



# Developing a Domestic Violence Policy for the Workplace

*A manual prepared by*  
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*With support from*  
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Community of Practice**



*Improving the administration of  
justice through leadership and  
service to state courts*

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# Developing a Domestic Violence Policy for the Workplace

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*This manual has been developed to help employers plan and implement a domestic violence policy for the workplace. Such policy foundations can improve the security of the workplace and ultimately enhance product quality.*



# Developing a Domestic Violence Policy for the Workplace

## I. WHY CREATE A DOMESTIC VIOLENCE POLICY?

Because violence doesn't end at home: it seeps into the workplace in many ways.

The American Institute on Domestic Violence reports that 66% of senior executives, 78% of human resource directors, and 94% of corporate security directors have noted the significant impact of domestic violence on individuals, coworkers, and their workplaces. Yet, only 5% to 10% of today's companies have a domestic violence workplace policy.<sup>1</sup>

Other numbers paint a picture of the impact of domestic violence on employees and employers:

- Each year intimate partners commit 13,000 acts of violence against women in the workplace (Violence and Theft in the Workplace, U.S. Department of Justice, July 1994).
- Murder is the leading cause of on-the-job death among women. Current or former husbands or male partners kill about 40 women a year. (Organization Resources Counselors, Inc., citing Department of Labor statistics).
- Nearly one-third of American women have been or will be physically or sexually abused by an intimate partner (Commonwealth Fund, 1998).
- As much as 25% of absenteeism, lower productivity, employee turnover, and costs or claims for medical benefits are the result of domestic violence (Employees Assistance Providers, Minnesota).
- Domestic violence costs U.S. companies between \$3 billion and \$5 billion a year in lost work time, increased health costs, higher turnover, and lower productivity (Bureau of National Affairs, 1990).
- An additional \$100 million dollars is estimated to be lost by employers through costs associated with lost wages, paid sick leave, and absenteeism related to domestic violence (American Institute on Domestic Violence).

By developing a domestic violence policy in the workplace, employers can:

- Increase employee productivity and morale
- Implement effective abuse prevention and intervention strategies
- Improve workplace security
- Educate staff on the impact of domestic violence on job performance
- Enhance the well-being of individuals affected by domestic violence

NCSC's Family Violence Community of Practice developed and implemented a domestic violence policy for the workplace in conjunction with the organization's human resources department. This

<sup>1</sup> From American Institute on Domestic Violence at [www.aidv\\_usa.com/statistics.htm](http://www.aidv_usa.com/statistics.htm).

guide was developed so that courts, justice agencies, and affiliated organizations might benefit from our experience and consider adopting a similar policy. The policy development steps, however, are applicable to any organization or business.

NCSC can assist you with policy development, staff training, and evaluations. For more information, visit NCSC's Web site at [www.ncsconline.org](http://www.ncsconline.org), contact the National Center at 800-616-6164, or contact the chair of the Family Violence Community of Practice, Brenda Uekert, at 757-259-1861 or [buekert@ncsc.dni.us](mailto:buekert@ncsc.dni.us).

## II. WHAT IS DOMESTIC VIOLENCE?

Domestic violence knows no age limit; it's colorblind, time-insensitive, and immune to social, spatial or economic boundaries. Although men may be victims of domestic violence, it more typically affects women. Experts are examining the likelihood that abusive behavior continues from one generation to another—children who live in a home where a parent is abused are more likely to be abused or enter abusive relationships later.

Domestic violence is a learned pattern of behavior used by one person to *gain and maintain power and control* over another. It may occur sporadically or routinely. It is imposed:<sup>2</sup>

- Through emotionally intimidating mind games, name-calling, or put downs
- By isolating the victim from family or friends
- By withholding money or preventing the victim from getting or holding a job
- As actual or threatened physical harm
- Through sexual assault
- By stalking
- By intimidating

Employers and coworkers may recognize warning signs of potential domestic violence or abuse in an employee who:<sup>3</sup>

- Hides bruises with makeup or clothing or claims to be “accident prone”
- Is pregnant and seems to be fearful or unhappy (domestic violence often begins or escalates during pregnancy)
- Exhibits signs of distress or depression, such as crying
- Is frequently absent or takes vacation days suddenly or sporadically
- Is frequently late
- Receives frequent and harassing phone calls at work
- Mentions stress at home
- Frequently refers to partner's anger or temper

<sup>2</sup> From Middle Way House's Web site, “The Definition of Domestic Violence” at [www.bloomington.in.us/~mwhouse/definition/htm](http://www.bloomington.in.us/~mwhouse/definition/htm).

<sup>3</sup> From the State of Michigan's Family Independence Agency's Web site's “Michigan Domestic Violence Prevention and Treatment Board's (MCVPTB) Definition of Domestic Violence” at [www.mi.gov/fia/0,1607,7-124-5460\\_7261-15505--,00.htm](http://www.mi.gov/fia/0,1607,7-124-5460_7261-15505--,00.htm).

- Seems to be afraid of his or her partner
- Becomes inattentive and less productive
- Appears to have limited access to resources such as money, credit cards, or a car
- Seems isolated from friends, relatives, and coworkers

The following steps have been designed to help employers create a policy for the workplace that reduces the impact of domestic violence on individuals and business.

### III. CREATING A WORKPLACE POLICY: STEP-BY-STEP

#### *Step 1. Create Interest*

##### **Consider this:**

Who will initiate the policy's development? Is there an existing committee or group that can effectively develop workplace policy? If not, can a committee be formed?

##### **Recommendations:**

- Work with a preexisting committee or create a new committee
- Involve the human resources department since they will manage the policy once it is developed
- Assign tasks with deadlines to individuals or subgroups
- Ensure the success of the policy by aligning it with your organization's established procedures, both formal and informal (workplace culture)
- Balance the needs of both business (organization, costs) and individuals (personal safety, quality of life)

##### *How we did it...*

The National Center for State Courts, with offices in three cities and employees in six professional divisions, developed Communities of Practice (CoPs) to enhance cross-divisional communication and support multifaceted project work. The Family Violence CoP brings together researchers, consultants, educators, and information analysts with interests in the broad topic of family violence. The CoP provided a forum for the initiation of a domestic violence policy for the workplace. A subcommittee of the CoP was created to carry out policy development tasks. The subcommittee included four individuals from the CoP and the director of human resources.

#### *Step 2. Conduct Research*

##### **Consider this:**

What do other domestic violence workplace policies include? What components will you include in your policy?

## Recommendations:

- Research, review, and collect:
  - ✓ Sample domestic violence workplace policies
  - ✓ Resources (On NCSC’s Web site at [www.ncsconline.org](http://www.ncsconline.org), go to CourTopics, Family Violence, for our Resource Guide on Workplace Domestic Violence. The URL is [www.ncsconline.org/WC/Education/KIS\\_HumManWorkGuide.pdf](http://www.ncsconline.org/WC/Education/KIS_HumManWorkGuide.pdf))
  - ✓ State laws
  - ✓ Local government policies
  - ✓ Local community resources
- Learn more about alternative definitions of domestic violence
- Highlight key policy components you would like to replicate
- Summarize research results
- Prepare to discuss policy with HR and management

Domestic violence workplace policies vary considerably. Each policy reflects its organization’s culture.

Be aware of the distinction between workplace violence policies (usually, violence between employees on the premises) and domestic violence policies (intended to address the safety of employees whose work day and space can be affected by violence at home).

### *How we did it....*

The subcommittee researched policies on the Internet. They found “Engaging Employers in Domestic Violence” ([www.prevent.org/docs/DomesticViolenceFocusGrpBkgrnd.pdf](http://www.prevent.org/docs/DomesticViolenceFocusGrpBkgrnd.pdf)) on the Partnership for Prevention Web site to be an excellent starting point. It listed ten company or organization best practices and provided examples. Members contacted each organization and requested copies of policies. The NCSC subcommittee reviewed the policies and identified elements worth incorporating.

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## **Step 3. Engage Human Resources**

### **Consider this:**

How should your policy be crafted to gain support from human resources and management?

### **Recommendations:**

- Ask senior human resources staff to participate in or lead the policy development effort
  - ✓ A human resources representative will need to consider:
    - ▲ Employment laws
    - ▲ Flexibility of leave policies and other employee-related policies
    - ▲ Relocation potential
    - ▲ Ethics codes (perpetrator policies)
    - ▲ How to investigate sexual and physical violence complaints by employees
    - ▲ How to obtain protective orders
- Make policy development a collaborative process
- Assign tasks and timelines to ensure action

### *How we did it....*

The director of human resources was an important member of our subcommittee. By including her in planning and development, the CoP increased the likelihood that the new policy would comply with all employment laws and regulations and be written in a style acceptable to management.

## **Step 4. Draft the policy**

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See NCSC's policy in Section VI of this manual.

### **Consider this:**

Will domestic/family violence have a narrow (e.g., legal) definition or a broad (e.g., social) definition? Will family or household member have an exclusive (i.e., pertaining to only blood or marital relations) definition or an inclusive (i.e., including dating relationships, former intimate relationships, significant other relationships, same sex partners, etc.) definition?

### **Recommendations:**

- Use broad, social definitions to ensure the policy has broad coverage and is not discriminatory.
- Include key policy elements:
  - ✓ Purpose
  - ✓ Definitions
    - ▲ Domestic or Family Violence
    - ▲ Family or Household Member
  - ✓ Policy Statement
    - ▲ Education
    - ▲ Counseling Assistance/Intervention
    - ▲ Performance Management
    - ▲ Time Off
    - ▲ Confidentiality
- Develop a list of FAQs (Frequently Asked Questions) and answers based on your knowledge of predictable concerns in your workplace (see NCSC's questions and answers).
- Consider ways in which the organization can be flexible (e.g., time off, relocation).
- Work with safety experts and local law enforcement agencies to determine how those affected by domestic violence and their colleagues can be protected in the work environment, including the building, parking lot, and surrounding property.
- Select words that minimize the sense of shame or powerlessness and increase the likelihood that an employee will reach out for help.

### *How we did it....*

Human resources representatives drafted the policy based on the subcommittee's work. Since our subcommittee included professionals in family violence research and advocacy, policy language was of particular concern to the group. The subcommittee wanted the policy to be as inclusive as possible and to invite the confidence of affected staff.

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## **Step 5. Gain support**

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### **Consider this:**

Who are your stakeholders? Who needs to support the development, adoption, and implementation of a domestic violence policy for the workplace? Where will you need to develop support for the new policy?

### **Recommendations:**

- Work with the security director or facilities manager to develop responses to enhance workplace safety
- Gain support from managers and staff
- Ask CEO to publicly endorse policy

### **How we did it....**

Human resources representatives and members of the Family Violence CoP approved the newly created policy. Human resources then presented the policy to an internal committee and senior managers for their approval. Once approved, NCSC's president was asked to endorse the policy. He asked staff and supervisory personnel to support the policy by attending optional policy training. The president also attended and participated in the training session.

To enhance staff knowledge, Community of Practice members exhibited t-shirts from a local women's shelter that had been decorated by victims of abuse. The shirts were displayed in the lobby of NCSC's Williamsburg headquarters and the public was invited (see NCSC's press release). Staff support for the policy was increased by raising awareness about the extent of the problem in their community.

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## **Step 6. Train Staff**

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### **Consider this:**

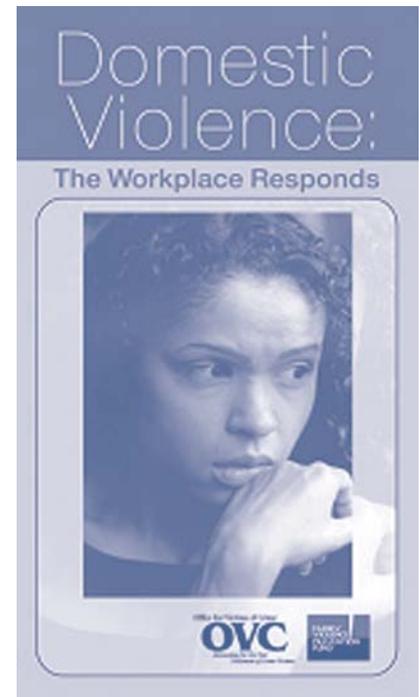
Will training be voluntary or mandatory? Will there be separate training for supervisors?

Policy education and training includes accessing education materials, local resources, and domestic violence experts to train staff and supervisory personnel. Afterwards, evaluations improve future sessions and periodic updates keep the policy alive in the workplace.

### **Recommendations:**

- Encourage mandatory training for all staff
- Bring in a professional from the local domestic violence service provider to deliver part of the training
- Determine length, content, and key topic areas for general staff training

- General session suggested agenda (60 minutes)
  - ✓ Show video: *Domestic Violence: The Workplace Responds*
  - ✓ Discuss extent of problem
  - ✓ Define abuse
  - ✓ Discuss identifying abuse in coworkers
  - ✓ Suggest ways to approach your coworker
  - ✓ Review your organization's policy
  - ✓ Hold a special session for supervisory staff
  
- Suggested agenda for follow-up with supervisors (30 minutes)
  - ✓ Discuss how to supervise a victim or perpetrator of domestic violence
  - ✓ Discuss how to create a safe environment
  - ✓ Brainstorm effective workplace responses to domestic violence
  - ✓ Review safety planning
  - ✓ Review community resources



### Afterwards:

- Evaluate the training (see NCSC's evaluation form) and revise based on results
  - ✓ Develop an evaluation form with both closed- and open-ended questions
  - ✓ Base evaluation form on training agenda
  - ✓ Request that training participants complete evaluation form immediately following training
  - ✓ Use results to improve training
  
- Institutionalize the domestic violence policy
  - ✓ Use national events, such as National Domestic Violence Awareness Month (October), to coincide with special organization programs on it (and the policy)
  - ✓ Provide refresher courses (special topic "brownbag" lunches)
  - ✓ Include discussion of policy in new employee orientation

The Office for Victims of Crime offers a video entitled, *Domestic Violence: The Workplace Responds*. The 15-minute video demonstrates the impact of domestic violence on the workplace and suggests how employers and coworkers can assist employees who are in abusive relationships. It is available from the Family Violence Prevention Fund for \$10. A training curriculum is also available for \$40. Materials can be ordered online at <http://store.yahoo.com/fvpfstore/worres.html>.

### How we did it....

Training was developed in collaboration with NCSC's human resources department and a local domestic violence service provider. Two optional training sessions were promoted to the staff. Supervisor attendance was encouraged but not required. Both sessions were made available from NCSC headquarters in Williamsburg, VA, via videoconference technology to satellite offices in Denver, CO, and Arlington, VA.

Our sessions followed the training agenda suggested above. The general session included opening remarks from the NCSC president, a video, a presentation by a local domestic violence service provider, a review of the NCSC policy by the director of human resources, and a question and answer period. Lunch was provided to encourage participation. A follow-up session was designed for supervisory staff, but general session attendees were invited to stay. Evaluation forms were distributed at the beginning of each session and were collected as staff exited the room.

Responses to the evaluations were recorded and summary statistics were calculated to gauge training effectiveness and identify strengths and weaknesses.

## IV. RESOURCES TO ACCOMPANY THE POLICY AND RESOURCES

### Consider this:

What additional resources would help reinforce the importance of a domestic violence workplace policy, and address basic questions staff would have regarding it?

### Recommendations:

- Develop a list of local community-based domestic violence organizations, hotlines, shelters, etc.
- Develop a list of Frequently Asked Questions (FAQs) created to address some of the concerns that staff would have regarding the implementation of a domestic violence policy and work and benefit-related questions.

### *How we did it...*

Staff received copies of the policy along with additional resources. A list of community-based domestic violence organizations was compiled for the three specific geographic areas in which NCSC offices are located. A list of Frequently Asked Questions (FAQs) and responses were provided to staff.

## V. CHECKLIST OF STEPS TO CREATE A DOMESTIC VIOLENCE WORKPLACE POLICY

### **Step 1. Create Interest**

- Work with preexisting committee or create a new committee.
- Form a partnership with human resources
- Assign tasks with deadlines
- Adapt policy to workplace culture
- Balance needs of business (organization, costs) and individuals (safety, quality of life)

## **Step 2. Research Workplace Domestic Violence Policies**

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- Collect and review sample policies, resources, state laws, local policies, community resources
- Highlight key policy components you would like to replicate
- Learn definitions of domestic violence
- Summarize research results
- Prepare to discuss policy implementation with HR and management

## **Step 3. Engage Human Resources**

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- Ask senior human resources staff to participate or lead policy development effort
- Make policy development a collaborative process
- Assign tasks and timelines

## **Step 4. Draft the Policy**

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- Use broad social definitions
- Draft key policy elements to include purpose, definitions, and policy statement
- Write FAQs and answers based on your workplace
- Consider ways the organization can be flexible
- Work with safety experts to develop a safety plan
- Consider language to decrease shame and increase participation

## **Step 5. Gain Support**

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- Work with security director/facilities manager to enhance safety
- Gain support from staff
- Ask CEO to publicly endorse policy

## **Step 6. Train Staff**

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- Encourage mandatory training for all staff
- Hold a special session for supervising staff
- Bring in a local service provider to conduct staff training
- Determine length, content, and key topic areas
- Use resources to augment training
- Evaluate the training and revise based on evaluation results
- Institutionalize the domestic violence policy

## VI. NCSC'S DOMESTIC VIOLENCE POLICY AND RESOURCES

### Purpose

The purpose of this policy is to create and maintain an environment that facilitates the work and personal lives of employees who are affected by domestic or family violence. The policy applies to employees who have experienced domestic/family violence either directly or indirectly.

### Definitions

**Domestic or Family Violence:** An act, threat, tactic, or statement that results in physical, emotional, sexual, or economic harm and emotional abuse. Domestic violence is perpetrated by one person against a family or household member with the intent of establishing or maintaining power and control over the victim.

**Family or Household Member:** Those persons related by blood or affinity; persons legally married to one another; persons formerly married to one another; persons who have a child in common regardless of whether they are married or have lived together; and persons who are not related who are continually or at regular intervals living in the same household or have in the past lived in the same household; persons who are intimate partners or have at some time been intimate partners.

### Policy Statement

**Education:** The National Center for State Courts will develop and conduct a domestic/family violence education program for staff. The intent of this program is to increase employee awareness of domestic/family violence as a serious problem, and to identify available resources and how such resources may be accessed. Additionally, the intent of the education program is to educate supervisors and managers how to effectively support and counsel employees who may be affected by domestic or family violence.

**Counseling Assistance/Intervention:** The National Center for State Courts will maintain a registry of community agencies and organizations, both private and public sector, to which employees can be referred for assistance. Additionally, the Human Resources Office will advise employees how to access resources that are available through their medical insurance plan. Training will be offered as a part of the National Center for State Courts' orientation program and periodically throughout the year.

**Performance Management:** The National Center for State Courts recognizes that employees who are working through the challenges associated with domestic/family violence may experience difficulty in fully carrying out the duties of their jobs. The National Center for State Courts is committed to providing a reasonable amount of time for the employee to obtain assistance regarding the domestic/family violence. This requires a partnership between the employee, the supervisor/manager, and the Human Resources Office and is specific to each individual case.

**Time Off:** The National Center for State Courts understands that employees affected by domestic/family violence may be required to take time off to attend to medical, legal, and family mat-

ters. The National Center for State Courts will work with employees to address scheduling and other changes that may be necessary to accommodate such matters. To the extent that employees have sufficient All Purpose Leave (APL) to cover absences associated with domestic/family violence, it should be utilized. In instances where employees do not have sufficient paid leave, other alternatives may exist depending on each individual's particular situation. Viable alternatives may include:

- Flexible Work Schedule
- Family and Medical Leave (FMLA—requires medical certification)
- Short Term Disability (requires medical certification)
- Personal Leave of Absence

Utilization of any of these alternatives necessitates a partnership between the employee, the supervisor/manager, and the Human Resources Office.

**Confidentiality:** Employees who disclose that they are or have been experiencing a domestic/family violence situation can expect that their disclosure and any other information will be kept confidential. The employee's supervisor/manager and the Human Resources Office are obligated to uphold the employee's right to confidentiality and will not disclose such information to any other parties without written authorization from the affected employee.

## FAQs About NCSC's Domestic Violence Policy for the Workplace

### 1. *Why is the NCSC implementing a policy to cover domestic/family violence?*

NCSC recognizes that few workplaces go untouched by domestic violence. As an organization, we value not only the quality of employee work, but also the quality and safety of their personal lives. NCSC has implemented a domestic violence policy to create an environment that supports them and provides resources for our employees who are touched by domestic or family violence and desire help and support.

### 2. *What do I do if I have concerns about a coworker who appears to be experiencing a domestic violence situation at home?*

Approach your coworker privately and let that coworker know that you are concerned about his or her safety and well-being. Express concern and make a statement of support. If the coworker chooses not to disclose, no further questions or speculations should be made.

### 3. *I am not comfortable talking to my supervisor or Human Resources about my personal situation. Is there someone else in the workplace that can help?*

You can talk to a coworker. Members of our Family Violence CoP are also available to speak with you. If you need additional resources or to access support through the NCSC Domestic Violence Policy, you may ask your coworker to advocate on your behalf to the appropriate staff.

4. *Am I required to talk to my supervisor or Human Resources staff about violence that affects my home life? How can I be sure that confidentiality will be maintained?*

You are NOT required to talk to anyone about private issues unless you choose to or need support. You are NOT required to share details regarding your situation. Your supervisor and human resource staff are here to support you in obtaining any services or resources you may need. They are obligated to uphold your right to confidentiality and will not disclose information without your written authorization.

5. *I need to take time off to address a family violence situation at home. What are my options?*

As your first option, use APL (all purpose leave), since this keeps you in a paid status (i.e., you will be receiving pay during your absence). You may also arrange a flexible work schedule (with approval from your supervisor and Human Resources). Another option is to take time off as unpaid leave.

6. *Does the Family and Medical Leave Act (FMLA) cover absences due to family violence? How does NCSC policy complement the act?*

Under the FMLA, employees have the right to take up to 12 weeks of unpaid leave each year for certain family and medical purposes. Specifically, qualified employees may use FMLA leave when they are seriously ill or when they must care for a newborn or adopted child or a seriously ill member of their immediate family. An employee can request family medical leave when these conditions are met. Currently, the act does not cover absences that may be due to domestic violence, such as taking time off to attend court proceedings. You should check with NCSC's Human Resources Office about the FMLA, which may be expanded in the future. NCSC policy provides added flexibility in work schedules for those affected by domestic violence.

7. *What happens if I am harassed at work by a family member?*

If you are harassed at work by a family member, or feel your safety threatened in any way, you should immediately inform your immediate supervisor and the Human Resources Office. The Human Resources Office will work with NCSC staff and local authorities to develop a safety plan to keep the family member from harassing you at work.

8. *What community resources are available to help me? Will the National Center help me locate the appropriate community services, such as legal assistance or emergency housing?*

NCSC will provide you with links to community resources. You may contact the Human Resources Office for community information, and a list of resources will be posted in various places in the NCSC building. Should you choose to contact a service provider directly, we can give you a list of primary service providers in the Williamsburg, Arlington, and Denver areas. You may also contact the National Domestic Violence Hotline at 800-799-SAFE (7233).



## NEWS RELEASE

**The National Center for State Courts**  
**300 Newport Avenue • Williamsburg, Virginia 23185**  
**[www.ncsconline.org](http://www.ncsconline.org)**

Contact: Lorri Montgomery  
Communications Manager  
The National Center for State Courts  
757.259.1525

### **The National Center Displays Exhibit to Draw Attention to the Issue of Domestic Violence** **National Center Incorporates Workplace Policy on Domestic Violence**

**Williamsburg, VA** (March 6, 2003) – To raise awareness about the devastating impact that violence against women has on homes, workplaces, and communities, the National Center for State Courts is exhibiting an artwork display sponsored by Avalon, the Williamsburg-area shelter for women and children, in its lobby from March 10 to April 14. The exhibit “Airing Our Dirty Laundry” is part of a national program called The Clothesline Project, which invites victims of domestic violence to tell their stories of physical, emotional, or sexual violence through artwork on t-shirts or sweatshirts. All shirts in the exhibit at the National Center are from women and children who have sought shelter from Avalon.

The public and area employers are encouraged to visit the display. Employers are also invited to call the National Center for assistance to establish a workplace domestic violence policy. The National Center is located at 300 Newport Ave., Williamsburg, Va., 23185.

The National Center is displaying the exhibit to draw attention to the need for employers in and out of the court community to recognize how domestic violence impacts an entire community. *The National Center recently incorporated a domestic violence workplace policy to its employee handbook, becoming one of the first employers in the court community and the local business area to establish such a policy.* By taking this leadership role in the field of domestic violence, the National Center plans to serve as a model for courts and businesses to consider their own internal staff-related policies and to take steps to develop a domestic violence workplace policy.

The National Center’s policy, which went into effect Jan. 1, 2003, includes the following components: an education program to provide training to supervisors about how to support and counsel employees affected by family violence; counseling assistance or intervention in which the National Center will maintain a registry of community agencies and organizations for referral and to help employees find the resources covered by their insurance plan; performance management, in which the National Center will provide a reasonable amount of time for employees to get assistance; time off, which includes the possibilities of flexible work schedules, family and medical leave, short-term disability, and personal leave of absence; and confidentiality.

Avalon started its Clothesline Project in 1994 to help with the healing process for those who have lost someone or for those who are survivors of domestic violence, and to educate the community about the prevalence of violence against women.

NCSC is a nonprofit organization dedicated to improving the administration of justice by providing leadership and service to the state courts. The National Center, founded in 1971 with the encouragement of Chief Justice of the United States Warren E. Burger, carries out this mission through its offices in Williamsburg, Washington, D.C., and Denver, Colo., which provide research, education, and hands-on consulting services to the nation’s state courts.



A press release and a photo were sent to the local newspaper to invite visitors to see an exhibit from a Williamsburg-area women’s shelter.

**NATIONAL CENTER FOR STATE COURTS**  
*Human Resources/Family Violence Community of Practice*

**Staff Training on Domestic Violence Workplace Policy**

**EVALUATION FORM**

1. Do you currently supervise staff?  YES  NO
2. Did you attend the special session for supervisors?  YES  NO

**INSTRUCTIONS:** Please complete this form and return it to us before leaving. The information you give will help us improve the training and plan subsequent activities. Please be candid; written comments are particularly helpful. Where numbers are given, circle the number that best describes your response using the following scale:

- |  | 1                   | 2                 | 3                | 4                  | 5                         |
|--|---------------------|-------------------|------------------|--------------------|---------------------------|
|  | Poor/<br>Not at all | Fair/<br>A Little | Average/<br>Some | Good/<br>Regularly | Excellent/<br>Extensively |
| 3. Overall, I thought the training was:  | 1                   | 2                 | 3                | 4                  | 5                         |
| 4. Did the training meet your expectations?  | 1                   | 2                 | 3                | 4                  | 5                         |
| 5. To what extent will you be able to apply what you learned to your work environment? | 1                   | 2                 | 3                | 4                  | 5                         |

**Please rate the overall quality of the presentation**

	Poor	Fair	Average	Good	Excellent	Was this topic given sufficient time?
6. Video Presentation	1	2	3	4	5	—
7. Discussion of the extent of the problem	1	2	3	4	5	___YES ___NO
8. Defining abuse	1	2	3	4	5	___YES ___NO
9. Identifying abuse in coworkers	1	2	3	4	5	___YES ___NO
10. Approaching your coworker	1	2	3	4	5	___YES ___NO
11. Human Resources – NCSC Domestic Violence Policy	1	2	3	4	5	___YES ___NO

**Follow-up Session for Supervisors**

12. Supervising a victim or perpetrator of domestic violence	1	2	3	4	5	___YES ___NO
13. Creating a safe environment	1	2	3	4	5	___YES ___NO
14. Effective workplace responses to domestic violence	1	2	3	4	5	___YES ___NO
15. Safety planning	1	2	3	4	5	___YES ___NO
16. Community resources	1	2	3	4	5	___YES ___NO

17. What was your overall impression of the training?

18. What can be done to improve future trainings on the domestic violence workplace policy?

## VII. Resources for Policy Planners

NCSC developed a Web page that lists resources on domestic violence workplace policies. It can be found on NCSC's Web site at [www.ncsconline.org](http://www.ncsconline.org) in **CourTopics**. Go to the Family Violence topic and look in the Resource Guide for Domestic Violence in the Workplace.

Examples of workplace violence policies around the country, and guidelines for developing a workplace domestic violence policy are included. Other highlights are:

**Court System Develops Domestic Violence Policy for Employees.** New York State Press Release, August 10, 2000; [http://www.courts.state.ny.us/pr2000\\_23.html](http://www.courts.state.ny.us/pr2000_23.html)

**Domestic Violence and the Workplace Policy.** State of Maryland.  
<http://www.dhms.state.md.us/tsd/html/dv/policy.htm>

**Workplace Domestic Violence Manual.** Montgomery County, MD.  
<http://www.worklifemontgomery.org/dvm1.html>

**Domestic Violence Policy & Procedure in the Workplace.** University of Washington.  
<http://www.washington.edu/admin/hr/pol.proc/work.violence/dom.viol.pol.html>

**Understanding and Responding to Domestic Violence in the Workplace—Action Plan for Prevention and Response.** U.S. Department of Health and Human Services, 1997;  
<http://www.hhs.gov/ohr/eap/library/eapdomvl.pdf>

**Petitions to Prohibit Workplace Violence.** California Courts Self-Help Center;  
<http://www.courtinfo.ca.gov/selfhelp/other/workplaceviolence1.htm>

Since Congress enacted the Violence Against Women Act (VAWA) in 1994, other federal legislation has been introduced that specifically addresses the impact of domestic violence on the workplace. Proposals include authorizing leave for battered women, requiring states to permit women who have left their jobs due to domestic violence to obtain unemployment benefits; prohibiting employers from taking adverse job actions against women who have survived domestic violence, rape, or sexual assault; creating tax incentives for employers who implement domestic violence awareness training programs; and making employers liable to victims for employers' role in gender-motivated crimes that occur at work.

State initiatives combating violence against women, including anti-stalking and domestic violence laws, have been expanded over the last decade. Some of these laws address the impact of domestic violence on the workplace.

## VIII. Technical Assistance from the National Center for State Courts

The National Center for State Courts can help your organization develop a domestic violence policy, conduct training, and evaluate the initiative. NCSC can also assist with security plans. For more

information, visit NCSC's Web site at [www.ncsconline.org](http://www.ncsconline.org), call NCSC at 800-616-6164, or contact the chair of the Family Violence Community of Practice, Brenda Uekert, 757-259-1861 ([buekert@ncsc.dni.us](mailto:buekert@ncsc.dni.us)).

### **Congratulations ...**

By reading this manual, you've taken the first step toward understanding and addressing a complex issue that, more often than realized, winds its way from the home to the workplace. By following through with the implementation of a domestic violence workplace policy you may save lives and positively impact the safety and well-being of your coworkers and your workplace.