

Domestic and Family Violence Policy

Fagg's Group recognises that domestic and family violence ("DFV") is a widespread social and public health concern that may take a variety of forms (including potentially unlawful conduct) and have a serious and long-standing impact on team members, including in respect of their physical and mental well-being, sense of self-worth, financial security, housing and their employment. While DFV can and does occur against people across all cultures, ages and socio-economic backgrounds and tends to be underreported, most instances of DFV continue to be experienced by women, and the perpetuation of DFV is a generally-recognised marker of gender inequality.

We believe that all our team members are entitled to live in dignity, and free from fear of harm, abuse or any form of DFV.

In line with the terms of this policy, Fagg's Group is committed to creating a working environment in which any Fagg's Group team member who experiences DFV, or is at risk of experiencing DFV, has access to information and support that will both help them to feel safe at the workplace and support their continued participation at work.

If you have any questions or concerns in relation to any aspect of this policy, we encourage you to raise this with your leader as soon as possible.

General principles

Fagg's Group will take reasonably practicable steps to ensure that, in accordance with the terms of this policy:

- Team members are consulted with, and protected from, identified risks to their health and safety that DFV may pose to them at the workplace
- Team members who disclose that they are experiencing or at risk of DFV are provided with information about potential support services available
- Safety and support measures are considered for team members who are experiencing or escaping from DFV in accordance with this policy
- Team members are not treated adversely or less favourably because they are experiencing DFV.

Who is covered by this policy?

This policy applies to all Fagg's Group **team members**, in relation to, as relevant, their employment with Fagg's Group. For the purposes of this policy: **Fagg's Group** includes all members of the Fagg's Group of companies in Australia; and **team members** – includes all direct employees of Fagg's Group.

Leader's responsibilities

- Demonstrating leadership and promoting the principles and requirements in this policy
- Raising awareness among team members of the terms of this policy, where appropriate
- Taking prompt and appropriate action to address any reports of team members affected by DFV (including monitoring unusual changes in work performance and/or attendance)
- Ensuring records are kept (including a record of any safety plan implemented for a team member).

This policy should be read together with Fagg's Groups [Diversity & Inclusion Policy](#), [Code of Conduct](#)

and our Equal Employment Opportunity, Discrimination, Bullying and Harassment Policy. This policy is not intended to, and does not, create any contractual rights or benefits or form part of any contract between a worker and the Fagg's Group.

Team member's responsibilities

- Complying with the principles and requirements in this policy, including the manner in which concerns are raised
- Raising any questions or concerns so that these can be properly considered by the business.

What is Domestic and Family Violence (DFV)?

While there is no single definition, for the purposes of this policy, DFV means any violent, threatening or other abusive behaviour committed by a team member's close relative, a current or former intimate partner, or a member of their household that both:

- Seeks to coerce or control the team member, and
- Causes them fear.

The term "close relative" is broad and includes:

- (ii) a spouse, de facto partner (or former spouse or de facto partner), child, parent, grandparent, grandchild or sibling of the team member; or
- (iii) a child, parent, grandparent, grandchild or sibling of a spouse or de facto partner (current or former) of the team member; or
- (iv) a person related to the team member according to Aboriginal or Torres Strait Islander kinship rules.

DFV may include physical, sexual, financial, emotional and/or psychological abuse, and tends to have at its core an ongoing pattern of behaviour that aims to control the other person through intimidation or fear.

Examples of conduct (or threatened conduct) towards a current or former partner or family member that may amount to DFV includes, but is not limited to:

- Stalking
- Threatening texts, emails, phone calls or posts on social media (whether directly to the person or via third parties)
- Offensive or derogatory taunts
- Preventing someone from making or keeping connections with their family, friends or culture
- Behaviour that makes someone feel afraid for the safety or wellbeing of their friends, family, children or pets
- Economic or financial abuse, such as unreasonably withholding financial support from a dependent, or pressuring someone to cede control of their finances or income
- Threatening to deprive someone of their liberty or autonomy
- Physical or sexual assault.

DFV does not include behaviour that a person experiences from a person previously unknown to them, or a person that they did not have an intimate relationship with (for example, a former colleague or acquaintance).

Examples of risks in the workplace

In addition to the general and ongoing risk that DFV can pose to someone's health and wellbeing, there may be specific risks to a team member where, for example:

- The DFV is perpetuated at or around the workplace – for example, a team member's current or former partner threatens, stalks or harasses that team member (or another Fagg's Group team member) at work
- One family related team member obtains an Apprehended Violence Order against another team member.

Information and support available

All Fagg's Group team members who notify their leader, a P&C team member that they are experiencing, or at risk of, DFV, should be referred to this policy and information regarding the support available to that team member.

A contact list of a sample of domestic violence and related support services can be found at **Annexure A** to this policy.

Fagg's Group team members are also able to use Benestar, Fagg's Groups Employment Assistance Program provider, which provides free, confidential counselling on a range of topics. EAP is available not only for those experiencing or at risk of DFV, but Fagg's Group leaders or team members who are providing support to an affected team member. For more information or to arrange a session, please contact 1300 360 364 (Australia).

Confidentiality

Fagg's Group recognises that information regarding DFV may be particularly confidential or sensitive. Information that a team member discloses around DFV to a leader or a member of the P&C team will be kept confidential, except where disclosure is required by law, to ensure that Fagg's Group complies with its health and safety obligations (including to protect the health and safety of the team member or another person), or to the extent necessary for clear operational reasons.

Developing a safety plan

Any team member who is experiencing, or escaping from, DFV, should speak to their leader so that the risks to that team member's safety at the workplace can be assessed and a plan implemented as appropriate, and with regard given to the circumstances of the team member, nature of their employment or engagement, duties and environment they work in and Fagg's Groups operational requirements. This also extends to any impacted co-workers where there is a concern to their wellbeing (due to their association with the individual team member experiencing the DFV). Where the team member is not a Fagg's Group employee, Fagg's Group will take reasonable steps to consult with that team member's employer (as relevant) in developing a safety plan for that team member while they are performing work at or around Fagg's Group premises.

A guidance note to assist leaders and team members in developing a plan is included at **Annexure B** to this policy. Where serious risks are identified in this process, a P&C staff member should be notified as soon as possible.

Benefits for Fagg's Group team members

There are a number of leave and other benefits that may apply to Fagg's Group team members and may be open to them in circumstances where they are experiencing or exposed to DFV and need time away from work for a range of related matters. These benefits apply to Fagg's Group team members who are directly employed by Faggs Group.

Request for flexible working arrangement or work-life balance request

Fagg's Group team members who are experiencing DFV and need support in the form of a temporary change to their working arrangements, may be eligible to request a flexible working arrangement or make a work-life balance request in the circumstances. For more information, speak to your team leader or manager.

Options for taking leave

Fagg's Group team members who need to take time off in connection with experiencing or escaping from DFV for related health, financial, legal or other reasons, may have a number of potential leave options open to them under the Fagg's Group [Leave Policy](#). For more information on the types of leave, the relevant eligibility criteria and how to apply, refer directly to the Fagg's Group Leave Policy.

Paid DFV leave

In addition, Fagg's Group team members are able to access up to ten days' paid leave per year (which may be taken as part days, by agreement), where this leave is required for urgent or pressing reasons in connection with experiencing or escaping from DFV (**DFV leave**). Examples of urgent or pressing reasons may include:

- Appointments with a DFV support service that are unable to be scheduled outside of working hours
- Making arrangements (i.e. setting up alternative housing, time to pack belongings, accessing police services) to escape from DFV.
- Time to attend Court to obtain or update an intervention order or AVO.

A permanent full-time or part-time Fagg's Group team member who is eligible for DFV leave and complies with the notice and, if appropriate, has provided supporting documentation below, will be paid for DFV leave at their ordinary rate of pay. DFV leave does not accrue or rollover, may not be cashed out and is not paid out on termination.

A team member who, for any reason, feels uncomfortable in requesting DFV leave from their leader should contact the People Advice Centre on +61 2 9741 7555.

Notice and Supporting Documentation

Team members who would like to access DFV leave should:

- Notify their leader (as soon as practicable) of the reason for the absence and period (or expected period) of leave; and
- If appropriate, provide, as soon as reasonably practicable, any supporting documentation reasonably requested by their leader relating to the reason for the leave (for example, a letter from the police service, a court or a DFV support service, or a statutory declaration from the team member).

So long as this is approved by their leader, unpaid DFV leave can otherwise be requested and recorded as leave without pay (unpaid DFV - see the Fagg's Group [Leave Policy](#) for more details on

taking LWOP). Paid DFV leave can be applied for through payroll.

DFV by a Fagg's Group team member

As an equal opportunity employer, Fagg's Group will not tolerate DFV being committed or perpetuated at the workplace, during working hours, or through the use of any Fagg's Group resources or property at any time, irrespective of whether another team member may be impacted. Such conduct may also potentially be unlawful or in breach of one or more other Fagg's Group policies (including, but not limited to, the [Code of Conduct](#) and [Appropriate Workplace Behaviour Policy](#), and may result in disciplinary action (up to and including termination of employment or engagement).

Procedure

Annexure A

Domestic and family violence and related support services

There are a number of domestic and family violence and related support services that may assist a team member experiencing or at risk of DFV, or looking for support to escape DFV, including those set out below. **In an emergency, you should dial 000 (Australia) / 111 (New Zealand).**

Support services - Australia

Domestic violence - Domestic Violence Line: 1800 656 463 - Domestic Violence Advocacy Service: 1300 888 529 - Rape Crisis Centre: 1800 424 017 - Victim's Services: 1800 633 063 - Another Closet: 1800 65 64 63	Financial support - Centrelink - Family and parenting payments: 13 61 50 - Child Support Agency Australia: 131 272 - CreditLine: 1800 808 488 - Multilingual information: 13 12 02
Drugs and alcohol - Alcoholics Anonymous: 1300 222 222 - Family Drug Support: 1300 368 186 - Narcotics Anonymous: 1300 652 820	General support & counselling - Mission Australia Helpline: 1300 886 999 - Lifeline: 13 11 14 - Relationships Australia: 1300 364 277

Support services – New Zealand

Domestic Violence: - Women's Refuge crisis line: 0800 733 843 - Shine Helpline: 0508 744 633 - It's Not OK info line: 0800 456 450 - Safe to Talk: 0800 044 334 - Family Violence Information Line: 0800 456 450 - Hey Bro: 0800 439 276 - Rape Crisis: 0800 883 300	National Helplines: - Lifeline: 0800 543 354 (0800 LIFELINE) or free text 4357 (HELP) - Suicide Crisis Helpline: 0508 828 865 (0508 TAUTOKO) - Healthline: 0800 611 116 - Samaritans: 0800 726 666
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Others: • Depression and Anxiety Helpline: 0800 111 757 • Family Services 211 Helpline: 0800 211 211 • Alcohol and Drug Helpline: 0800 787 797 • Gambling Helpline: 0800 654 655 • Moneytalks: 0800 345 123	
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Annexure B

DFV safety plan guidance

In circumstances where a team member is experiencing or escaping from DFV, there may also be a risk to that team member at the workplace. It is important that the team member, the leader (and their employer, if they are not a Fagg's Group employee) consult to determine what the risks are to the team member, and what arrangements can reasonably be implemented to address those risks in the circumstances. The arrangements (if any) should be documented in a DFV safety plan and reviewed periodically. The team member should also alert the leader to any changes, such as a new or changed risk, or if the terms of a relevant order (such as an AVO) change or cease to apply. **Note:** *this guidance is also relevant for co-workers who may be at risk due to their association with the impacted team member. In these cases, it may also be necessary to consider developing a DFV safety plan for these co-workers.*

While not exhaustive, team members and leaders may want to consider the following in preparing a DFV safety plan:

- Does the perpetrator know where the team member works? Do they know the team member's phone number, or only the switch?
- What sort of work does the team member perform? Are they frequently alone or in a remote location?
- Has the team member moved, or is the team member planning to move, to a new location?
- Is the perpetrator controlling or monitoring the team member's bank account – do the team member's account details need to be changed (if relevant)?
- Who needs to be alerted if there is some indication that the perpetrator may be arriving at the premises? *(in an emergency, the police should be called)*
- Who are the team member's emergency contacts?
- Has the team member ever been threatened or stalked by the perpetrator? What is the nature of the conduct?
- Has the team member obtained an intervention or apprehended violence order against the perpetrator? Do the terms of the order apply to the workplace? *(if so, details of the order should be given to security or reception)*
- How serious a risk does the perpetrator potentially pose to the team member or others in the workplace? *(the higher the risk, the more appropriate to engage with other stakeholders in the business – a P&C advisor, more senior management, security)*
- Who else needs a copy of the plan?

Some examples of measures that might be relevant to a DFV safety plan include:

- Arranging for someone to accompany the team member on and off the premises when they arrive and/or leave work
- Ensuring the team member has emergency contacts programmed into their phone;
- Screening or diverting the team member's calls
- Reviewing or changing the manner in which the team member is paid
- Reviewing the need for the team member to work remotely or alone for extended

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periods. This may also be the subject of a flexible work request, speak to your manager about this.

- Ensuring that security and/or reception have the details and a photograph of the perpetrator and are clear on the steps to take if the perpetrator arrives on the premises.