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* *Set your logo in the Header*
* *Use the select all then replace all to amend the document for the Name of NGB*
* *Check that your NGB has the policies and procedures mentioned in the template, if not then either delete the reference or check out other templates on the WSA site to enable drafting the appropriate document*
* *Replace text in* Blue *with the position or name of person specific to your organisation*

**DOMESTIC ABUSE AND VIOLENCE POLICY**

1. **Introduction**

Any act of domestic violence is unacceptable and [NGB Name] is committed to supporting any employee suffering from it.

Domestic violence can be defined as “any form of physical, sexual, or emotional abuse which takes place within the context of a close relationship. In most cases, the relationship will be between partners (married, cohabiting, or otherwise) or ex-partners”.

1. **Effects within the workplace**

The effects of domestic violence in the workplace can be:

* Poorer job performance
* Reduced job security and prospects
* Poorer health for the victims, which can lead to loss of income due to sick leave
* Loss of job and income
1. **Support available**

This policy is aimed at providing support to victims of domestic violence. [NGB Name] is able to support employees in the following ways:

* You can talk to your line manager, or [the Human Resources Manager]. Any conversations would be treated confidentially as far as possible. By sharing the problem, you may feel a sense of relief.
* You may claim Domestic Emergency Leave, or request Special Leave, dependent upon the circumstances. **\***example template on WSA website
* Your Manager may be able to make arrangements for you to use a meeting room so you can see a counsellor *or other appropriate advisor* at your workplace.
* Your Manager may be able to vary your working arrangements on a temporary or permanent basis to help you resolve your difficulties.
* You may agree with your Manager what actions should be taken if the perpetrator contacts you at work.
* Your Manager will be able to provide you with a list of organisations and contacts who are able to provide professional support to you.
* Your Manager can agree a method of communication with you in case you are absent from work.

If you confide in your Manager, they will be able to take your circumstances into account when considering performance issues, such as sickness absence and any decrease in work performance. Your Manager can also try to ensure both yours and your colleagues’ health and safety is protected.