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| ***REPLACE WITH YOUR MASTHEAD*** | | |
| **VFIS logo black JPG** | **SOG Title:** | |
| **SOG Number:** | |
| **Original Date:** | **Revision Date:** |
| **ABC Fire Department General Operating Guideline** | | |

**Domestic Violence**

***This is a sample of a standard operating guideline (SOG) on this topic. You should review the content, modify as appropriate for your organization, have it reviewed by your leadership team and if appropriate your legal counsel. Once adopted, make sure the SOG is communicated to members, implemented and performance monitored for effective implementation.***

**Policy:**

An employee, who is a victim of (e.g., domestic violence, sexual assault, or stalking), may take time off to obtain judicial relief or to help maintain the health, safety or welfare of the employee or his or her child, (including to obtain counseling). Time off will be unpaid.

If you need time off because of (e.g., domestic violence, sexual assault, or stalking), you should notify your supervisor as soon as possible so that your absence may be accommodated. If advance notice is not possible, you must provide appropriate written certification of the reason for your absence upon your return to work.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will make all reasonable efforts to maintain the confidentiality of any employee requesting time off on account of (e.g., domestic violence, sexual assault, or stalking).

**Purpose:**

To help maintain the health, safety and welfare of employees/members.

**Scope:**

This applies to all organization personnel.

**Procedure:**

**Reporting Threats, Suspicions, Concerns and Acts of Violence, Whether Domestic or Other**

Employer prohibits all forms of violence and threats of violence.

Should life-threatening violence occur in the workplace, at a work event, or anywhere you perform your job duties, call (e.g., 911, law enforcement), and remove yourself from the threat immediately.

If you witness an act of violence using deadly or potentially deadly force, call (e.g., 911, law enforcement) and, if possible, inform (e.g., your manager, your supervisor, Human Resource Department, Personnel Department, Safety Department, Security Department) at once, so long as you can do so without placing yourself or other workplace participants at risk.

If you have a reasonable suspicion that an act of violence is about to occur, call (e.g., 911, law enforcement) and, if possible, inform (e.g., your manager, your supervisor, Human Resource Department, Personnel Department, Safety Department, Security Department).

If you are aware of any possible threat of workplace violence, you are required to report what you know as soon as possible to (e.g., your manager, your supervisor, Human Resources Department, Personnel Department, Compliance Department).

If you have concerns that an employee or other workplace participant may commit an act of violence, or if you have heard rumors of potential violence from employees or others who interact with your workplace, you should contact (e.g., your manager, your supervisor, Human Resource Department, Personnel Department, Safety Department, Security Department, 911, law enforcement).

**Reporting Violations of This Policy:**

If you know of or suspect a violation of this policy, you must report it immediately to (e.g., your manager, your supervisor, Human Resources Department, Personnel Department, Compliance Department).

If you do not feel comfortable reporting as listed above or if you did report and are not satisfied with the response, then you should direct your report or dissatisfaction to (e.g., Human Resources Department, Personnel Department, Compliance Department).

Please note that you are not required to confront the person or persons who have given you reason to report. Discussing or reporting acts that you believe violate this policy to any person not listed above does not constitute a report.

**Retaliation Prohibited:**

Retaliation can include, but is not limited to, harassment, discrimination, bullying or any other unfair treatment or abuse of power.

If you believe you are being subjected to retaliation for reporting a violation of this policy, or participating in an investigation of a violation of this policy, you should report the retaliation immediately in the manner provided above. Please note that you do not have to confront the person who is the source of the retaliation before reporting, but to help prevent retaliation from continuing, you must report it.

Any employee or workplace participant, who retaliates against another employee or workplace participant for making a good faith report of a violation of this policy, or for assisting in an investigation of a violation of this policy, is subject to discipline or termination. Retaliation can include, but is not limited to, harassment, discrimination, or other unfair treatment or abuse of power.

**Workplace Investigations:**

A report of retaliation for reporting a violation of this policy or a report of a violation of this policy that is made to those listed above will result in an appropriate investigation of the allegations. (Employer) may use third parties to investigate allegations. All employees and workplace participants have a responsibility to cooperate fully with any investigation. The interviews, allegations, statements, and identities will be kept confidential, on a need-to­ know basis, consistent with the law and the investigation process and goals.

Unreasonable refusal to participate in an investigation may lead to discipline, including termination.

Those found to have violated this policy or to have retaliated against another in violation of this policy are subject to discipline including, but not limited to, termination, consistent with the law, the results of the investigation, the severity of the conduct, and the person's employment history, including any similar reports of prior violations and/or retaliation.

**Knowingly False Reports Prohibited:**

Any employee or workplace participant who makes a knowingly false report of a violation of this policy or retaliation will be subject to discipline, including termination.

**Questions About This Policy:**

If you have questions, suggestions or concerns about this policy, you should direct them to (e.g., your manager, your supervisor, Human Resources Department, Personnel Department, Compliance Department).

If you feel uncomfortable discussing your questions, suggestions or concerns about this policy with (e.g., the person, the persons, the department) listed above, you can direct them to the (e.g., Human Resources Department, Personnel Department, Compliance Department, or the President, CEO, owner).

***This is a sample guideline furnished to you by VFIS. Your organization should review this guideline and make the necessary modifications to meet your organization’s needs. The intent of this guideline is to assist you in reducing exposure to the risk of injury, harm or damage to personnel, property and the general public. For additional information on this topic, contact your VFIS Risk Control representative.***

**References:**

Vfishrhelp.com 7.2.2 Domestic Violence