

DOMESTIC AND FAMILY VIOLENCE POLICY

1. A MESSAGE TO OUR TEAM

Conversify takes the wellbeing and safety of our employees very seriously. We understand that Domestic and Family Violence (DFV) is a sensitive and confronting topic, and we are committed to supporting any of our team who are impacted by DFV. DFV can occur in various ways and the impacts are different for each individual. This policy outlines the options available for employees and their families who are impacted by DFV, and we encourage you to reach out to your leader or the HR team for support to make your situation easier.

2. WHAT IS DOMESTIC AND FAMILY VIOLENCE?

Domestic and Family Violence (DFV) means acts of physical violence, control, verbal abuse and intimidation between people who are in a current or previous intimate relationship, are partners, housemates or children. These acts of DFV can include physical, sexual, emotional, financial and psychological abuse. People often think that DFV is solely physical abuse, but it is far broader. DFV can occur in a number of different ways.

These can include:

- Intimidation
- Emotional abuse
- Using isolation
- Minimising, denying and blaming
- Using children
- Exercising male privilege
- Economic abuse
- Coercion and threats

3. POLICY RATIONALE/BENEFITS

Conversify will take a committed stand against DFV to:

- create a culture of safety, empathy and understanding in everything we do.
- improve connection and understanding throughout the organisation to provide authentic support to people who are impacted by DFV.
- identify the warning signs of DFV and provide a range of options to any employee who is impacted to enable them to receive relevant, effective and timely support to reduce the impact of DFV in their lives.
- create a zero-tolerance to DFV within our workforce, and to create a greater impact by communicating this message to our suppliers, customers and stakeholders.

4. PURPOSE Conversify understands the impacts Domestic and Family Violence (DFV) has on the workplace and our community. We take an active approach to address DFV both practically within our workplace, and in the way we communicate with the local community. We are committed to the stand against DFV.

5. SCOPE This policy applies to all employees, volunteers, contractors and casual staff of Conversify.

6. PRINCIPLES OF THIS POLICY

- We understand that DFV is a community issue and Conversify can make a difference by taking a stand to reduce the incidence and impact of DFV.
- We believe it is every person's right to feel safe and secure, both in the workplace and outside.
- We understand that by creating a connected workplace through addressing DFV, there will be other benefits to the organisation to drive a positive and open culture.
- We recognise that DFV is complex and can impact a person's life in many ways. We therefore offer flexibility and a range of options to those employees who have been impacted beyond DFV to navigate through and beyond this difficult situation.
- We will empower people who are impacted by DFV to communicate the type of support they need for their specific situation.
- We will ensure the application of appropriate WHS systems in relation to the support of people who are impacted by DFV.
- We will address any workplace issues that may add to stress or anxiety, or place the person impacted by DFV at risk.
- We take an approach of belief and non-judgement and offer universal support to any staff member who is impacted by DFV.

7. EMPLOYEE SUPPORT

To offer the best support for employees impacted by DFV Conversify will offer the following measures:

- Flexible work arrangements for staff who are impacted by DFV. These arrangements will be developed between the staff member and their line manager and/or HR representative
- 10 days paid DFV leave for people who are impacted by DFV, to attend appointments relevant to DFV situation (e.g. counselling, support worker, court, medical appointments, arrangements for children etc). This leave can be taken in one block, or in whole or part-days as required
- 10 days paid DFV leave for people who are supporting a person who is impacted by DFV, to attend appointments relevant to DFV situation (e.g. counselling, support worker, court, medical appointments, arrangements for children etc)
- Recommendations to frontline services for specialist support.
- Job security within your current role or a mutually agreed alternative • Other options as agreed with leaders and/or HR

- Under the Fair Work Act, employees dealing with the impact of family and domestic violence can:
- take unpaid family and domestic violence leave
- request flexible working arrangements
- take paid or unpaid personal/carer's leave, in certain circumstances.

8. ACCESSING SUPPORT

If you are impacted by DFV, please reach out to your leader or the HR team to discuss your situation and support options that are available. We will then work with you to create a solution that meets your specific needs. Please note, we do not require proof of Domestic and Family Violence to provide support to you.

9. ROLES AND RESPONSIBILITIES

The Managing Director, board and leadership team of Conversify is responsible to provide overall direction and lead this policy.

THE HR/CORPORATE SERVICE TEAM IS RESPONSIBLE FOR:

- Ensuring all elements of this policy are relevant and workable
- Communicating to staff about their rights and responsibilities
- Regular review of this policy to ensure it remains up to date
- Monitoring the use of this policy to ensure it is accessible and useable
- Communicating the policy through relevant internal and external channels to ensure all employees have access
- Managing confidentiality in relation to DFV matters involving employees
- Providing guidance, support and resources to managers
- To undertake DFV training and facilitate specialist professional development for others

LEADERS AND MANAGERS HAVE A RESPONSIBILITY TO:

- Communicate this policy to their team members
- Support individuals who are impacted by DFV as outlined in this policy
- Undertake DFV training to understand DFV, the warning signs and how to have a conversation
- Provide confidentiality and discretion to team members who are impacted by DFV
- Provide feedback to the leadership team and HR to report issue with or opportunities to improve this policy
- Escalate matters to HR as appropriate and required
- Identify and report any workplace factors that pose a risk from a safety and well-being perspective

10. ALL EMPLOYEES ARE ENCOURAGED TO:

Understand this policy and seek clarification if they have any questions

Support fellow workers in their awareness of this policy

Provide feedback to their line managers or HR if they have suggestions to improve this policy

Speak to their line manager and/or HR if they are impacted by DFV and work with them to seek and receive the support they require

•Support the organisation to take a stand against DFV through awareness, connection and understanding.

11. COMMUNICATION

- To ensure all employees are aware of this policy and able to access the support they may need, Conversify will:
- Provide a copy of this policy to all employees
- Include the policy document and explanation as part of the induction process for all new employees
- Store an electronic policy in a location that is accessible to all employees and place printed copies in common areas
- Communicate the policy through relevant accessible channels
- Encourage employees to provide feedback about the policy
- Notify employees of any changes to the policy.

12. SAFETY AND SUPPORT

If you or a colleague is at significant risk of harm, please contact the police on 000 for emergency assistance. To contact and access specialist DFV support services, please visit our list here. If you are experiencing DFV or would like to have a conversation about any concerns, please reach out to your leader or HR.

13. MONITORING AND REVIEW

Conversify will monitor this policy on a quarterly basis for the first year with a review after 12 months. The policy will be assessed based on:

- Uptake of the measures included in the policy
- Organisational awareness of DFV
- Internal feedback from HR, leaders and employees
- Relevance to current legislation, resources and best-practice.