



Managers: Safety Guide

There are three types of safety planning for victims of partner violence.

A Workplace Safety Plan: This plan is intended to protect all employees at the workplace in addition to the victim. It is typically developed by a group of individuals at the organization appointed to handle such situations.

A Personal Workplace Safety Plan: This plan is designed to keep the victim safe at work and will include specific changes that the organization can accommodate in order to accomplish this objective. Your Company's policy and workplace resources, such as human resources and the safety or security team, will provide direction on the types of arrangements your organization is willing to consider in these situations.

A Personal Safety Plan: A personal safety plan is developed with the assistance of a trained community partner violence advocate and is a personalized, practical plan that includes ways for an individual to remain safe while in a relationship, planning to leave, or after they leave. Personal safety planning also involves how to cope with emotions, tell friends and family about the abuse, and take legal action.

Personal Workplace Safety Plan

Your employee may need a safety plan for work. This plan is based on organizational policy and the options and supports the workplace can provide. Each plan will be customized to make best use of available resources in the workplace and the community and to meet the needs of the employee and the employer.

Asking yourself these questions can help you build an effective safety plan for your employee:

Threats

- Has the abuser threatened the employee at the workplace? Have they threatened to come, or already come, to the workplace? Do they know the employee's location, schedule or shift?
- Has the abuser threatened any coworkers? Does your staff or the threatened employee fear for their safety?
- Has the abuser been following or coming up to staff to ask questions about the employee (stalking)?

Travel/Parking

- How does the employee travel to work? Do they have a vehicle or travel by public transportation? Do they travel alone? Is the travel route between the employee's home and work safe? Is the employee's parking or arrival arrangement safe?

Work Schedule

- Consider the employee's work schedule. Does your workplace policy offer flexibility for the employee to attend to legal and medical appointments, manage court appearances, and/or take care of housing and child care without having to use unpaid leave?

Technology

- Does the employee need to use workplace resources to help them plan for their safety? For example, they may need telephone and internet resources to find information which cannot be traced by their abuser, to keep documentation and personal effects in a safe place, and to get phone or email messages.
- What safety measures need to be taken relative to work e-mail, phone calls and social networking practices? Is there any identifying information on the organization's public websites that needs to be removed?

Security

- Does the workplace have the information necessary to prevent an abuser from coming to the workplace? (copy of the Protection from Abuse (PFA) order, name and photo of abuser).
- Is there someone in the workplace who has emergency contact information for the employee including shelters or other places where they may stay.
- What other information might security need to help protect the employee? How else can they help?

Also consider safety planning at home

- Does the employee have a safety plan for themselves and their children? Do they want help creating a personal safety plan? Be prepared with community resources which can assist the employee.

ALWAYS REFER TO THE ORGANIZATIONAL POLICY REGARDING SAFETY PLANNING AND ACCOMODATIONS