

# Kaupapa-here | Family Violence Policy

## Mō wai me te whānuitanga | Audience and scope

This Policy applies to Te Pūkenga Council members, Te Pūkenga advisory committee members and all employees of Te Pūkenga, including contracted staff, consultants and secondees providing services for Te Pūkenga, and those on fixed term contracts (collectively referred to as **Employees** in this policy document).

## Mokamoka whakaaetanga | Approval details

Version number	2	Issue date	1 June 2022
Approval authority	Te Pūkenga Council	Date of approval	30 May 2022
Policy sponsor (has authority to make minor amendments)	Director People, Culture and Wellbeing	Policy owner	Chief Executive
Contact person	Keri-Anne Tane	Date of next review	1 December 2023

## Ngā whakatikatika | Amendment history

Version	Effective date	Created/reviewed by	Reason for review/comment
1	1 April 2020		New policy
2	1 June 2022	Legal and Risk	High-level review and rollover pending confirmation of operating model and structure

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## Kaupapa-here | Family Violence Policy

### 1. Pūtake | Purpose

- 1.1. The purpose of this policy is to support employees who are victims of family violence.
- 1.2. If you are affected by family violence you will not be discriminated against or treated unfairly. Where possible, Te Pūkenga will protect the privacy of employees who are experiencing family violence.
- 1.3. All requests for family violence leave or short-term safety measures at work will be considered as a matter of priority.
- 1.4. Te Pūkenga defines family violence as physical, sexual, or psychological abuse.

### 2. Te Pae Tawhiti | Te Tiriti o Waitangi Excellence Framework

The Council of Te Pūkenga acknowledges that this Policy has been adopted while there is ongoing work being carried out to consider how Te Pae Tawhiti - Te Tiriti o Waitangi Excellence Framework should be fully embedded in the Policy. The Council notes that Te Pūkenga is still on its transition journey and, as it matures, this Policy and others will be reviewed to ensure they align with the new Operating Model and reflect Te Pae Tawhiti best practice.

### 3. Ngā Mātāpono | Principles

#### Leave

- 3.1. You can take up to ten days of paid domestic violence leave, in addition to annual leave and sick leave, if you are a person affected by family violence. A person affected by family violence is someone:
  - a) Against whom another person inflicts or has inflicted family violence; and/or
  - b) With whom a child ordinarily or periodically resides where that child is someone against whom another person inflicts or has inflicted family violence.
- 3.2. When considering an application for domestic violence leave, Te Pūkenga may ask for supporting information from the police, government departments, a health professional or a family violence support service. For example, this may include a police report, a medical certificate, Court documents, a report from a school or letter from a support organisation. This will be at the discretion of your manager.

#### Staff Training

- 3.3. A member of the People & Culture team will receive specialist training to provide appropriate referrals to specialist services for staff who are experiencing family violence.
- 3.4. All Te Pūkenga employees will be trained to become aware of the support available for family violence issues. We will continue to reinforce training and awareness of family violence at Te Pūkenga workplace.

### Short-term safety measures

- 3.5. If you are affected by family violence Te Pūkenga will work with you to put in place some short-term safety measures. This may include any or all of the measures below.
- 3.6. You are entitled to request short-term flexible working arrangements for the purpose of assisting you to deal with the effects of being a person affected by family violence. This includes but is not limited to:
- a) Flexibility in work hours and days of work.
  - b) Flexibility in duties at work.
  - c) Flexibility in place of work.
- 3.7. Such a request must be made in writing and submitted to your manager.
- 3.8. Short-term flexible working requests will be considered as soon as possible but no later than 10 working days of receiving the request. You shall be notified in writing of whether your request has been approved or refused.
- 3.9. A request may be refused on one or both of the following grounds:
- a) Proof of the employee being a person affected by family violence was requested and not produced within 10 working days of the employee receiving that request; or
  - b) The request cannot be accommodated reasonably on one or more of the following grounds:
    - i) inability to reorganise work among existing staff
    - ii) inability to recruit additional staff
    - iii) detrimental impact on quality
    - iv) detrimental impact on performance
    - v) insufficiency of work during the periods the employee proposes to work
    - vi) planned structural changes
    - vii) burden of additional costs, or
    - viii) detrimental effect on ability to meet customer demand.
- 3.10. A workplace safety plan will be developed between you and your manager. The plan might cover areas like:
- a) Stopping the person perpetrating the family violence from contacting you at work.
  - b) Giving you a car park close to the workplace door.
  - c) Re-routing payslips and changing bank accounts.
  - d) Designating a person to monitor attendance and follow up in the event of unplanned absences, including an appropriate emergency contact or potential code word to use in the event of danger.
  - e) Change of work phone number and email address.
  - f) GPS turned off on work cell phone.
  - g) Creating a “safe zone” if you and the person perpetrating the family violence are both employed in our business, to limit contact between the two of you at work.
  - h) Employing a security guard to be on site, if required.

### Referrals to support services

- 3.11. Specialist support services are available for those affected by family violence and those who want to stop using violence. Further information on this can be found:
- a) On the Ministry of Health Website: <https://www.health.govt.nz/our-work/preventative-health-wellness/family-violence-and-sexual-violence/family-violence-organisations-and-websites>
  - b) Are you OK: <http://www.areyouok.org.nz/> or 0800 456 450.
  - c) Shine: <https://www.2shine.org.nz/> or 0508-744-633.  
Man Alive: <https://www.manalive.nz/> or 0800 826 367.