

## Domestic Violence Leave Policy

The company is committed to offering support to all employees that are subjected to domestic violence and abuse. There is no minimum service required to qualify for statutory domestic violence leave. For this policy and in line with the Work Life Balance and Miscellaneous Provisions Act, domestic violence and abuse is defined as: violence, or threat of violence, including sexual violence and acts of coercive control committed against an employee or a relevant person by another person.

Support is available to employees who have been or are being subjected to domestic violence and abuse, or where the employee is supporting a relevant person. The purpose of this policy is to:

- Provide for a period of paid time away from work for an employee who has experienced, is experiencing or is at risk of experiencing domestic violence and abuse.
- Promote a workplace culture that facilitates disclosures of domestic abuse.
- Support employees through a range of policy provisions, including paid leave.
- Support employees subjected to domestic violence and abuse in maintaining employment.
- Promote a safe work environment for all staff.

For the purposes of eligibility for domestic violence leave the 'other person' must:

- Be the spouse or civil partner of the employee or relevant person,
- Be the cohabitant of the employee or relevant person,
- Be or have been in an intimate relationship with the employee or relevant person, or
- Be a child of the employee or relevant person who is of full age and is not, in relation to the employee or relevant person, a dependent person.

A 'relevant person' in relation to an employee is:

- The spouse or civil partner of the employee,
- The cohabitant of the employee,
- A person with whom the employee is in an intimate relationship,
- Be a child of the employee or relevant person who is of full age and is not, in relation to the employee or relevant person, a dependent person.

### Entitlement

All employees of the Company are entitled to a total of 5 days paid Domestic Violence Leave days in any 12-month period in cases where the employee or a relevant person has previously experienced or is currently experiencing, domestic violence.

The purpose of the Leave is to enable the employee to conduct one of the following in relation to themselves or the relevant person:

- (i) seek medical attention;
- (ii) obtain services from a victim services organisation;
- (iii) obtain psychological or other professional counselling;
- (iv) relocate temporarily or permanently;
- (v) obtain an order under the Domestic Violence Act 2018;
- (vi) seek advice or assistance from a legal practitioner;
- (vii) seek assistance from the Garda Síochána;
- (viii) seek or obtain any other relevant services.

Any part of a day on which an employee is absent due to Domestic Violence Leave will be considered one full day towards the total of 5 allowable. An employee will be entitled to receive their normal daily rate of pay for any day which has been classified as Domestic Violence Leave.

Where an employee takes a day of Domestic Violence Leave, they must, as soon as is practical, confirm in writing to their manager that the Leave was taken and the related dates. All information regarding domestic violence will be kept confidential and shared on a need-to-know basis only and ideally with the consent of the employee concerned, e.g information may be shared with colleagues who need to implement a workplace safety plan or with administrative staff dealing with domestic violence/special leave. Only information necessary to carrying out those roles/ tasks will be shared.

- Details of agreed workplace safety plan
- Administrative data such as approval of domestic violence/special leave
- Details of abuse occurring in/near the workplace or using workplace equipment (The above records will be stored securely, kept strictly confidential, and retained only for as long as necessary)

Colleagues to whom a disclosure is made (initial or as part of risk management) are required to keep confidentiality. Improper disclosure of information may be subject to disciplinary action. There are limited occasions where confidentiality cannot be maintained.

These are:

- Where there is a requirement under law.
- When ordered by a court.
- Where it is necessary to share the information to protect the safety of employees and/or the public.

In these circumstances, the employee will be informed of the reasons why confidentiality cannot be maintained, the information will be shared on a need-to-know basis only, and care will be taken to ensure that the sharing of information does not put the employee at greater risk. In any of these instances where confidentiality cannot be maintained, the employee will be encouraged to contact a specialist domestic abuse service for support.

Should an employee wish for the Company to maintain records within the workplace of any form of abuse, including stalking or harassment of the employee, then the Company can do so at the employee's request. Only at the employee's request will records be retained. All records will be stored securely and kept strictly confidential should the employee decide to seek redress through the justice system at a later stage.

Where domestic violence and abuse is committed in the workplace, disciplinary procedures may be invoked with potential sanctions up to and including dismissal, according to Dignity Work policy and the Company's Disciplinary Policy

Employees who knowingly facilitate domestic violence, for example by providing access to equipment or information in respect of another employee, such as contacts/location/shift pattern, will be subject to disciplinary procedures.

Any employee found to be in breach/abusing this policy, may be subject to the Company's Disciplinary Procedures.