



# Procedure 3.11A – Domestic and Family Violence Leave

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## 1.0 Application

This procedure applies to all employees of North Queensland Bulk Ports Corporation (NQBP).

## 2.0 Procedure

### 2.1 Purpose

To describe the Domestic and Family Violence leave available to employees of North Queensland Bulk Ports Corporation (NQBP) and the process for administering it.

### 2.2 Leave

An employee who is affected by domestic and family violence will have access to up to 10 days per year of paid leave. This leave type is available for employees who are affected by family or domestic violence.

### 2.3 Definition

Domestic and family violence occurs when one person in a relationship uses violence and abuse to maintain power and control over the other person. This can include behaviour that is physically, sexually, emotionally, psychologically or economically abusive, threatening, coercive or aimed at controlling or dominating the other person through fear. The reasons for accessing this leave may include but are not limited to attending medical, legal, police or counselling appointments; attending court and other legal proceedings; and organising alternative accommodation, care or education arrangements for the purposes of attending to matters arising from domestic and family violence or supporting the person affected by domestic and family violence.

Domestic and family violence is unacceptable in any setting including the workplace. Any employee who perpetrates violence and abuse from the workplace, including by telephone, fax, mail, email, internet or social media may be subject to disciplinary action.

### 2.4 Disclosure and Confidentiality

Employees have a right to choose whether, when and to whom they disclose information about being affected by domestic and family violence. However, this procedure does not override any legal obligations to disclose information.

Information disclosed by an employee in relation to domestic and family violence will be kept confidential, except to the extent that disclosure is required or permitted by law.

### 2.5 Supporting Documentation

An employee's access to leave and other support options will not be denied in the absence of supporting documentation. Any related communications must be conducted in a sensitive and non-judgemental manner. Any documentation sighted must be returned to the employee unless the employee requests otherwise.

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### 2.6 Employee Assistance

Employees, and their immediate family members, may utilise support from NQBP's Employee Assistance Program (EAP). The EAP offers free and confidential support services through face-to-face, telephone and online counselling. The EAP provider provides a variety of support services including; counselling, safety planning for home and work, referrals to community resources and information advising how an employee can seek help for themselves or others experiencing family and domestic violence.

### 2.7 Additional Leave

Leave in excess of 10 days per year may be granted where the Chief Executive Officer is satisfied that the employee requires leave because the employee is affected by domestic and family violence. The employee does not have to use other leave entitlements before accessing this leave. The employee may also access further paid or unpaid leave or other accrued time to attend to matters arising from domestic and family violence.

### 2.8 Process

Requests for leave are to be made with reasonable notice via Human Resources, and will be dealt with confidentially. The employee can make the request directly or via a supporting colleague. Any supporting documentation available should be provided with the leave request. This leave type will be subject to CEO approval. This leave can be taken as consecutive days, single days or a fraction of a day.

### 2.9 Other

Employees will be supported and encouraged to raise concerns about their personal circumstances, including whether domestic and family violence is a contributing factor to work performance and attendance.

Where necessary, NQBP will consider additional support and provide reasonable workplace and role adjustments for a period of time for staff impacted by domestic violence. Regular reviews and a return to work plan may also be required.

## 3.0 Governance Policy, Procedure and Legislative Framework

NQBP is a Government Owned Corporation and a port authority and is required to comply with its own policies, prescribed applicable legislation and State Government policies and procedures. This procedure should be read in conjunction with:

- (a) Policy 3 - Human Resource Management

## 4.0 Procedure Review Date

This procedure should be reviewed by 30 June 2018.

## 5.0 Definitions

**NQBP:** means North Queensland Bulk Ports Corporation Limited ACN 136 880 218

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