



Domestic and Family Violence Leave Policy

This Domestic and Family Violence Leave Policy applies to all Employees of the business.

The objective of the policy is to provide support and assistance to employees who are experiencing domestic or family violence.

The requirement is for all staff to comply with the Domestic and Family Violence Leave Policy.

Procedures (not required)

Purpose

The purpose of this Domestic and Family Violence Leave Policy is to provide support and assistance to employees of Sydney Drafting Concepts and Designs who are experiencing domestic or family violence. This policy aims to create a safe and supportive work environment, where affected employees are encouraged to seek help and access appropriate leave entitlements, in accordance with the *Fair Work Act 2009 (Cth)* and other relevant legislation.

Objective

The objectives of this policy are:

- To acknowledge the impact of domestic and family violence on employees' work and personal lives and provide them with the necessary support.
- To ensure that employees affected by domestic and family violence are aware of their leave entitlements and can access them without fear of discrimination or retaliation.
- To maintain a safe and supportive work environment that respects employees' privacy and confidentiality.
- To foster a workplace culture that encourages employees to report incidents of domestic and family violence and seek assistance.

Policy Requirements

All employees, contractors, and stakeholders of Sydney Drafting Concepts and Designs are required to adhere to the following requirements in relation to Domestic and Family Violence Leave:

- **Entitlement:**
In accordance with the *Fair Work Act 2009 (Cth)*, all eligible employees are entitled to ten (10) days of unpaid domestic and family violence leave per year. This leave can be taken for the purpose of seeking medical help, attending legal proceedings, arranging safe accommodation, or accessing other support services related to domestic or family violence.
- **Accessing Leave:**
Employees wishing to access domestic and family violence leave must provide reasonable notice to their supervisor or the appropriate management personnel. Notice can be given either verbally or in writing, and employees may be required to provide evidence, such as a medical certificate, police report, or a statutory declaration, to support their leave request.
- **Confidentiality:**
Sydney Drafting Concepts and Designs is committed to maintaining the privacy and confidentiality of employees who access domestic and family violence leave. All information relating to an employee's leave request will be treated with the utmost sensitivity and will only be disclosed to relevant personnel on a need-to-know basis.
- **Support and Assistance:**
Sydney Drafting Concepts and Designs will provide support and assistance to employees



affected by domestic and family violence, which may include flexible working arrangements, referral to counselling or other support services, and assistance with workplace safety planning.

- **Workplace** **Safety:**
Sydney Drafting Concepts and Designs is committed to ensuring the safety of all employees and will take appropriate measures to protect employees affected by domestic and family violence from harm within the workplace. This may include implementing security measures, modifying work schedules or locations, or liaising with law enforcement authorities.
- **Training** **and** **Awareness:**
Sydney Drafting Concepts and Designs will provide training and resources to supervisors and managers to ensure they are equipped to respond appropriately and sensitively to employees affected by domestic and family violence.
- **Non-Retaliation:**
Sydney Drafting Concepts and Designs will not tolerate any form of discrimination, harassment, or retaliation against employees who disclose their experience of domestic or family violence or access leave entitlements under this policy.

The Director is responsible for communicating the Domestic and Family Violence Leave Policy to all persons working for or on behalf of the organisation and making it available to interested parties.