

	HUMAN RESOURCES STANDARD OPERATING PROCEDURE DOMESTIC VIOLENCE SAFETY PLAN		S.O.P. #
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Prepared By: Human Resources		Reviewed By:	Approved By:

1. PURPOSE

The Town of Kingsville acknowledges that domestic violence can have serious and even lethal consequences. Behaviours such as emotional and psychological intimidation and harassment can be disruptive and harmful to the victim and can quickly turn into physical violence that may spillover to the workplace. This Standard Operating Procedure outlines the steps in developing a Domestic Violence Safety Plan for employees experiencing or at risk of experiencing domestic violence.

2. RELATED DOCUMENTS

Workplace Violence and Harassment Policy
 Workplace Violence and Harassment Program
 Domestic Violence Safety Plan Form

3. PROCEDURE

4.1 Setting-Up the Plan

The employee and the Workplace Violence and Harassment Coordinator (the Coordinator) will work together to develop a Domestic Violence Safety Plan using the Domestic Violence Safety Plan Form. It is important to deal with each situation on a case-by-case basis, taking into account the needs of the individuals involved.

4.2 Additional Support

Safety plans look at the steps that can be taken at different points in time or in various situations (when at work, while living with the aggressor, getting ready to leave, leaving, afterwards, protecting children and family pets). Creating a safety plan requires experience in risk and threat assessments and expert help should be solicited from services in the community including:

- **Hiatus House** 250 Louis Avenue, Windsor, Ontario N9A 1W2 Phone: (519) 252-1143, 24-Hour Crisis Line: (519) 252-7781, Toll Free: 1-800-265-5142 (519 area), TDD: (519) 252-2768, Email: admin@hiatushouse.com
- **The Welcome Centre Shelter for Women** 263 Bridge Avenue, Windsor, Ontario N9B 2M1, Phone: (519) 971-7595, Email: info@welcomecentreshelter.com
- **Assaulted Women's Helpline** 1-866-863-0511 (offer anonymous and confidential crisis support for abused women in Ontario in 1554 languages)
- **Shelternet** at www.shelternet.ca or 1-416-642-5463 (provide information for abused individuals, their family, friends and colleagues on a variety of topics, including finding shelter and safety planning)

4.3 Privacy

The Town of Kingsville has the duty to take every reasonable precaution to protect workers and that responsibility might outweigh the need for complete privacy.

The Coordinator will ensure that all communication will happen on a "need to know" basis and will be done with the highest level of respect and confidentiality.

If it is determined that some information needs to be shared, the Town of Kingsville will make every effort to first discuss with the employee to explain:

- Who needs to be informed and why;
- What information will be communicated;
- The expectations for confidentiality; and
- Consequences if confidentiality is breached.

3.4 Changes

If at any time the employee would like to update or change the safety plan he or she can request a meeting with the Coordinator.

4. REVISIONS / AMENDMENTS

No.	Date	Revision	Revision By

Questions regarding the Standard Operating Procedure are to be directed to the Human Resources Manager.