



## DOMESTIC VIOLENCE POLICY REVIEW CHECKLIST

Use this checklist if your organization has an existing personnel policy or workplace violence policy that addresses partner violence or a freestanding partner violence policy. See the sample policy template provided by STANDING FIRM for suggested wording in each section or if additions, deletions or other edits are deemed necessary for your policy.

NOTE: Although STANDING FIRM generally uses the term “partner violence,” the terms “domestic violence” and “intimate partner violence” are more typically recognized; we suggest that you chose one of those two terms for your policy.

An exemplar policy will have all the components listed here:

- Purpose or Introduction:** Describe here the reasons why your organization is developing/ implementing this policy and how domestic violence (DV) affects the workplace (disturbs employee well-being and productivity; affects workplace safety).
- Definitions:** All technical terms included in the policy must be defined in this section: survivor or victim, perpetrator, domestic violence, sexual violence, protection order/restraining order/protection from abuse order, workplace-related incidents, non-workplace-related incidents, workplace safety plan, etc.
- Persons covered by this policy:** Include here the notification that all persons employed by your organization in any role are subject to the policy. See sample policy for suggested wording.
- Statement of confidentiality:** Included here should be explicit information about how and when information revealed by employees will be held confidential and when it will not— particularly in situations of workplace threat. Review the information in your policy and in the sample policy provided by STANDING FIRM with your risk manager and/or legal counsel to make sure the wording corresponds to your organization’s procedures.
- Employer’s Responses to Violence:** This section should include explicit information for employees who are victims, employees who come forward with information or concerns about acts of violence perpetrated by an employee or about violence committed against an employee, and employees who commit acts of violence. Detail here how the organization will respond to each of these types of employees and situations, as well as what the

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11/5/17: STANDING FIRM provides this checklist to its employer members for the sole purpose of guidance in reviewing and upgrading their own policies. Any policy developed by an organization should always be completed with the advice of that organization’s own legal counsel.

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responsibilities are of employees in each of these situations. Be very specific about whose responsibility it is to give what information to whom and what the employer's range of responses may be when that happens. Be specific about the names and job titles of persons to whom reporting should be made.

Specifically, sections should include:

- **Responses to victims**: Statements about non-discrimination and non-retaliation; leave policies and other reasonable accommodations and assistance that the employer can/will provide; information about access to unemployment insurance benefits, if applicable; support that may/will be provided to employees; and, what will happen if an employee notifies the employer about an active legal protection from abuse or restraining order.
  - **Responses to reporting by employees with information about violence**: Statements about whether reporting of such information is requested or is required; statements about non-discrimination and non-retaliation toward employees who come forward with such information; actions that can be taken by employees who believe they have been discriminated or retaliated against after reporting such information.
  - **Responses to employees who commit violence**: Specific statements about what will happen if the employer learns that an employee has perpetrated violence or threats of violence, stalking, or harassment on company time or with company resources. Consider whether your organization will include such behavior that has taken place in the employee's off-work time. Consult your legal counsel for ramifications of the latter. Be specific about what the workplace consequences of such actions, after being confirmed by investigation, will be.
- Reporting a violation of this policy**: Indicate the name and job title of the person to whom an employee should report a violation of this policy. Make a statement of non-retaliation if employees come forward under this clause.
- Attachments**: Consider including the following attachments:
- List of local domestic violence resources and the national DV resource hotline number (1-800-799-7233 or TTY: 1-800-787-3224)
  - List of all other referenced or related workplace policies
- Considerations**:

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- If your organization conducts business across state lines, you may need to reference different states' and localities' laws and workplace protections
- If your organization is covered by the Family Medical Leave Act (FMLA), you will need to specify how taking FMLA leave will affect violence-related leave
- If your workplace is unionized, you will need to consider how this policy will work with provisions of your collective bargaining agreement.
- If an employee who reports any information covered above has a disability, you will need to consider how to incorporate the requirements of federal and state disability law(s).