

Workplace Safety Plan

Create a plan of action to help protect employees

Getting to and from the workplace

- ◆ Is the commute to and from work safe?
- ◆ Are the parking arrangements at work safe? Can the employee be given priority parking or a security escort from their car?
- ◆ Can someone walk the employee to public transit?
- ◆ Consider additional security measures for entering and exiting the workplace.

Office space safety

- ◆ Does the employee need a new work phone number or call screening system? Can his/her name be removed from phone directories?
- ◆ Is the employee's work area away from public access, stairs, and elevators? Can barriers be put between the entrance and the work area?
- ◆ What alternate escape route exists for use if the abuser comes to the workplace?
- ◆ Can a code word be established to alert staff about a potentially dangerous situation?

Leave and schedule issues

- ◆ Is there a need for leave time?
- ◆ Review the safety of childcare arrangements with the employee.
- ◆ Can the employee work from home, if it is safe?

Restraining orders

- ◆ Does the employee have a restraining order?
- ◆ Does the restraining order name the work site as a protected location?
- ◆ Can the employee provide a photo of the perpetrator to building security, or other identifying information, such as car type?
- ◆ Do others in the office need to know a restraining order exists? Do they know how to respond if an abuser shows up?
- ◆ Will the employee help the employer get a restraining order for the workplace if needed?

Emergency contact information

- ◆ What emergency contact information can the employee provide if needed?

Support

Support an employee or co-worker who is being abused

- ◆ Maintain confidentiality unless there is a safety risk, work policies require you to report, or as otherwise required to report by law.
- ◆ Let your colleague know that no one deserves verbal, emotional, or physical abuse.
- ◆ Listen. Don't judge or criticize.
- ◆ Let the employee know that you are concerned and want to be supportive.
- ◆ Help the employee create a safety plan.
- ◆ Allow the employee to make decisions. Do not try to solve the problem for him/her.
- ◆ Let the employee know about policies that provide protection.

This pamphlet is intended as a reference guide and is not a substitute for legal advice.

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City and County of
San Francisco
Mayor Edwin M. Lee



Department on the
Status of Women
Dr. Emily M. Murase



Domestic Violence and the Workplace

Information and
resources for
survivors of
domestic violence
and their colleagues

Department on the Status of Women
25 Van Ness Avenue, Suite 240
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415.252.2570 (phone) • 415.252.2575 (fax)
www.sfgov.org/dosw

Recognize

What is domestic violence?

Domestic violence is a pattern of abuse in which one partner in an intimate relationship attempts to take power and control over another. Domestic violence can occur in both opposite-sex and same-sex relationships and can happen to intimate partners who are married, living together, or dating.

Domestic violence may include:

Physical: Hitting, strangling, or pushing.

Emotional: Name calling, threats.

Financial: Preventing access to money.

Sexual: Any forced sexual activity.

Stalking: Following, constant calls/emails/texts, sending “gifts,” contacting friends or coworkers repeatedly, other harassing behaviors.

Signs an employee may be being abused

- ◆ Changes in behavior or work performance.
- ◆ Unexplained bruises.
- ◆ Unseasonable clothing, like long sleeves in the summer.
- ◆ Explanations that don’t add up.
- ◆ Tardiness or missed work.
- ◆ Isolation, unusual quietness, or anxious mood.
- ◆ Emotional distress, tearfulness, depression.
- ◆ Disruptive phone calls, emails, visits from partner.

If you are in an abusive relationship

There is support

You are not responsible for the abuse.

No one deserves to be in an abusive relationship. If you feel unsafe, it is not a healthy relationship.

Try to find a safe place.

If you feel unsafe, leave home or ask a family friend to stay with you. If you have no place to go, call a domestic violence shelter.

You can call the police.

Abuse is a crime. If you are being abused, you have a right to call the police.

Think about a restraining order.

A restraining order can order the abuser to stay away from you and can include orders for custody, support, and other safety precautions.

You are not alone.

There are people who can help you.

Know your rights at work

Employees can take time off for court proceedings, or for services related to the abuse: medical, counseling, domestic violence or rape crisis agency services, safety planning, relocation, or to obtain a restraining order.

You cannot be fired or retaliated against because you are a victim of domestic violence, sexual assault, or stalking, if you talk to your employer about your situation.

You have the right to reasonable accommodations at work for safety needs, such as a new work phone number, a transfer, or a different schedule if you are a victim of domestic violence, sexual assault, or stalking, and if you talk to your employer about your situation.

If you lose or need to quit your job to protect yourself or your family from domestic violence, you are entitled to receive unemployment insurance benefits.

Resources

City and County of San Francisco

Employee Assistance Program 800-795-2351

National Crisis Line

National Domestic Violence Hotline 800-799-SAFE (7233)

Local Crisis Lines

San Francisco Women Against Rape 415-647-7273
WOMAN, Inc. 415-864-4722

Emergency Shelter

Asian Women’s Shelter 877-751-0880
La Casa de las Madres 877-503-1850
Riley Center 415-255-0165

Legal Support

API Legal Outreach 415-567-6255
Bay Area Legal Aid 415-982-1300
Cooperative Restraining Order Clinic 415-255-0165
Justice & Diversity Center 415-989-1616

LGBTQ Support Services

Community United Against Violence 415-333-4357

Law Enforcement

San Francisco Police Department Special Victims Unit 415-553-9225
District Attorney’s Victim Services Division 415-553-9044

Batterer’s Intervention

Glide 415-674-6195
POCOVI (Spanish) 415-552-1361
San Francisco Bay Counseling 415-759-9500
WOMANALIVE 415-861-8614

In addition to the domestic violence services listed above, Looking to End Abuse Permanently (LEAP) has a variety of resources available on its website:

www.leapsf.org