

Family and Domestic Violence Policy Overview

K1 Payroll Pty Ltd has implemented a Family and Domestic Violence Policy. The policy takes effect immediately.

What is the policy?

At K1 Payroll Pty Ltd, we seek to provide a safe and supportive environment for staff who are experiencing family and domestic violence. The Family and Domestic Violence Policy is designed to provide support to employees experiencing family and domestic violence.

Each employee is an important part of the K1 Payroll Pty Ltd team. The purpose of this policy is to inform employees of their avenues to seek support if experiencing family and domestic violence, and educating the wider employee base of the effects of such violence.

What do I need to do?

You need to carefully read through the Family and Domestic Violence Policy to make yourself familiar with the contents of the policy and with K1 Payroll Pty Ltd guidelines. You are expected to comply with this policy as amended and implemented from time to time.

Employees are expected to adhere to the Family and Domestic Violence Policy. Failure to comply with the policy may lead to disciplinary action including termination of employment.

Policy and further information

To the extent that the contents of the Family and Domestic Violence Policy refers to obligations on K1 Payroll Pty Ltd, they are guidelines for management or summaries of applicable legislative requirements only and are not contractual terms, conditions or representations on which a staff member may rely.

Your manager is available to assist with any queries you have relating to the policy which is detailed below.

Family and Domestic Violence Policy

What is family and domestic violence?

Family and domestic violence means violent, threatening or other abusive behaviour by a family member of an employee that seeks to coerce or control the employee and that causes them harm or to be fearful.

This type of abuse can take many different forms and is not only physical – but can include emotional, psychological, financial, sexual, or other.

Family and domestic violence can have serious impacts on a person's health and security as well as their performance at work.

Commitment to employee wellbeing

K1 Payroll Pty Ltd considers that family and domestic violence is unacceptable at home and in the workplace.

While family and domestic violence will usually occur outside the workplace, K1 Payroll Pty Ltd recognises that it will have a significant impact on the wellbeing of the individual experiencing the violence. Therefore, as part of K1 Payroll Pty Ltd's commitment to employee wellbeing and safety, K1 Payroll Pty Ltd is committed to ensuring that staff experiencing family and domestic violence are provided with support and flexibility as is reasonable in the circumstances.

What to do if you are experiencing domestic violence

An employee experiencing family and domestic violence may raise the issue with their immediate supervisor or the appropriate Human Resources (HR) contact. The supervisor may seek advice from HR if the employee chooses not to see the HR contact. Where requested by an employee, the HR contact will liaise with the employee's supervisor on the employee's behalf.

The supervisor, together with HR, will discuss what support can be provided to the employee including the employee accessing leave entitlements if required, and/or flexible working arrangements as set out in this policy.

Information to remain confidential

K1 Payroll Pty Ltd will take steps to ensure that information concerning any notice an employee has given, or evidence an employee has provided under this policy is treated confidentially, as far as it is reasonably practicable to do so.

However, where recording or making a disclosure of information regarding family and domestic violence an employee is experiencing is required to ensure the health and safety of employee/s, then information may be disclosed on a "need to know" basis in order to maintain safety in the workplace.

Where an employee becomes aware (even if inadvertently) about another employee experiencing family and domestic violence, that employee is strictly forbidden from disclosing such information to other persons. Further, the disclosure of such information may constitute unacceptable behaviour, harassment or bullying as per relevant policies. The consequences of a breach of this policy will vary depending on the type and seriousness of the breach and will be at the discretion of K1 Payroll Pty Ltd. Depending on the circumstances, K1 Payroll Pty Ltd may take disciplinary action against you up to and including termination. It will not be considered misconduct if the disclosure is made to protect the health and safety of the employee experiencing the violence.

Leave

An employee experiencing family and domestic violence is entitled to 5 days of unpaid leave per year to deal with the impact of that violence if, and when, it is impractical to do so outside of their ordinary

hours of work.

Employees experiencing family and domestic violence may also want to take other types of leave, such as annual leave. Depending on the circumstances, there may also be times when an employee experiencing family and domestic violence is entitled to paid sick leave.

K1 Payroll Pty Ltd may at its discretion require the employee to submit proof of family and domestic violence. Such evidence can be in the form of an agreed document issued by the police force, a court, a doctor, a district nurse, a maternal/healthcare nurse, a family violence support service or lawyer. A signed statutory declaration can also be offered by the employee as proof.

Requests for flexible working arrangements and other support

In order to provide support to an employee experiencing family and domestic violence and to provide a safe work environment to all employees, K1 Payroll Pty Ltd will consider requests for flexible working arrangements from employees experiencing family and domestic violence. Such request must be made in writing and will be responded to within 21 business days. Such requests will only be refused on reasonable business grounds.

Further, an employee may be referred to external support services where appropriate.

Safety

If an employee experiencing family and domestic violence is concerned for their safety in the workplace, the employee should immediately contact their manager, supervisor or HR.

If appropriate, special measures may be put in place as far as is reasonably practicable to ensure the safety of employees while at work.