

Leader Toolkit

Recognise the signs of Family and Domestic Violence (FDV)



We are **RESPONSIBLE** and **COLLABORATIVE** leaders.

We care for our people. We build trust, communicate and support each other.

Why use this tool

Many people think that Family and Domestic Violence (FDV) is a private matter, something that happens in the home. But abusive behaviours can easily cross the boundary between home and workplace.

Even if a team member does not mention FDV they may show signs, in the workplace, that indicate FDV.

If you observe a number of these signs, not just one, in a team member or colleague, then it could be a family and domestic violence related concern.

When to use this tool

When you see uncommon behaviour in a team member or colleague, or notice unusually disruptive behaviour from the team member's partner/family member and become concerned about a more serious problem.

How to use this tool

Become familiar with the signs of family and domestic violence.

Most of the signs are related to behaviours you might observe from the team member/colleague you are concerned about. The signs listed under "behaviours of the perpetrator" (shown in grey) are things you might observe in the partner/family member who is harming the employee.

Talk with your line manager or your People Business Partner to get help. Refer to the Family and Domestic Violence policy and support documents for more information.

Tips

- If you suspect that a team member might be struggling with family and domestic violence, **think about whether you're the right person to say something and how you will approach the conversation.**
- There are confidentiality limits around the disclosure of family and domestic violence. Do not report or talk about your suspicions to **anybody except your line manager or your People Business Partner**, unless there is an immediate safety risk. If that is the case, call emergency services.
- Family and domestic violence can raise safety risks for others in the workplace as well as for the team member experiencing it as there may be situations where perpetrators of FDV visit the workplace.
- As a leader, if a person's behaviour is affecting their or others' work, then you have an **obligation to address the issue.**

Recognise the signs of family or domestic violence



Work performance	Emotional behaviour and thoughts	Physical signs
<ul style="list-style-type: none"> • decline/inconsistent performance • poor concentration • increase in errors • takes longer to complete tasks, general slowness • time-obsessed or needing to always leave on time • needing time off beyond usual life commitments • constant requests for special accommodations such as requests to leave early or to change schedules 	<ul style="list-style-type: none"> • emotional distress and sensitivity • flatness • tearfulness/crying • depression • signs of anxiety • fearful- fear of job loss because of financial abuse (limited/lack of access to money) • seems scared that they are being watched, followed or controlled in some way • voices suicidal thoughts 	<ul style="list-style-type: none"> • visible injuries such as: <ul style="list-style-type: none"> ○ bruises, ○ black eyes, ○ broken bones, ○ hearing loss ○ marks, abrasions and/or scratches on their body that can't be explained are often attributed to "falls," "being clumsy," and/or "accidents." • clothing that is inappropriate for the season (long sleeves/ turtlenecks in summer or wearing sunglasses inside) • heavy makeup to cover up visible injuries
Withdrawal	Other behaviours	Behaviour of the perpetrator
<ul style="list-style-type: none"> • absenteeism without explanation • general quietness and tendency to keep away from others • lateness for work • elusiveness and preference for isolation • leaving early • submissive attitude • reduced social and collegial contact 	<ul style="list-style-type: none"> • denies harassment or injuries • makes excuses for the partner/family member perpetrating the FDV • apologises for the behaviour of the partner/family member perpetrating the FDV • reluctance to leave work- prefers to stay at work beyond what is reasonable • sensitivity about home life or hints of trouble at home (comments may include references to partner/family member's bad moods, anger, temper, and alcohol/drug abuse. • consistently makes last minute cancellations • unusual phone usage: <ul style="list-style-type: none"> ○ larger number of calls/emails/texts ○ strong reactions to those calls/text message ○ reluctance to respond to phone/text message ○ receiving constant upsetting communications 	<ul style="list-style-type: none"> • sends co-workers insensitive or insulting messages (usually intended for the colleague experiencing FDV) • constant questions to colleagues/manager or the employee about the employees whereabouts and the company • Partner/family member seems controlling over work schedule – (e.g. dropping off and picking up from work) • disruptive personal visits to the workplace by partner/family member (visiting workplace inappropriately) • delays and prevents the employee from getting to work (e.g. making the employee persistently late)

