## Prepare

Consider taking these steps to make sure you’re prepared to manage workplace situations that involve family and domestic violence.

* Understand your legal obligations as an employer.
* Develop a workplace policy that supports employees experiencing family and domestic violence.
* Provide ongoing education and awareness about family and domestic violence in your workplace – for example, posters with contact information for support services in your community.
* Regularly review your workplace policies, safety plans and procedures.
* Create an open workplace culture that encourages communication and support to make it easier for employees to raise concerns.

## Respond

If you suspect an employee may be affected by family or domestic violence you can:

* Start a conversation
* Talk to them about their workplace entitlements and the options available to them, such as taking leave or accessing [flexible work arrangements](#_What_are_flexible).
* Discuss possible safety measures you could implement if the employee feels unsafe in the workplace, such as screening the employee’s incoming calls, blocking emails, changing a phone number, or changing working hours or location.
* Provide the employee with information on where they can get help.
* Take steps to ensure all disclosures and activities are kept confidential.

Remember, call 000 if someone is seriously injured or in need of urgent medical attention, if someone’s life is being threatened, or you’ve witnessed an incident

For more information and resources, download the full

Employer Guide to Family and Domestic Violence.[[1]](#footnote-1)

1. www.fairwork.gov.au/fdvguide [↑](#footnote-ref-1)