



Domestic Violence in the Workplace Policy

October 2010

PURPOSE

The Diocese of Paterson (the "Diocese") is committed to the health and safety of our employees.

Domestic Violence is a leading cause of injury to women in this country. The purpose of our Domestic Violence Workplace policy is to raise awareness of domestic violence; provide support, when appropriate, to employees experiencing domestic violence; give guidance to pastors, principals and supervisors on addressing the occurrence of domestic violence and its effects on the workplace; and create a safer work environment.

DEFINITIONS

Domestic violence is a pattern of coercive behavior that is used by one person in an intimate relationship to gain power and control over another. Domestic violence includes physical, sexual, emotional, psychological, and financial abuse. Some examples of coercive behavior are the following: hitting, punching, shoving, stabbing, shooting, slapping, threatening behavior, name calling, humiliating in front of others, controlling what one wears, says, and does, controlling the financial decisions, stalking, destroying or attempting to destroy property, and using children to control. Domestic violence occurs between people of all racial, economic, educational, and religious backgrounds, in heterosexual and same sex relationships, living together or separately, married or unmarried, in short-term or long-term relationships.

The batterer, perpetrator, or "abuser" is the individual who commits an act of domestic violence as defined above.

The survivor or "victim" is the individual who is the subject of an act of domestic violence.

OUR POLICY

Education and Support for Employees who are Victims of Domestic Violence

The Diocese will attempt to make available appropriate information, referrals, and resources to victims and other employees. The Diocese will provide support through our Employee Assistance Program and Human Resources personnel, as well as through referrals to community agencies. We encourage all employees to take advantage of these resources.

Employee Assistance Program

We have an Employee Assistance Program that has professionals trained to handle domestic violence cases. These professionals provide counseling, support, and referrals. In addition, our Employee Assistance Program is a resource for employees wanting to learn more about domestic violence or find out how to help a friend, family or coworker. To contact these resources call the following numbers or log on to the website:

- Employee Assistance Program: 1.888.293.6948 or www.horizoneap.com (Website Login ID: standard; password: eap4u)

Human Resources and the Domestic Violence Response Team (DVRT) Personnel

Human Resources and the DVRT are also a resource for employees. When appropriate, available, and permissible, personnel from Human Resources or the DVRT can assist victims in a number of ways, including but not limited to:

- Developing a safety plan for the workplace
- Assigning special parking spots
- Escorting people to and from their cars or other points of transportation
- Screening telephone calls and removing an employee's name from automated telephone directories
- Working with local law enforcement to enforce restraining orders on company property
- Relocating an employee's workspace to a more secure area
- Having paychecks delivered to another location
- Changing benefits to the victim's own name
- Saving any threatening emails
- Allowing time off so that employees can seek safety and protection, attend court appearances, arrange for new housing, attend counseling, receive medical care or take care of other appropriate matters
- Arranging for flexible hours and short-term leaves of absence with the guarantee in most cases of a position upon return
- Corporate Security is available twenty-four (24) hours a day and seven (7) days a week. Any communication with Human Resources and Corporate Security will be kept confidential to the fullest extent possible. Others will be informed only on a need to know basis for the security of the victim, other employees, and the workplace.

To contact the DVRT call the following numbers:

- Dennis Butler, Chief HR & Compliance Officer, 973.777.8818 x241 or 201.874.6574
- Joan Valk, HR Director, 973.777.8818 x277
- Peggy Zanello, Victim Assistance Coordinator 973-879-1489
- Ken Mullaney, General Counsel, 973.777.8818 x259
- Rev. Geno Sylva, 973.777.8818 x291
- Rev. Msgr. Raymond Lopatesky, 973.777.8818 x713

- Dr. Mary Mazarella, 973.777.8818 x269
- Marie Ryan, 973.777.8818 x264

Community Agencies

The Diocese encourages victims and other employees to contact community agencies for resources and referrals. Many provide free services for safety planning, counseling, support groups, shelter, and legal assistance. To contact these resources and receive referrals call the following numbers, which are available twenty-four (24) hours a day and seven (7) days a week:

- National Domestic Violence Hotline 1-800-799-SAFE (7233)
- NJ Domestic Violence Hotline 1-800-572-SAFE (7233)

The Diocese will not discriminate against domestic violence victims or employees perceived as domestic violence victims in hiring, firing, staffing, or other terms, conditions, or privileges of employment.

The Diocese is aware that domestic violence victims may have performance problems such as chronic absenteeism, tardiness or lower productivity as a result of domestic violence. When addressing performance and safety issues, the Diocese will make reasonable efforts to consider all aspects of the employee's situation and, to the extent possible, utilize reasonable options to help resolve the performance and/or safety problems. If reasonable attempts to resolve the performance and/or safety problems are unsuccessful, the Diocese may have to take appropriate action.

Temporary or Permanent Protective/Restraining Orders

Any employee who obtains a temporary or permanent order of protection from a court, which lists an employee's Diocesan work locations as protected areas, must provide Diocesan Human Resources with a copy of the petition and court order. In addition, the employee needs to provide Diocesan Human Resources with the following information on the abuser: a photograph picture or a physical description, description of automobile and license plate number, and any other information needed for the security of the workplace.

The Diocesan Human Resources contact for protective or restraining orders is:

Dennis Butler, SPHR
Chief Human Resources and Compliance Officer
Diocesan Pastoral Center
777 Valley Road, Clifton NJ 07013
Tel: 973.777.8818 x241 or 201.874.6574
Fax: 973.777.4928
Email: dbutler@patersondiocese.org

Employees who Commit Acts or Threats of Domestic Violence

Any employee who commits acts/threats of domestic violence at the workplace or while using workplace resources, will be subject to disciplinary action, which may include but is not limited to dismissal. If appropriate, law enforcement will be contacted, which may result in arrest, criminal charges, and/or prosecution. Workplace resources include such things as telephones, fax machines, computer equipment/systems, e-mail, mail, automobiles, pagers, office supplies, and photocopy machines.

Some job positions may give an employee access to certain types of information or resources that could be used in a harmful way against a victim of domestic violence. If an employee intentionally uses this access to enable an abuser to harm/contact a victim, the employee and abuser, if an employee, will be subject to disciplinary action, which may include, but is not limited to, dismissal. If appropriate, law enforcement will be contacted, which may result in arrest, criminal charges, and/or prosecution.

The Diocese recognizes that abusers also need assistance and resources. We will provide, when appropriate, referrals to our Employee Assistance Program and/or Batterers' Intervention Programs, defined as programs designed to eliminate violence in intimate relationships, stop other forms of abusive behavior and increase victim safety.

Law Enforcement and Legislation

The Diocese will cooperate to the fullest extent legally possible with law enforcement and other appropriate government agencies. In addition, this policy shall be interpreted and applied in accordance with all applicable local, state or federal laws.