



DOMESTIC VIOLENCE AND THE WORKPLACE POLICY GUIDELINES

A RESOURCE FOR GOVERNMENT DEPARTMENTS

Contents

Introduction	3
Responsibilities	3
What is Domestic Violence?	5
Managers and Supervisors Supporting Employees Affected by Domestic Violence	7
What is a Workplace Domestic Violence Safety Plan?	10
When do I require a Workplace Domestic Violence Safety Plan?	10
What could be included in a Workplace Domestic Safety Plan:.....	11
Domestic Violence and Working from Home	12
Workplace Domestic Violence Risk Assessment	12
Controls.....	13
Training	14
Workplace Domestic Violence Safety Plan Review	14
Appendix Section	16
Appendix 1	17
Appendix 2	18
Appendix 4	20
Appendix 5	21

Introduction

These Guidelines have been created as a resource for Government of the Northwest Territories workplaces to recognize and respond to employees affected by domestic violence, and are intended to:

- Raise awareness about the dynamics of domestic violence and potential impacts on the workplace.
- Provide specific guidelines for managers and supervisors to help them support employees affected by domestic violence.
- Provide information to help keep employees safe and prevent domestic violence situations from escalating into a workplace hazard.

The dynamics of domestic violence are complex. It is important to note that this guide does not replace the services of trained professionals such as counsellors, victim support workers, law enforcement and legal counsel who may need to be involved.

Each circumstance is unique, and employees affected by domestic violence should be encouraged to use the resources that best suit their needs.

These Guidelines will also provide information on:

- Developing procedures for reporting domestic violence;
- Conducting a Domestic Violence Workplace Risk Assessment;
- Controlling general risks of domestic violence in the workplace; and
- Developing a Workplace Safety Plan to mitigate domestic violence risk to the workplace.

Responsibilities

Senior Management has the responsibility to:

- Ensure effective procedures are implemented to report domestic violence in the workplace.
- Support management with the implementation of the domestic violence safety plan in the workplace.
- Ensure confidential channels of communication are in place and that all information related to employees who report domestic violence, or informing other employees is on a need-to-know basis only.

Managers and supervisors have the responsibility to:

- Extend leave provisions as outlined in Article 21.09 of the Collective Agreement.
- Ensure site-specific safety plans are implemented at their workplaces, including implementation of any controls which have been identified and enforcement of any safety measures which are in place.
- Make themselves familiar with workplace safety hazards and risks in a domestic violence situation.
- Provide protection from hazards and risks relating to domestic violence in the workplace.
- Ensure a safe work environment.
- Ensure Domestic Violence Workplace Risk Assessments are conducted.
- Ensure a workplace safety plan is completed.
- Follow up with the employee with respect to the workplace safety plan and update as required.
- Ensure confidential channels of communication for all information related to employees who report domestic violence, informing other employees on a need-to-know basis only, and only to the extent

necessary to protect employee safety.

Employees are encouraged to:

- Disclose in confidence to their manager/supervisor regarding a domestic violence situation.
- Disclose any situation that threatens the safety of the workplace.
- Inform the supervisor/manager if they have applied for, or obtained, a restraining order or an emergency protection order.
- Apply for leave as outlined in Article 21.09 of the Collective Agreement (if applicable).
- Undertake safe work practices and procedures and participate in developing them.
- Report any hazards and risks to their supervisor regarding workplace domestic violence.
- Update their supervisor/manager on an as needed basis.

Employees who are witness to domestic violence in the workplace have the responsibility to:

- Take all reasonable precautions to protect their own safety.
- Encourage the employee to speak with their direct supervisor, or another management person whom they feel comfortable with, so that supports can be put in place to protect them in the workplace.
- Provide a listening ear, letting the employee know that their privacy will be respected and there will be no sharing of personal details about the employee's situation without their permission.
- Avoid any blaming or questioning language about the circumstances.
- Provide a list of available resources, including information about the Employee Family Assistance Program.

Managers are not qualified to help directly, but can help employee's connect with trained professionals.

How to Report Domestic Violence in the Workplace

The GNWT recognizes that employees experiencing domestic violence may be reluctant to report or disclose to their supervisor or manager. The GNWT encourages disclosure in order to protect the health and safety of the employee and others in the workplace. Disclosure enables the GNWT to better support the employee and provide links to appropriate professional services. A domestic violence situation can involve a current or former partner, and the perpetrator may be another GNWT employee.

Procedures on how to report:

1. The employee discloses to Supervisor.
2. The Supervisor extends available resources and leave provisions as identified in Article 21.09 of the Collective Agreement.

****if there is an immediate threat to safety, call 9-1-1 immediately.***

3. If applicable to the situation, the Supervisor discusses completing a Domestic Violence Workplace Risk Assessment with the employee.
4. The Supervisor and the employee discuss safe work practices and create a safety plan (if applicable).
5. The Supervisor and employee review the domestic violence workplace risk assessment and any assigned safe work practices and safety plan or workplace accommodations as required.

Non-disclosure

Keep in mind that an employee may choose not to disclose information about domestic violence during an

initial discussion. If this is the case, inform the employee that if they would like to discuss any matters that might be affecting them in the future, you are available to provide support.

What is Domestic Violence?

Domestic violence Domestic violence is connected to abuse of power and control, and to injustice based on sex, race, age, class, sexual orientation, and physical or mental ability. Individual history, family history, and current circumstances play a role in domestic violence. *Domestic violence* is known by many names: child maltreatment, child abuse, family violence, incest, child exposure to domestic violence, intimate partner violence, spousal violence, woman abuse, domestic violence, sibling abuse, parent abuse, elder abuse, and abuse of older adults.

Domestic violence can affect anyone, from any demographic: cultural, national and ethnic origin, socio-economic status, education, gender, age and physical or mental ability.

Domestic violence can take many forms: harassment, verbal abuse, threats, financial abuse, psychological abuse, emotional abuse, spiritual abuse, neglect, damage to property, injury to pets, physical abuse, sexual abuse, and homicide.

Domestic violence can happen between: current and former intimate partners (married and unmarried couples, including same-sex couples, and dating partners); a legal guardian or parent and

child; blood, marriage or adoptive relatives; and a live-in caregiver and care recipient.

Domestic violence hurts. It can cause physical and psychological harm. Domestic violence violates the victim's rights and freedoms. Domestic violence can also harm the healthy development of children and youth.

Domestic violence is a public health issue, a criminal justice issue, and a human rights issue.

The Effects of Domestic Violence in the Workplace

Domestic violence can have serious implications for the workplace, including:

- Reduced employee productivity and motivation
- Loss of focus, which can also lead to increased risk of injury
- Increased absenteeism
- Decreased employee morale
- Strained co-worker relationships
- Potential harm to employees, co-workers, and/or clients when a violent abuser enters the workplace

Domestic violence has serious impacts on the health of employees and their families. Physical

health effects include injury, disability, chronic pain, and problems related to alcohol and substance abuse. Impacts on mental health can include depression, post-traumatic stress disorder, and suicide attempts.

Signs of Domestic Violence

While it can be difficult to recognize, there are many signs that might indicate someone is experiencing domestic violence. You may notice that the person is less productive than usual or see changes in social behaviour. Being aware of potential signs of domestic violence can help you to respond in a helpful way.

Domestic violence can take many forms. An employee experiencing domestic violence might be late for work because their partner is:

- Hiding or stealing car keys or transportation money
- Hiding or stealing identification cards
- Failing to provide childcare
- Physically restraining or assaulting them before work

Although many of these signs are not exclusive to domestic violence, the following table provides some signs to be aware. You may notice others.

Work Productivity	Social Behaviour	Escalating Abuse
<ul style="list-style-type: none"> • Having trouble concentrating • Often arriving late • Missing work more frequently than usual • Less productive • Making excuses for poor work performance • Receiving frequent phone calls and emails from a partner 	<ul style="list-style-type: none"> • Behaving differently than usual • Appearing withdrawn and isolated • Engaging in fewer social activities than usual • Making last minute cancellations • Using drugs and/or alcohol to cope • Apologizing for a partner’s behaviour 	<ul style="list-style-type: none"> • Appearing flustered by incoming phone calls or emails from a partner • Trying to cover up bruises and scratches (e.g., wearing long sleeves or turtleneck tops in summer) • Showing signs of strangulation (this is a major risk factor for future homicide of women) • Receiving unannounced visits from a partner at work • Acting nervous when a partner shows up at the work place or they are followed to/from work by a partner

Managers and Supervisors Supporting Employees Affected by Domestic Violence

When an employee discloses that they are a victim of domestic violence, it is important to believe the employee. Do not judge. Acknowledge the courage it takes to talk about domestic violence.

No matter how terrible a situation sounds, victims of domestic violence are more likely to downplay their situation than to exaggerate it. They also tend to understate their fear. Take it seriously if someone tells you about an experience of domestic violence, or if they express fear.

Avoid giving personal advice. Domestic violence involves the perpetrator taking control away from the employee, so it is important not to engage in the same behaviour, even when the intention is to help.

Unfortunately, your personal advice may be unsafe since you will only know the parts of the story your employee feels comfortable sharing. A common piece of advice given to victims is to leave their partner but telling them to leave a relationship before they are ready and have safety measures in place can be dangerous. Rather than giving advice, you can provide support, information, and contact details for resources and trained professionals.

A common piece of advice given to victims is to leave their partner, but telling them to leave a relationship before they are ready and have safety measures in place can be dangerous.

Conversation Guidelines for Managers and Supervisors

- Listen and provide support. Tell your employee, *“Help is available. I am here if you need me and there are programs with special expertise that can help.”*
- Since it can be difficult to identify someone experiencing domestic violence, approach conversations with caution. Remember to bring up domestic violence only in a safe and private environment. You can start a conversation with statements such as:
 - *“I’m concerned about you. You’re such a good employee, you seem distracted and upset recently.”*
 - *“Sometimes when a person’s performance changes at work, it could mean they are experiencing difficulties in their personal life. Could this be happening to you?”*
- If the employee discloses abuse, be supportive, remain nonjudgmental when you ask questions. Be clear and be sensitive. You could ask:
 - *“What can we do to help you feel and be safer at work?”*
 - *“Has your partner ever threatened to come to work?”*

Show that you are supportive, remain non-judgemental when you ask questions, be clear, and be sensitive.

- *“Can I give you information about resources that can support you?”*

Certain statements might make employee feel like you don't believe them or that you are blaming them for allowing their situation to continue. Furthermore, experts advise that victims of domestic violence should not be encouraged to leave a relationship before they feel ready and have assessed that it is safe.

When talking to your employee, do **NOT** say things like:

- *“This is so hard to believe”*
- *“Things may get better with time”*
- *“I can't believe you put up with this”*
- *“Your partner just doesn't seem like that kind of person”*
- *“If you're still with the abuser, it must not be that bad”*
- *“You can't stay in this situation; you have to leave”*

Discuss individual needs and resources with employees experiencing domestic violence, such as:

- A flexible work schedule or adjusted workload so they can attend medical and legal appointments.
- Time off from the workplace.
- Personal safety planning for enhanced security.
- Discuss any existing protection orders such as restraining orders, peace bonds, or bail conditions.
- Keep lines of communication open.
- Follow up and monitor the situation.

Support Guidelines for Managers and Supervisors

- Offer to help employees experiencing domestic violence connect with local service providers — keep a list of victim support services on hand, including police, local victims' service and antiviolence programs, transition house programs (shelters), and other resources.
- Offer use of the GNWT's Employee Family Assistance Program (EFAP) at your workplace. Let your employee know that they can access this service for support.
- Respect your employees' privacy as much as possible without compromising workplace safety: every situation is different, and privacy issues must be addressed on a case-by-case basis.
- People experiencing domestic violence are most commonly referred to as victims or survivors. Asking what kind of language your employee is most comfortable using creates an opportunity to help them feel empowered, valued, and heard.
- Keep it confidential. If there is a threat to the workplace, tell your employee that you will only share the information on a need-to-know basis. If you do need to share information you can offer to do it only when your employee is present, or ideally allow them to share the information.
- Invite them to participate in creating a personal safety plan for their time at work (described below). They should also be encouraged to contact a local victim support program, such as Family Violence Prevention Services or Victim Services, to get additional information and support to create a personal safety plan with trained professionals.

Respect your employees' privacy as much as possible without compromising workplace safety

Upon learning or receiving a report that an employee is a perpetrator of domestic violence in the workplace:

You may be faced with a situation in which two employees are involved in a domestic violence situation with each other. This can be a highly volatile situation.

If the victim and perpetrator are both employees, appropriate action may include:

- Eliminating or minimizing the possibility of contact between the employees while at work
- (e.g., scheduling the workers on different shifts and keeping the employees schedule private)
- Offering appropriate referrals to both employees, such as giving them information about where they can get help.
- Develop a personal safety plan with the employee to address their needs at work.

What is a Workplace Domestic Violence Safety Plan?

A workplace domestic violence safety plan is established by the manager or supervisor along with the employee experiencing domestic violence. The goal of the safety plan is to minimize and, to the extent possible, eliminate the risk of domestic violence in the workplace.

The plan shall include procedures for assessing the risks, implementing appropriate mitigation strategies, and clearly identifying reporting procedures.

Point out that you are not qualified to help directly, but can help your employee connect with trained professionals

When do I require a Workplace Domestic Violence Safety Plan?

Workplace safety planning is a key priority when an employee advises their manager or supervisor that they are experiencing domestic violence. As a supervisor, you are not expected to be an expert in domestic violence, but you are responsible for protecting the health and safety of your employees within the workplace.

Communication between the supervisor and employee may identify others who will become involved in the safety plan process, such as the Director of the work unit, OHS representative, or other employees. Persons brought into the safety plan process, should be on a need-to-know basis only and strict confidentiality must be maintained.

To determine if a workplace domestic violence safety plan is required, supervisors must complete a [Workplace Domestic Violence Risk Assessment](#). If it is determined that there is a potential risk of domestic violence at the workplace, a workplace domestic violence safety plan shall be implemented.

[*An example of a Workplace Domestic Safety Plan is included in the appendix of this guide.](#)

“If you feel unsafe starting a conversation with someone experiencing or perpetrating violence, contact a professional for help.

What could be included in a Workplace Domestic Safety Plan:

- Making Emergency phone numbers readily available and accessible
- Ensuring the workplace is well lit and secure, in and outside the building
- Clarifying when the RCMP should be called
- Creating safe words so the employee can discreetly alert others to potential danger
- Providing resources and access to external resources when an employee discloses concerns about domestic violence
- Establishing clear communication procedures for the employee to report a threat at work
- Providing the perpetrator's photo or physical description to reception, security, and/or staff working nearby
- Screening the employee's calls to reduce harassment, or providing the employee with a phone that has caller identification and having another employee record the voice mail greeting
- Obtaining an emergency contact telephone number, other than the perpetrator's, in case the employee is late or absent from work
- Relocating the employee to another workstation away from windows and doors, or away from the place the perpetrator expects to find them. Relocating the employee to another worksite, if available
- Integrating strategies the employee already has in place to increase their safety

Domestic Violence and Working from Home

It is important that managers and supervisors check in with employees that are working from home.

Proceed with care when raising concern with an employee working from home that may be in a domestic violence situation. People using violence at home are likely to monitor their partner's interactions. Ways to check in with employees may include:

Just remember:
You're not expected to be an expert!
If you're worried about someone, know how to **Recognize, Respond and Refer.**

- Staying connected – chat often and regularly, advise they can talk to you.
- Take notes of any changes to work performance or their behaviour.

If you are concerned about their safety and wellbeing, invite the employee into the workplace to meet in person. An in-person meeting will allow you to speak with them about their safety and their personal situation.

Workplace Domestic Violence Risk Assessment

To determine risks of domestic violence in the workplace, follow the guidelines laid out in this section or follow the risk assessment guidelines listed in your Departmental Occupational Health Safety Program.

Note: All Workplace Domestic Violence Safety Plans must outline how the assessed risk is controlled and how any potential risks are or will be confidentially communicated to employees at the worksite.

This section will explain; when you need to complete an assessment, what workplaces and tasks you should consider, and the method of calculating risk.

A risk assessment is the foundation of any safety plan and will:

- identify who may be at risk and what that risk might be;
- determine whether existing control measures are adequate or if more should be done;
- prioritize the risks and control measures according to need; and
- provide a record of review of the risk.

When performing a risk assessment, each part of the workplace should be reviewed as well as the type of work and tasks employees complete. It is important to include the following to capture all the appropriate and necessary information in the assessment:

- Access control to the work area;
- Type of work performed;
- Design of the work area; and

- Consideration of applicable existing controls in place at the work area.

The risk assessment must also be maintained and kept current. It is recommended to review the completed risk assessment with the employee to ensure the plan stays up to date. A re-assessment should take place anytime new circumstances might introduce new risks to the workplace and employee.

Considering the information provided in this section, you can now conduct a domestic violence workplace risk assessment by following these steps:

1. Identify the source of the potential hazard (physical location of the employee and/or an activity the employee performs).
2. Assemble those to be involved (managers and employee, etc.) and review the current situation.
3. Develop a list of all the potential hazards associated with the workplace as it relates to the domestic violence situation.
4. Record all items which require attention on the risk assessment form or the forms associated with your Departmental OHS Program.
5. Analyze and rank each hazard relating to domestic violence in the workplace.
6. Identify all elements currently in place to mitigate the hazard. i.e. safe workpractices, training, etc.
7. Reassess the rank of each hazard considering the mitigation in place.
8. Identify if there are any gaps in what is currently being done and what else can be done to further mitigate the hazard.
9. Develop a list of existing controls and controls to be recommended and implemented, where necessary. [Sample form can be found in Appendix 4.](#)

Controls

Controls are the practical measures put in place to protect against domestic violence in the workplace. Once all the risks factors have been assessed, the next step is to develop and implement controls and a safety plan.

Workplace Design

The workplace is considered anywhere employees perform their work duties and goes beyond the typical office setting. Whether the workplace is a controlled building, a private business, a client's home or even the wilderness, they all are considered part of the workplace when employees are performing tasks within them.

Workplace design considers factors such as workplace lay-out, use of signs, locks, physical barriers, lighting, and electronic surveillance. Building security is one instance where workplace design issues are

very important. These factors can and should be considered for employees on approved remote work agreements.

Some examples of workplace design are:

- Positioning the reception area or service counter so that it is visible to fellow employees or members of the public passing by.
- Positioning office furniture so that the employee is closer to a door or exit than the client and so that the employee cannot be cornered.
- Installing physical barriers, e.g. pass-through windows or enclosures.
- Minimizing the number of entrances to your workplace.
- Using coded cards or keys to control access to the building or certain areas within the building.
- Using adequate exterior lighting around the workplace and near entrances.
- Strategically placing fences to control access to the workplace.

Workplace Practices

Work practices include all the things you do while you are doing the job. This includes our policies and procedures which run our day-to-day activities but also includes specific safe work plans/practices implemented in addition to policies and procedures. Some examples of work practices are:

- Following existing policy and procedures of job functions.
- Developing safe work procedures (SWP) for specific tasks associated with the work (ie. SWP on working alone, dealing with difficult clients, driving safety)

Training

Resources for Managers and Employees are available through [MyHR](#) and the [Online Managers' Toolkit](#).

Workplace Domestic Violence Safety Plan Review

The Domestic Violence safety plan shall be reviewed and appropriately updated if new or different types of information are brought forth.

References

Government of the Northwest Territories “Occupational Health and Safety Program” March 2023.

Canadian Standards Association. CAN/CSA-Z10003-13/BNQ 9700-803/2013 Psychological Health and Safety in the Workplace.

Collective Agreement between the Union of Northern Workers’, Article 21.09 Domestic Violence Leave.

Government of the Northwest Territories. Duty to Accommodate Injury and Disability Policy, 2017
https://www.fin.gov.nt.ca/sites/fin/files/resources/duty_to_accommodate_injury_and_disability_2017.pdf

Government of the Northwest Territories. Occupational Health and Safety Policy, 2017
https://www.fin.gov.nt.ca/sites/fin/files/resources/occupational_health_and_safety_policy_2017.pdf

Workers’ Safety and Compensation Commission “Working Alone” Code of Practice, September 2016. Accessed January 17, 2023.
<http://www.wscc.nt.ca/sites/default/files/documents/Working%20with%20Alone-%20English%20-%20NT%20and%20NU%20-%20September%2030%2C%202016.pdf>

Human Resources and Skills Development Canada, Violence in the Workplace –Prevention Guide. Accessed January 20, 2020. <https://www.canada.ca/en/employment-social-development/services/health-safety/reports/violence-prevention.html>

Canadian Centre for Occupational Health and Safety “Violence and Harassment in the Workplace – Family (Domestic) Violence. Retrieved on January 26, 2023
https://www.ccohs.ca/oshanswers/psychosocial/violence_domestic.html

Acknowledgment

- Portions of this publication have been adapted from [Ontario Ministry of Labour, Health and Safety Guidelines – Workplace Violence and Harassment: Understanding the Law](#) , [A workplace Violence Prevention Strategy for Nova Scotia – Promoting a Greater Awareness of Workplace Violence Prevention](#). And [Worksafe BC Addressing Domestic Violence in the Workplace – Handbook for Employers](#), and [Addressing Family Violence: A Guide for PEI Workplaces](#).

Appendix Section

List of Appendices

- Domestic Violence in the Workplace Risk Assessment Form
- Domestic Violence in the Workplace Rating Scores
- Domestic Violence in the Workplace Risk Assessment Form- Sample
- List of Controls
- Procedures for Reporting Domestic Violence in the Workplace
- Manager Resources
- Employee Resources

Appendix 1

Domestic Violence in the Workplace Risk Assessment Form

Completed By: _____

Employee affected: _____ Date: _____

****This risk assessment should be kept in a confidential location and shared only with those on a need to know basis***

(A) Nature of threat of Domestic Violence in the Workplace	(B) Threat of Domestic Violence in the Workplace Resulting From:	(C) What could happen if this threat of Domestic Violence occurred?	(D) Consequence	(E) Exposure	(F) Likelihood	(G) Risk Score
Against the employee experiencing the domestic violence	Stalking, phone threats, harassment, security breaches.					
Opportunistic	Working at night, walking to parking lot, access to washrooms, working alone					
Against the representative of the Department/Agency	Phone threats, stalking, security breaches, phone threats, harassment					
Other						

Instructions and Score Sheet

1. Complete this worksheet for each situation where an employee may be at risk for domestic violence in the workplace.
2. Review the types of action from column (A) and the examples in column (B).
3. In column (C) list what could happen if domestic violence occurred on our workplace.
4. Turning to the risk assessment scores in Appendix 2, list the score for the potential for domestic violence under column (D) consequence, column (E) exposure, and column (F).
5. Multiply the numbers in the column (D), (E), and (F) and put the resulting number in column (G) under the risk score.
6. For values of (G) lower than 1, the risk is acceptable. Between 1 and 100, the score indicates potential problems that must be further examined. Between 100 and 250, the score indicates problems that must be corrected. Scores higher than 250 indicate a problem that must be dealt with immediately.

Appendix 2

Domestic Violence in the Workplace - Risk Assessment Scores

CONSEQUENCES	
<i>Degree of Severity of Consequences</i>	<i>Rating</i>
<i>Catastrophic: numerous fatalities</i>	<i>100</i>
<i>Several fatalities</i>	<i>75</i>
<i>Fatality</i>	<i>50</i>
<i>Extremely serious injury or permanent disability</i>	<i>30</i>
<i>Disabling injuries, irreversible tissue damage, post traumatic stress</i>	<i>10</i>
<i>Minor cuts, bruises, irritations, minor damage, feeling of intimidation</i>	<i>2</i>
EXPOSURE	
<i>The Threat of Domestic Violence Occurs (in the workplace)</i>	<i>Rating</i>
<i>Continuously (or many times daily)</i>	<i>10</i>
<i>Frequently (approximately once daily)</i>	<i>6</i>
<i>Usually (from once per week to once per month)</i>	<i>3</i>
<i>Occasionally (from once per month to once per year)</i>	<i>2</i>
<i>Rarely (it has been known to happen)</i>	<i>1</i>
<i>Very Rarely (not known to have occurred but considered remotely possible)</i>	<i>.05</i>
LIKELIHOOD	
<i>The likelihood of a Threat of Domestic Violence, including the consequences</i>	<i>Rating</i>
<i>Is the most likely and expected result if no changes are made</i>	<i>10</i>
<i>Is quite possible, would not be unusual, has even a 50/50 chance</i>	<i>6</i>
<i>Would be an unusual sequence of events or coincidence</i>	<i>3</i>
<i>Would be remotely possible coincidence, it has never happened.</i>	<i>1</i>
<i>Extremely remote but conceivable possible, it has never happened before</i>	<i>.05</i>
<i>Very Rarely (not known to have occurred but considered remotely possible)</i>	<i>.05</i>
RISK SCORE	
<i>Consequences X Exposure X Likelihood</i>	<i>Score</i>
<i>High – Must be corrected immediately</i>	<i>>250</i>
<i>Medium – must be corrected</i>	<i>101-250</i>
<i>Low – Situation should be examined and may need to be corrected</i>	<i>1-100</i>
<i>Risk Acceptable</i>	<i><1</i>

Appendix 3

Domestic Violence in the Workplace Risk Assessment Form (SAMPLE)

Completed By: Sally Phillips, Manager

Employee affected: Joan M Date: February 28, 2023

**This risk assessment should be kept in a confidential location and shared only with those on a need to know basis*

(A) Nature of threat of Domestic Violence in the Workplace	(B) Threat of Domestic Violence in the Workplace Resulting From:	(C) What could happen if this threat of Domestic Violence occurred at the Workplace?	(D) Consequence	(E) Exposure	(F) Likelihood	(G) Risk Score
Against the employee experiencing the domestic violence	Stalking, phone threats, harassment, security breaches.	Harassment at the workplace from stalking	10	1	6	60
Opportunistic	Working at night, walking to parking lot, access to washrooms, working alone	Assault at the workplace as a result of working alone	30	0.5	10	150
Against the representative of the Department/Agency	Phone threats, stalking, security breaches, phone threats, harassment	Targeting the manager and harassing by phone	10	1	0.5	5
Other						

Instructions and Score Sheet

1. Complete this worksheet for each situation where an employee may be at risk for domestic violence in the workplace.
2. Review the types of action from column (A) and the examples in column (B).
3. In column (C) list what could happen if domestic violence occurred on our workplace.
4. Turning to the risk assessment scores in Appendix 2, list the score for the potential for domestic violence under column (D) consequence, column (E) exposure, and column (F).
5. Multiply the numbers in the column (D), (E), and (F) and put the resulting number in column (G) under the risk score.
6. For values of (G) lower than 1 the risk is acceptable. Between 1 and 100, the score indicates potential problems that must be further examined. Between 100 and 250, the score indicates problems that must be corrected. Scores higher than 250 indicate a problem that must be dealt with immediately.

Appendix 4

List of Controls Form

Position Details:			
Location:			
Completed By:			Date:
Potential Hazard	Existing Controls	Additional Controls Required	Comments / Recommended Follow-up

Appendix 5

Procedures to report Domestic Violence

