I. Description

This policy is how UNC Health Care uses early intervention and prevention strategies in order to avoid or minimize the occurrence and effects of domestic violence in the workplace.

Table of Contents

I. Description ........................................................................................................................................... 1
II. Rationale ............................................................................................................................................... 1
III. Policy .................................................................................................................................................. 1
   A. Definition ........................................................................................................................................ 1
   B. Reporting Workplace Related Domestic Violence ........................................................................... 2
   C. Leave Use and Work Schedule Adjustment ................................................................................... 2
   D. Guidelines for Supervisors and Managers .................................................................................... 2
      When an Employee is a Victim ......................................................................................................... 2
      When an Employee May Be a Perpetrator ....................................................................................... 3
   E. Employee’s Responsibilities ............................................................................................................ 3
   F. Employee’s Failure to Cooperate .................................................................................................... 3
   G. Internal Resources .......................................................................................................................... 4
   H. External Resources ......................................................................................................................... 4
   I. Supervisor’s/Manager’s Responsibilities ......................................................................................... 4
IV. Related Policies ................................................................................................................................ 4
   A. Corrective Action Policy ................................................................................................................ 4
   B. Paid Time Off (PTO) Leave Policy .................................................................................................. 4
   C. Traditional Leave Policy ............................................................................................................... 4
   D. Unlawful Harassment Policy ......................................................................................................... 4
   E. Workplace Violence Policy .......................................................................................................... 4

II. Rationale

It is the policy of UNC Health Care to use early intervention and prevention strategies in order to avoid or minimize the occurrence and effects of domestic violence in the workplace. Domestic violence often follows the victim to his/her place of employment. For this reason it is imperative domestic violence situations are reported as outlined below.

The purpose of this policy is to heighten awareness of domestic violence and provide guidance for employees and managers to address the occurrence of domestic violence and its effects in our work environment. UNC Health Care does not penalize or discipline employees because they are, or have been, victims of domestic violence.

UNC Health Care’s priority is for safety. All employees, including probationary, temporary, contract and per diem employees are expected to comply with all provisions of this policy. Non-compliance with this policy could put both the institution and co-workers at risk and, accordingly, can be unacceptable personal conduct as defined by the Corrective Action policy.

III. Policy

A. Definition

Domestic violence is physically, sexually, and/or psychologically abusive behavior that a household member or dating partner uses to establish and maintain control over another
person. Such behavior can be violent or threaten violence, and may result in physical or emotional harm, or otherwise place a person's safety and productivity at risk.

B. Reporting Workplace Related Domestic Violence

When a supervisor or manager has firsthand knowledge that he/she has an employee who is involved in a domestic violence situation, the supervisor or manager must report this information to either Hospital Police or Employee Relations. There are no exceptions to this requirement.

Threats or assaults that require immediate response must be reported first to Hospitals Police at 966-3686 or 911 for an emergency response. Hospitals police respond to and assess each incident at the main hospital complex (Memorial, Children’s, Women's, and Neurosciences Hospitals, and adjacent facilities). Hospitals Police will consult with departments located away from the main campus and will coordinate investigation and/or response with local police agencies having immediate jurisdiction. All investigations of workplace violence incidents are coordinated with the department(s) initially involved, Employee Relations, and the local police (when applicable).

Any employee involved in a situation that has generated a court ordered restraining order (generally called a 50B Order) must report this to the UNC Health Care Police Department.

C. Leave Use and Work Schedule Adjustment

Employees who are victims of domestic violence may need time away from work or a modified work schedule to make arrangements for personal safety, or to obtain medical, legal or counseling services.

Employees should discuss their needs with their supervisor or department head and:

1. Be as clear about leave needs as possible, including the amount of time and/or the planned return to work date.
2. If time away from work is necessary, employees and supervisors should agree on a communication plan.
3. If necessary, employees should make alternate arrangements for receiving their paycheck.
4. Employees may also request that their parking situation or work hours be altered.
5. Provide their direct supervisor with the name and phone number of an emergency contact person.

For more information on use of leave, go to the employee’s leave type policy: Traditional Leave Policy or Paid Time Off (PTO) Leave Policy.

D. Guidelines for Supervisors and Managers

When an Employee is a Victim

1. Maintain the confidentiality of information that a victim of domestic violence may share. Information must be given to others who need-to-know in order to protect the organization.
2. Contact an Employee Relations Representative who can bring the necessary resources together to help evaluate risk and formulate an appropriate response or action plan.
3. Respect the victim's assessment of risk to self or others in evaluating the need for a workplace safety plan.
4. UNC Health Care recognizes the employee’s right to privacy and confidentiality. Confidentiality will be maintained on a need-to-know basis in order to protect the
employee and others in the workplace. Only in situations of extreme emergency, will the Domestic Violence Team’s decision making supersede the need for confidentiality. Decisions that are deemed to potentially lessen the organization’s at-risk exposure because of the employee/victim at-risk behavior, a member of the team will inform the employee in advance of the needed decision.

5. Be as flexible as possible in accommodating a victim's need for leave or work schedule adjustments, or changing parking area.

When an Employee May be a Perpetrator

1. If an employee who may be a perpetrator asks for help, refer the employee to an Employee Relations representative who can make referral to a certified domestic violence perpetrator’s treatment program.

2. Discuss any actual, reported or suspected improper conduct with Hospitals Police if criminal conduct is involved or Employee Relations for other inappropriate conduct to determine the course of action that is most appropriate. If it is determined that an employee who may be a perpetrator used UNC Health Care property, State property or time at work in perpetrating domestic violence or workplace violence, he/she may be found in violation of this policy and the Workplace Violence policy.

3. Document and maintain records of any time the employee may have used UNC Health Care resources such as work time, electronic communication technologies, mail, etc., to engage in harassing, threatening or abusive behavior.

E. Employee’s Responsibilities

1. Upon an employee’s notifying Hospitals Police or his/her supervisor of a domestic violence situation, a confidential mandatory meeting with members of the Domestic Violence Team (Hospital Police, Beacon, & Employee Relations) will be scheduled and the employee must attend this meeting.

2. During the meeting, the employee is expected to be open, and honest, and cooperate with team members and the employee’s supervisor when asked questions about the domestic violence situation.

3. The Domestic Violence Team recognizes questions asked during the meeting may be intrusive and sound insensitive, but the team’s objective is to assess the level of threat the perpetrator imposes upon the employee, coworkers, and the organization.

4. The employee will be assigned a social worker from the Beacon program, and the employee is required to advise the Beacon social worker of any and all changes in the domestic violence situation.

F. Employee’s Failure to Cooperate

1. If it is determined that an employee has intentionally provided the Domestic Violence Team with false information, or has raised a false claim of domestic violence, the employee will have violated this policy.

2. An employee refusing or resisting participation in a Domestic Violence Team meeting, or who participates in the Domestic Violence Team meeting, but refuses to provide valid and reliable information may be found in violation of this policy for placing coworkers and the organization at risk of potential harm.

3. If the Beacon social worker calls the employee and leaves a message requesting a call back concerning the domestic violence situation, the employee must comply with that request within a reasonable time frame (typically no more than twenty-four hours).
G. Internal Resources

Listed below are resources for employees and supervisors who experience, observe or otherwise may be affected by domestic violence.

Discuss your situation with one of the resources below and ask for help.

- Your supervisor or manager;
- An Employee Relations representative at 966-2261 or;
- A staff member of the Beacon Program 966-9314.

H. External Resources

Internet

http://www.nccadv.org
The North Carolina Coalition Against Domestic Violence.

Internet

http://www.nccasa.net/
The North Carolina Coalition Against Sexual Assault.

Hotline

National Domestic Violence Hotline staffed 24/7 at 1-800-799-SAFE (7233).

I. Supervisor’s/Manager's Responsibilities

1. Post information about domestic violence in the work area where employees can see it without having to request it.

2. Supervisors and managers are responsible for administering this policy according to the guidelines found herein. Failure to appropriately administer this policy will result in corrective action for the leader up to and including dismissal.

IV. Related Policies

A. Corrective Action Policy
B. Paid Time Off (PTO) Leave Policy
C. Traditional Leave Policy
D. Unlawful Harassment Policy
E. Workplace Violence Policy