



FAMILY AND DOMESTIC LEAVE POLICY

Purpose

This document sets out the policy of Procure Group Pty Ltd (Procure) and its related businesses & entities, including PC Legal Pty Ltd, Procure Loss Adjusting, and AHC Investigations, in relation to the management of employee and contractor equity and diversity.

Scope

This policy applies to all Procure Group Employees and Contractors.

What is family and domestic violence?

Family and domestic violence means violent, threatening or other abusive behaviour by an employee's close relative that:

- seeks to coerce or control the employee
- causes them harm or fear.

A close relative is:

- an employee's:
- spouse or former spouse
- de facto partner or former de facto partner
- child
- parent
- grandparent
- grandchild
- sibling
- an employee's current or former spouse or de facto partner's child, parent, grandparent, grandchild or sibling, or
- a person related to the employee according to Aboriginal or Torres Strait Islander kinship rules.

Recognising the signs

Family and domestic violence can include, but isn't limited to:

Physical violence

Any violent behaviour or threats of violence. It can be directed at you, or your children, pets or property.

It might be:

- punching
- hitting
- kicking
- pushing
- choking.

Sexual assault

Sexual behaviour you don't want, such as being forced into sexual activity against your will.

Verbal or emotional abuse

Behaviour that makes you feel worthless and put down. This can include yelling, insulting, name-calling and swearing.

Controlling behaviour

Controlling behaviour makes you do or believe things you wouldn't normally. You may be stopped from seeing people or leaving the house. You may be stopped from spiritual or cultural participation that's important to you.

Stalking

Behaviour that makes you feel harassed or intimidated. This could be:

- repeated phone calls or messages
- unwanted or obsessive attention
- someone following or monitoring you.

Technology facilitated abuse

When someone monitors what you do online. This may include:

- checking your computer and phone use
- using spyware on your phone to track you
- publishing intimate photos of you without your consent.

Financial abuse

Behaviour limiting your access to money. Warning signs might be:

- not being able to have money of your own
- not being able to work
- having to account for how you spend your money.

Abuse of older Australians

Deliberate or unintentional harmful behaviour in a relationship of trust with an older person. It's any violence or mistreatment that causes harm or distress to an older person. It could be:

- emotional
- psychological
- financial
- physical
- social
- sexual
- neglect.

Types of relationships

Family and domestic violence can affect anyone in all types of relationships. It can occur in:

- past or current intimate relationships. This includes dating or living together, regardless of gender or sexuality
- relationships involving carers of people with a disability or a medical condition
- relationships with relatives and guardians
- culturally recognised family groups.

Leave entitlements

All employees (including part-time and casual employees) are entitled to 5 days unpaid family and domestic violence leave each year.

The entitlement to unpaid family and domestic violence leave comes from the National Employment Standards (NES).

Support

Procare is committed to supporting our employees and contractors experiencing the effects of domestic and family violence with the aim of supporting their continued participation in employment to ensure they are not disadvantaged.

Procare will provide this support by:

1. Flexible application of work arrangements where appropriate/necessary;
2. Co-operating with Police/Legal orders;
3. Promoting a healthy and safe workplace – Procare seeks to create an environment where staff feel comfortable and safe in coming forward to disclose domestic and family violence and in requesting access to leave and adjustments;
4. A staff member who experiences situations of violence and abuse in their domestic or family life that may adversely impact on their attendance and/or performance in their employment will not be disadvantaged;
5. Support and encourage staff to recognize and support colleagues where possible in the identification of experiencing family domestic violence.

Immediate danger - If employees are feeling unsafe right now we encourage you to contact 000 and speak with your Manager and or Director.

Other support services available include:

1800 Respect – National Sexual Assault, Domestic Family Violence and Counselling Service
<https://www.1800respect.org.au/> 1800 737 732

MensLine Australia – telephone and online counselling service for men with emotional health and relationship concerns
<https://mensline.org.au/> 1300 78 99 78

Visit Australian Government Department of Social Services
<https://www.dss.gov.au/women/help-is-here-campaign>

If you have any concerns about your colleagues being a victim of domestic violence, OR, you suspect a colleague to be a perpetrator of domestic violence, then we encourage you to speak with any manager or member of the Executive team - **all concerns raised will be treated in the strictest confidence.**



FAMILY AND DOMESTIC VIOLENCE POLICY ACKNOWLEDGEMENT

The below acknowledgement needs only be signed when this policy is being accepted/acknowledged in isolation. Where accepting/acknowledging several policies you should sign the 'All Policies & Procedures' user acknowledgement document.

User Acknowledgement

- I acknowledge I have read and understood The Procure Group Family and Domestic Violence Policy.
- I understand that The Procure Group may at any time vary its Family and Domestic Violence Policy.
- I understand and agree to comply with The Procure Group Family and Domestic Violence Policy.
- I understand that my signed acknowledgement will be kept on file.

Print Name	
Signature	
Date	