

Family, Domestic or Sexual Violence Toolkit.

Information about **paid leave, responding to disclosures, and support services**

The ACT Public Sector (ACTPS) is committed to supporting people who have experienced family, domestic or sexual violence (FDSV).

This Toolkit provides guidance to employees experiencing FDSV – or supporting others.

Leave for family, domestic or sexual violence purposes

ACTPS Enterprise Agreements contain leave provisions for FDSV.

Paid leave is available to those experiencing FDSV or supporting an immediate family member. **The Whole of Government policy [here](#), provides detailed information about FDSV Leave.**

All employees, including casual employees, have access to up to 20 days or shifts per calendar year of paid leave.

Leave is intended for purposes including but not limited to:

- > accessing medical and support services
- > obtaining legal advice and justice appointments or proceedings
- > supporting children's needs

> dealing with issues such as property, accommodation, pets or health needs arising from experiences of violence

> travelling to and from appointments relating to any of the above

> any other reason relating to responding to or recovering from the effects of experiencing FDSV.

FDSV leave requests must be maintained by the manager/delegate so that the leave does not appear on the employee's payslip. It must not appear on a payslip (even under a miscellaneous leave code) unless the employee has given consent or requests for it to be reported on their payslip.

The Toolkit includes:

> **Advice about paid leave for family, domestic or sexual violence purposes**

> **Guidance on responding to a disclosure from a colleague of family, domestic or sexual violence**

> **Information about supports for people impacted by family, domestic or sexual violence**

All ACTPS staff can access training about family, domestic or sexual violence.

All staff members have a foundational e-learn module as part of their core learning on HRIMS. Managers have an additional module. All staff are encouraged to complete the training to learn more about these issues.

Staff who are not comfortable completing the training can be exempted by emailing their manager or human resources area.

Managers must keep all information about the leave application confidential.

Managers must keep track of the days of leave per calendar year in a secure location. If sighting evidence or supporting documentation for the leave, it must be returned to the employee immediately and must not be stored in any records management system, personal files, email folders or similar locations.

If an employee changes reporting lines, managers must consult with the employee about who they prefer to manage records of leave taken and approve this leave type.

Consult your [Enterprise Agreement](#) and the [FDSV Leave Policy](#) for more information on this leave type including information about evidence and interactions with other leave types.

Responding to a disclosure of family, domestic or sexual violence

Victim-survivors of FDSV may choose to disclose about past or current experiences to colleagues and/or managers.

Someone who discloses to you is putting a lot of trust in you.

It's important to provide a supportive and appropriate response. You can do this by:

- > listening
- > believing them
- > not blaming them for what has happened
- > asking them what they need from you, or if they would like help accessing supports
- > ensuring they remain in control of any actions taken as a result of their disclosure.

It is important that a person who makes a disclosure is not pressured to take action. You can discuss their options, but remember they are best placed to understand how to keep themselves safe.

If you supervise someone who discloses to you, there are other things you can do to support them.

If the employee is comfortable, you could:

- > discuss flexible work arrangements or a change in duties that might support them
- > let them know about the paid leave provisions outlined in this Toolkit and the [Whole of Government Policy](#)
- > help them access other supports available through the ACTPS, including the [Employee Assistance Program](#)
- > ask if they need any changes to their work environment to support their safety, e.g. a designated parking spot, change of email/phone number or change of work location.

You can proactively implement practices that promote the safety of staff who may be experiencing FDSV, regardless of whether they disclose it e.g. not giving out colleagues' information unless you have their permission and ensuring staff in your team do the same.

Remember to respect the confidentiality of the person making the disclosure.

You must not share this information with others unless the person requests you do. An exception to this is that you can speak to your human resources area for guidance. If you need to do this, make sure to let the person know you are sharing their information, and that it will remain confidential within human resources.

Additionally, in exceptional circumstances, you may be required to share information if required by law or it is necessary to protect the life, health or safety of another employee or another person. Further information is available in the [FDSV Leave Policy](#).

Supports for people impacted by family, domestic or sexual violence

Everyone deserves to live free from FDSV.

In an emergency, call police on 000.

Supports are available through the ACTPS.

Supports include:

> paid leave, as outlined in this Toolkit and in the [Family, Domestic or Sexual Violence Leave Policy](#)

> [flexible work arrangements](#), where this is helpful

> Employee Assistance Program – find out more on the [ACTPS Employment Portal](#)

Other resources can be found here:

[Get help now - ACT Government](#)

It is a reality that some staff in the ACTPS are choosing to use violence.

People using violence can and should seek assistance from specialist services found [here](#).

If you find out an ACTPS employee is using FDSV, there are resources [here](#) to assist.

If FDSV has occurred or is believed to have occurred at a workplace, a report should be made to police.

You can find more information and support services here:

Domestic, family and sexual violence - ACT Government

This website includes information such as:

- > risk assessments
- > conversation guides
- > support services for Aboriginal and Torres Strait Islander communities
- > financial assistance
- > legal options
- > supporting someone affected by FDSV

