation pertaining to the employee's experience of domestic or intimate partner violence in a safe place.</p>	<p>Documentation can remain at work where access is only available to the employee and supervisor and safe from the abuser. It is stored in a manner that respects privacy and confidentiality. Additional access is approved by the employee.</p> <p>The employee may also wish to share a copy of the plan with a trusted colleague, friend, or family member.</p>	
<p><b>Inform</b> Provide employee information with respect to legal, counseling and other resources, including contact information for local shelters and crisis support. (See also Leave Provisions section for paid leave options).</p>	<p>Information can include:</p> <ul style="list-style-type: none"> <li>- <a href="#">It's Your Business: A Domestic/Intimate Partner Violence Workplace Toolkit</a></li> <li>- <a href="#">Public Legal Education and Information Service of New Brunswick</a></li> <li>- <a href="#">Love Shouldn't Hurt Campaign</a></li> <li>- <a href="#">Women's Equality Branch</a></li> <li>- <a href="#">Muriel McQueen Fergusson Centre</a></li> <li>- <a href="#">EFAP, Group Benefits</a></li> <li>- <a href="#">DIPV Section on GNB Intranet</a></li> </ul>	
<p><b>Notes</b></p>		

# INDIVIDUALIZED WORKPLACE DOMESTIC AND INTIMATE PARTNER VIOLENCE SAFETY PLAN

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<p><b>Personal Safety and Security Inside the Workplace</b> Make appropriate changes and adjustments within the workplace where possible</p>	<p>Appropriate changes and adjustments can include:</p> <ul style="list-style-type: none"> <li>- Relocate workstation/ desk away from entrances and/ or windows</li> <li>- Remove employee's name from directories</li> <li>- Remove name plate from door</li> </ul>	
<p><b>Phone</b> Create safer work phone practices</p>	<p>Safer work phone practices can include:</p> <ul style="list-style-type: none"> <li>- Change telephone number/ extension</li> <li>- Provide a phone with caller ID</li> <li>- Redirect all phone calls to allow for screening</li> <li>- Hang up on a threatening or undesirable call and make note of them (see Document Guideline page 2)</li> <li>- Security to review recorded voice messages</li> </ul>	
<p><b>Email</b> Create safer email practices</p>	<p>Safer email practices can include:</p> <ul style="list-style-type: none"> <li>- Change e-mail address</li> <li>- Print threatening or unwanted e-mail messages, do not reply, notify supervisor or police if appropriate</li> <li>- Filter undesirable e-mails</li> <li>- Set-up auto-forward for e-mails from an undesirable address</li> </ul>	
<p><b>Internet</b> Create safer internet practices</p>	<p>Safer internet practices can include:</p> <ul style="list-style-type: none"> <li>- Remove name and reference to location, including phone extension and e-mail address from workplace internet and intranet</li> <li>- Limiting corporate/workplace social networking associated with the employee's name, upcoming events, or photos of them</li> </ul>	

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<p><b>Entrance and Exit</b> Establish safer practices when entering and exiting the workplace</p>	<p>Safer entrance and exit practices can include:</p> <ul style="list-style-type: none"> <li>- Change parking location, upgrade parking permit type to allow flexibility</li> <li>- Well-lit parking space, adjacent to an entrance</li> <li>- Parking space monitored by camera</li> <li>- Travel by buddy system or with a security escort where possible</li> <li>- If sensing hazardous situation, move quickly to area with more people</li> <li>- At night, enter by guarded access door</li> <li>- Have a phone with 911 entered on the screen. In the event of an emergency simply press “call” for the call to go to the police</li> </ul>	
<p><b>Security</b> Implement security measures that help to prevent an abuser from entering the workplace</p>	<p>Security measures can include:</p> <ul style="list-style-type: none"> <li>- Screen for the abuser by providing a photo or description to Security, front desk staff, and/or entire workplace where appropriate</li> <li>- Notify security and the police if the abuser has firearms or access to firearms</li> <li>- Advise reception or security not to give out any personal information such as if the employee is in or out of the office</li> <li>- Assess areas/departments of the workplace for risk to employee or co-workers</li> <li>- Inquire whether a restraining order, no contact order, emergency intervention orders, or other orders are in place, whether or not the workplace is named</li> </ul>	
<p><b>Notification</b> Determine what and how to notify other employees about the potential for violence in the workplace</p>	<p>Determine:</p> <ul style="list-style-type: none"> <li>- What information should be shared?</li> <li>- What method of notification will be used?</li> <li>- Consider confidentiality / considerations of the parties involved</li> <li>- Information should be shared in a confidential, concise, factual manner to raise awareness, safety and not alarm.</li> </ul>	

<b>Notes</b>
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# INDIVIDUALIZED WORKPLACE DOMESTIC AND INTIMATE PARTNER VIOLENCE SAFETY PLAN

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<p><b>Alternative Work Arrangements</b> Adjust the employee's work arrangements in accordance with available policies, practices, and work-specific flexibility.</p>	<p>Alternative work arrangements can include:</p> <ul style="list-style-type: none"> <li>- Flexible work hours, change in start and finish time, or change in shift</li> <li>- Change of work site or office location</li> <li>- Change of department where appropriate</li> </ul> <p>Alternative work arrangements may be especially important if the abuser and the employee work for the same organization. In this situation, engage with Human Resources for additional support.</p>	
<p><b>Check-In Protocol</b> Develop a check-in protocol if the employee's absence from work is unannounced.</p>	<p>A check-in protocol can include:</p> <ul style="list-style-type: none"> <li>- Established code word/phrase if the employer is calling the employee at home to ensure they are safe</li> <li>- Permission for supervisor to call trusted person for unexpected absences</li> </ul> <p>I _____(initials) give my informed consent for the below trusted person to be contacted for unexpected absences:</p> <p>Name _____</p> <p>Tel. _____</p>	
<p><b>Leave Provisions</b> Identify what leave provisions are available that allow the employee to deal with legal issues, find housing, child care, and take time to heal</p>	<p>Leave provisions can include:</p> <ul style="list-style-type: none"> <li>- <a href="#">Employment Standards Act, Regulation 2018-81</a></li> <li>- <a href="#">Other Employment Standards Leave</a> (see Section 10)</li> <li>- Other leave options as outlined in workplace policy</li> </ul> <p>Request permission to call employee while on leave</p>	
<p><b>Notes</b></p>		

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<b>Additional Measures</b>	Additional measures can include: <ul style="list-style-type: none"> <li>- Liaison with <a href="#">shelter and/or police</a></li> <li>- Un-monitored screamer alarm</li> <li>- Car alarm device on key tag</li> <li>- Pre-programmed cell phone</li> <li>- Community panic device</li> <li>- Change emergency contact person of employee if necessary</li> <li>- Other</li> </ul>	
<b>Notes</b>		

Guideline	Individualized Safety Plan Options
<b>Regular Meetings</b> Set additional meeting times to review the safety plan, update on current status, and how they are feeling. Adjust where needed.	Date 1 _____ Date 2 _____ Date 3 _____  (Additional meetings as needed)

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor signature

\_\_\_\_\_  
Date

Reference: Individualized Workplace Domestic Violence Safety Plan  
<http://www.makeitourbusiness.ca/>

This tool was developed in partnership with the Muriel McQueen  
 Ferguson Centre:



**Western**  
 Centre for Research & Education on  
 Violence Against Women & Children

