

# Domestic Violence Concerns

If a member of your team discloses that she or he is in an abusive relationship, these steps may be helpful:

- 1. Listen.** Telling someone about abuse is often difficult. The person may be frightened or feel ashamed by the admission. It's important to be compassionate and express concern about the individual's welfare.
- 2. Protect privacy.** Ask for permission to notify company resources. Make it clear that this information will only be disclosed to the extent necessary to protect the safety of the workplace.
- 3. Stay focused on workplace issues.** Do not tell the person to leave the abuser or attempt to provide personal advice or assistance. Focusing on maintaining workplace performance and providing supportive resources is the best way to help someone regain emotional and financial independence.
- 4. Make a referral to LifeMatters.** LifeMatters can assist individuals who are affected by domestic violence in numerous ways, including:
  - Assessing the level of severity and risk to the person, her or his children or immediate family members, and the workplace
  - Educating the individual on the cycle of domestic violence
  - Developing a safety plan for home and work (if one is not already in place) and determining who should be notified about these measures

- Making referrals to supportive resources, such as legal assistance, shelters, advocacy groups, and relocation resources
- Providing financial consultation to help with repairing damage to credit, addressing debt issues, and budgeting on a single income

- 5. Consult with HR and other company resources.** HR can review company policy, notify security and medical staff, and provide information on any resources the company may offer. The LifeMatters Management Consultation Service is also available to provide guidance and assistance.
- 6. Schedule a private meeting with the person and representatives from other relevant departments.** Let the person know what company resources are available to provide assistance. If security recommends that the person's workstation be moved because of a threat, explain the reasons for the move and any resulting changes to her or his duties. Make it clear that this is a temporary measure to protect both workplace and individual safety and should not be considered a demotion. If the person is working from home, check in often. Encourage them to establish a safety plan.
- 7. Follow up.** Check in periodically to see how things are going and review any logistical issues stemming from schedule or location changes. Keep the focus on maintaining the individual's work performance.

The LifeMatters Management Consultation Service can provide 24/7/365 assistance with domestic violence concerns. Call anytime.

Call the **LifeMatters®** Management Consultation Service toll-free anytime. **1-800-634-6433**

Assistance with Life, Work, Family, and Wellbeing • 24/7/365

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Call collect to **262-574-2509** if outside of North America

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