



# Domestic Violence Policy

## Purpose

The purpose of this policy is to support Staff and Students who experience the effects of Domestic Violence whilst at Unitec

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## Scope

This policy applies to all Staff and Students at Unitec Institute of Technology

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## Policy Statement(s)

### 1. Support arrangements:

- *Unitec will provide reasonable support for Staff and Students experiencing Domestic Violence, as well as those currently adversely affected by previous experiences of Domestic Violence, so as to maintain employment or study*
- *Staff and Students can be supported by a relevant Contact Person, including specific Māori and Pacific cultural support, should they choose to access the support outlined in this policy due to experiencing Domestic Violence*
- *Staff and Students who are experiencing the effects of Domestic Violence, may request reasonable consideration of appropriate leave and/or work/study arrangements, in order to but not limited to:*
  - Attend medical, counselling and support appointments
  - Attend legal proceedings including meetings with legal advisors
  - Progress contact with support agencies for relevant appointments pertaining to accommodation, child care, and financial assistance
  - Attend to other matters that are as a result of Domestic Violence

### 2. Support for staff:

- *Staff may request consideration of short-term flexible changes to their working arrangements under Part 6AA of the Employment Relations Act 2000*
- *Staff may request an allocation of paid leave for time off to attend to Domestic Violence matters, 'Special Leave' in accordance with the Domestic Violence – Victims' Protection Act 2018*
- *To respect confidentiality, details of the Special Leave will be recorded separately to the Director - Human Resources Operations and held confidentially*

### 3. Support for Students:

- *Compassionate consideration may be applied for if attendance, study or performance has been affected by Domestic Violence. This may include considerations regarding:*
  - *Class attendance*
  - *Alternative access to course materials*
  - *Assessment and course requirements*
  - *Submissions*
  - *Deadlines and extensions*
  - *Examinations*
  - *Impact on performance and preparation for exams, assignments etc.*

### 4. Creating awareness and support

- *Professional development training for appropriate staff in regards to implementation of the policy and other reference documents. Those to be included:*
  - *Lecturers/Tutors/Heads of Schools*
  - *Key support roles in People and Safety teams*
  - *Key Māori and Pacific cultural advisors*
  - *Student counselling team, student advocates, and student representatives*
- *A communications plan and awareness initiative to be created and communicated to all Staff and Students on a regular (annual) basis to encourage and empower those impacted by Domestic Violence to seek support*
- *Perpetrators of Domestic Violence are encouraged and will be supported to seek assistance to change violent behaviours and can seek reasonable support to do this*

### 5. Confidentiality

- *All Staff members involved in supporting Staff or Students experiencing a Domestic Violence situation are to maintain confidentiality as far as possible*
- *To note, if such Staff or others may be at serious risk then absolute confidentiality may not be possible, even if a complainant does not wish the matter to be taken further*

### 6. Documentation and record keeping

- *Unitec may need to request Appropriate Documentation in order to progress a Staff or Student's application for any of the listed considerations in this policy*
- *This will be progressed with the knowledge and permission of the person involved*
- *A confidential record of all documentation pertaining to a Staff member will be kept with the Director - Human Resources Operations. This may include Safety Plans, security procedures, compassionate consideration requests etc.*
- *A confidential record of all documentation pertaining to a Student will be kept by the specialist team supporting the Student. If safety planning needs to occur and multiple parties are involved including security, appropriate information will be collated and stored by the Director – Infrastructure and Operations. This may include Safety Plans, security procedures, compassionate consideration requests etc.*

### 7. Complaint process

- *If warranted, an investigation into a complaint against Unitec Staff or Students is to follow the appropriate process*

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## Associated Procedures

Call 111 or Security on 7777 if someone is in danger. Any threats of violence on campus should be reported to Security.

These procedural steps are a guide, some or all of them may be required, dependent on the individual's circumstances

- Staff affected by Domestic Violence who wish to access support for themselves, as outlined in this policy, are encouraged to approach their Line Manager in the first instance. They may choose to take a support person with them
- Staff affected by Domestic Violence may instead choose to contact one of the Contact Persons in the Health and Safety team (as below) for support and advice regarding next steps
- Students affected by Domestic Violence may choose to contact the Student Counselling team, Student Advocates, Student Advisors, cultural support person, student representatives, and/or their lecturer/tutor
- Due to the specific pastoral responsibilities outlined in the Education Code of Practice 2016 International students affected by Domestic Violence should also be referred to the International Student Support Team
- Contact Persons are able to advise and assist however are not able to act on behalf or as an advocate for a staff member or Student
- If required, Contact Persons may need to appropriately refer the Staff or Student to expert person/s or organisations
- A Safety Plan may be recommended if the alleged perpetrator seeks to contact the effected person, other Unitec staff or students, or access the campus
- The Safety Plan to be arranged with Line Manager, Health & Safety team member, and/or Student advocate and academic Staff as appropriate
- Staff member/Student may bring a support person with them to any planning meetings

### Additional leave allocation

- Recognition of need for additional leave for those affected by Domestic Violence:
  - Staff (victim): additional paid leave (up to 10 days) per year, not accruable. This is to be determined and agreed on an individual's circumstances
  - Staff (perpetrator): additional paid leave (up to 5 days) per year, not accruable. This is to be determined and agreed on an individual's circumstances
  - Students: Special Assessment Circumstance approval as required based on Appropriate Documentation
  - Staff may apply to use their accrued sick leave or annual leave if appropriate or request for compassionate reasons if more leave is required

## Responsibilities

Role	Responsibilities
Contact Person Key Support Roles in Health and Safety: <u>Equity &amp; Inclusion Manager</u> <u>Human Resources Business Partner</u> <u>Director – Infrastructure and Operations</u>	<ul style="list-style-type: none"> <li>• A primary 'go to' person for Staff and Managers</li> <li>• A primary 'go to' person for Staff and Managers</li> <li>• A primary 'go to' person for Staff and Managers</li> </ul>
<u>Director - Pacific Success</u>	<ul style="list-style-type: none"> <li>• Cultural support and initial contact for Staff and Students</li> </ul>
<u>International Student Support Team</u>	<ul style="list-style-type: none"> <li>• Support (24/7) and initial contact for International Students</li> </ul>
<u>Pae Arahi</u>	<ul style="list-style-type: none"> <li>• Cultural support and initial contact for Staff and Students</li> </ul>
<u>Security</u>	<ul style="list-style-type: none"> <li>• Protect and diffuse risks and/or violence on campus</li> </ul>
<u>Student Advocate</u>	<ul style="list-style-type: none"> <li>• Support and initial contact for Students</li> </ul>
<u>Student Council Representatives</u>	<ul style="list-style-type: none"> <li>• Support and initial contact for Students</li> </ul>
<u>Student Counselling</u>	<ul style="list-style-type: none"> <li>• Support and initial contact for Students</li> </ul>
<u>Student Advisors</u>	<ul style="list-style-type: none"> <li>• Support and initial contact for Students</li> </ul>

## Definitions

Term	Means
Appropriate Documentation	Includes statements from relevant professionals such as doctors, counsellors or support service staff, or records from police, courts or hospitals
Contact Person	Key members of the Health & Safety team (Equity and Inclusion Manager, HR Business Partners, Director – Infrastructure and Operations) who are can assist in supporting and guiding staff through the Domestic Violence policy and procedures
Domestic Violence	Refers to domestic and relationship violence. Domestic Violence is an abuse of power and takes many forms including intimidation, control, isolation, physical, psychological, sexual, financial or spiritual abuse. Domestic relationships include couples (married, de facto, unmarried), children, family, anyone in a close relationship; flatmates and those who share a household
Reasonable support	Includes and is not limited to: flexible work or study arrangements, leave or compassionate consideration to manage legal, medical, domestic or other matters related to Domestic Violence, appropriate safety and security measures on campus, referral to appropriate support
Safety Plan	A Domestic Violence Safety Plan is in addition to other strategies for being safe at Unitec and may focus on specific risk factors associated with the individual's circumstances
Staff/ Staff Member	Refers to an individual employed on a permanent full or part-time basis

Term	Means
Student	Refers to an individual enrolled to study full or part time in a Unitec programme
Unitec	Means Unitec Institute of Technology

## Reference Documents

- Domestic Violence Act 1995
- Domestic Violence - Victims' Protection Act 2018
- Employment Relations Act 2000
- Health and Safety in Employment Amendment Act 2002
- Human Rights Act 1993
- The Education Code of Practice 2016
- The Warehouse Group Family Violence is not OK
- Unitec's Code of Conduct
- Unitec's Countering Harassment and Bullying Procedures
- Unitec's Inclusive Excellence Policy
- University of Auckland Family Violence Policy

### Approval Details

<b>Version number (this version)</b>	1.0	<b>Issue Date (this version)</b>	31 October 2018
<b>Version History (Amendments made to this version)</b>	Date of amendment/s: • Insert Amendment Date	Amendment/s: • Insert reason for amendment	
<b>Consultation Scope (if appropriate)</b>	Key stakeholders consulted in the review of this policy: • Manager Student Wellbeing • Director – HR Operations • Director – Infrastructure and Operations • Director of Pacific Success • Executive Director People & Infrastructure • Executive Leadership Team		
<b>Approval authority</b>	Executive Leadership Team	<b>Date of Approval</b>	31 October 2018
<b>Policy Sponsor (Has authority to approve minor amendments)</b>	Executive Director – People and Infrastructure	<b>Policy Owner</b>	Equity and Inclusion Manager
<b>Contact Person</b>	Sonya Collie	<b>Date of Next Review</b>	October 2021