

Domestic Violence and the Workplace

When a Staff Member Is a Victim of Domestic Violence

OKDHS is committed to supporting staff members who are experiencing domestic violence. Domestic violence can be a workplace issue that may affect employee safety, productivity, and well-being.

If a staff member discloses that they are a victim of domestic violence:

- **Confidentiality:** All disclosures will be treated with the highest degree of confidentiality, consistent with safety protocols.
- **Reporting:** The employee is encouraged to report concerns to their supervisor and Risk and Safety Management, particularly if they feel their safety is at risk while at work. [Workplace Violence Incident Report](#)
- **Safety Planning:** Supervisors will work collaboratively with the employee to develop a workplace safety plan, which may include adjustments to the work schedule, work location, parking arrangements, or security escorts.
- **Support Services:** Referrals may also be made to the [Employee Assistance Program \(EAP\)](#) and community domestic violence resources.
- **Protective Orders:** [Per OKDHS:2-15-52. Workplace Violence policy](#), an employee who has applied for or obtained a protective order must immediately notify his or her supervisor. The supervisor facilitates enforcement of the order within the employee's workplace for the protection of the affected employee and those in the workplace.
- **Continuing Safety Measures:** If the parties reconcile, please maintain all existing safety measures put in place to ensure everyone's continued safety.

When A Staff Member Discloses That They Are a Victim:

1. **Listen without judgment** – thank them for trusting you.
2. **Prioritize safety** – if there is an immediate threat, contact Risk and Safety Management or law enforcement if the risk is imminent.
3. **Support accommodations** – Work to provide:
 - Flexible schedule or remote work options
 - Parking/security escorts
 - Temporary location change
4. **Refer to resources:**
 - Employee Assistance Program ([EAP](#)) 1.800.234.0630
 - Local Programs or Safeline 1.800.522.SAFE (7233) ([Purple Ribbon Website](#))
5. **Explore a Protective Order-** if safe to do so.
6. **Document facts** – keep notes only as needed and maintain securely.

Workplace Safety Planning Checklist
To Complete Collaboratively with Employee

Work Schedule & Location

- ☐ Adjust work hours (arrival/departure times)
- ☐ Consider remote work or hybrid options
- ☐ Change in work location

Arrival, Departure & Parking

- ☐ Identify safest parking location
- ☐ Arrange escort to/from vehicle

Workplace Access & Security

- ☐ Notify security/reception (as appropriate)
- ☐ Provide photo/name of individual of concern (if safe)
- ☐ Review building access restrictions
- ☐ Establish visitor protocols or alerts

Communication & Emergency Planning

- ☐ Identify a workplace point of contact
- ☐ Establish a code word/phrase for help (if appropriate)
- ☐ Review emergency procedures (who to call, where to go)
- ☐ Ensure updated contact information

Ongoing Support

- ☐ Provide EAP and domestic violence resources
- ☐ Discuss protective order (if safe)
- ☐ Schedule follow-up check-ins
- ☐ Reassess and update plan as needed

7. Important Reminders for Supervisors

- ✓ Let the employee guide what feels safe and helpful
- ✓ Do not require actions, only offer options
- ✓ Keep all information confidential and secure
- ✓ Safety plans should be flexible and revisited

Staff Member Experiencing DV Fails to Report to Work

1. Pause & Consider Context

- ☐ Is the employee known to be experiencing domestic violence?
- ☐ Is this absence unusual or out of character?
- ☐ Are there any known safety concerns or recent escalations?

2. Attempt Safe Contact

- ☐ Call the employee (leave a neutral voicemail if no answer)
- ☐ Send a brief, non-alarming text or email

Example:

"Hi [Name], just checking in, we want to make sure you're okay. Please let me know when you can."

- ✓ Avoid mentioning DV in messages
- ✓ Do not share sensitive details in voicemail/text

3. Use Established Safety Plan (If One Exists)

- ☐ Follow any pre-identified communication preferences
- ☐ Use agreed-upon emergency contacts or code words (if applicable)

4. Wellness Check Consideration

- ☐ If there is **reasonable concern for immediate safety**, request a welfare check through local law enforcement
- ✓ This should be used thoughtfully and based on known risk factors
- ✓ Consider potential safety implications before initiating

5. Document & Follow Up

- ☐ Document attempts to contact and actions taken
- ☐ Keep information factual and secure
- ☐ Reconnect with the employee when they return
- ☐ Revisit and update the safety plan as needed