



## Policy: Domestic Violence – Effects in the Workplace

**ChildNet Number: CN 009.009**

**Original Approved Date: June 30, 2003**

**Policy Revised Date(s): May 13, 2010, June 16, 2010**

**Policy Sunset Date:**

**COA Standard(s): ASE 1.05, RPM 2.01**

### Statement of Policy:

ChildNet is committed to heightening the awareness of domestic violence, by providing guidance and support to its employees to address the occurrence of domestic violence and its effects in the workplace.

Board Chair Signature: \_\_\_\_\_

Date: \_\_\_\_\_

11/15/10



## Procedure: Domestic Violence – Effects in the Workplace

**ChildNet Number: CN 009.009**

**Original Approved Date: June 30, 2003**

**Procedure Revised Date(s): May 13, 2010, June 16, 2010, July 9, 2014**

**Procedure Sunset Date:**

**COA Standard(s): ASE 1.05, RPM 2.01**

### **Definitions:**

**Domestic Violence:** Any willful intimidation, assault, aggravated assault, battery, aggravated battery, sexual assault, sexual battery, stalking, aggravated stalking, kidnapping, false imprisonment, or any criminal offense resulting in injury or death of one family or household member by another family or household member. Domestic violence also means any crime, the underlying factual basis of which has been found by a court to include an act of domestic violence.

**Sexual Assault:** Causing another person to engage in a sexual activity by threatening or placing that person in fear. It also includes engaging in a sexual act with a person that is incapable of declining participation in or is communicating unwillingness to engage in that sexual act.

**Stalking:** When any individual willfully, maliciously, and repeatedly follows, harasses, or cyber stalks another person, and makes a credible threat with the intent to place that person in reasonable fear of death or bodily injury of the person, or the person's child, sibling, spouse, parent, or dependent, commits the offense of aggravated stalking, a felony of the third degree, punishable as provided in Section 775.082, Section 775.083, or Section 775.084, F.S.

**Victim:** An individual upon whom an act of domestic violence or repeat violence is committed.

**Batterer:** The individual who commits an act of domestic violence.

**Family or Household Member:** Spouses, former spouses, persons related by blood or marriage, persons who are presently residing together as if a family or who have resided together in the past as if a family and persons who have a child in common regardless of whether they have been married or have resided together at any time.

**Injunction for Protection against Domestic Violence:** A temporary or permanent injunction for protection against domestic violence issued by the court in accordance with Section 741.30, F.S.



**Injunction for Protection against Repeat Violence:** A temporary or permanent injunction for protection against repeat violence issued by the court in accordance with Section 784.046, F.S.

**Protective Order:** An order as defined by Section 741.30, F.S. or any other order that restrains an individual from contact with an eligible employee or the employee's minor child or dependent.

**Employee Assistance Program (EAP):** A program designed to provide assessment and referral to counseling for employees.

**Statement of Procedure:**

ChildNet takes steps to create a supportive work environment necessary to allow victims and perpetrators of domestic violence to seek the help necessary to stop violence in their lives.

- A. No person is denied opportunities for employment, benefits or advancement due to being a victim of domestic violence or repeat violence.
- B. An employee who is a victim of domestic violence is encouraged to contact his or her immediate supervisor and Talent Management so that appropriate measures may be taken to ensure the employee is treated with sensitivity and confidentiality. Employees who are victims of domestic violence are referred to the Employee Assistance Program (EAP). Employees who have been employed for three or more months may be granted up to three days of paid, job-protected leave in any 12 month period (see CN 009.067 Victims of Domestic Violence Leave for full details).
- C. Any medical information the employee provides is confidential communication between ChildNet and the employee, and any medical documentation is maintained in the employee's confidential medical record file consistent with state and federal laws.
- D. Any ChildNet employee who has concerns about his or her workplace safety as a result of any actual or threatened act of domestic violence, should notify Talent Management. Employees should make a written request for any changes or alterations to the workplace, including safety and security, that the employee feels are necessary.
- E. Any ChildNet employee who has committed an act of domestic violence, or is arrested for, convicted of, or issued a temporary or permanent domestic or repeat violence injunction for an incident of domestic violence, is subject to an investigation for findings and possible corrective action, up to and including termination.

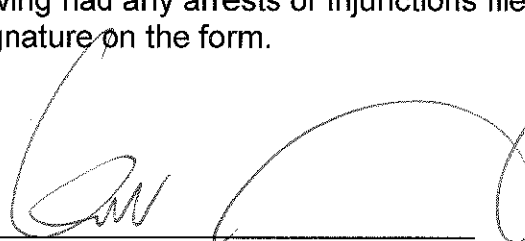


1. Allegations are investigated and considered on a case by case basis by the immediate supervisor, Talent Management, Manager/Director and the appropriate Senior Management.
  2. Employees who have committed an act of domestic violence are suspended from their position and access to ChildNet's buildings and computer systems is removed until the investigation is completed and the findings are determined. Unless otherwise authorized and approved by the CEO.
- F. This policy does not conflict with any state or federal law to the contrary, including, but not limited to, employees who (as a condition of employment) are subject to employee security checks pursuant to section 110.1127, F.S.

**Responsibilities:**

- A. Employees who are arrested or receive injunctions for protection against them are required to immediately report this information to their immediate supervisors and Talent Management. Failure to do so will result in disciplinary action in accordance with ChildNet's Applicant, Employee and Volunteer Background Screening Policy (CN 009.062).
- B. Supervisors are to immediately notify Talent Management of any arrest or injunction reported by an employee.
- C. Whether through self-reporting or other sources with appropriate documentation, once it is determined that an employee has committed an act of domestic violence, or is arrested for, convicted of, or issued a temporary or permanent domestic or repeat violence injunction for an incident of domestic violence, Talent Management engages legal counsel and the employee's supervisor, Manager/Director and the appropriate Senior Management and initiates an investigation for findings. Employees must abide within Florida Statute 435 in order to work for ChildNet. At any time, if findings show that an employee fails to meet the requirements of the statute, that employee is terminated within the requirements of the Statute. Unless otherwise authorized and approved by the CEO.
- D. Additionally, Talent Management provides the Background Screening Affidavit and Acknowledgment Form to employees annually; which indicates the employee's attestation of not having had any arrests or injunctions filed against them and obtains each employee's signature on the form.

**President Signature:** \_\_\_\_\_

  
\_\_\_\_\_

**Date:** 07-21-14