

Family and Domestic Violence Policy

This policy outlines the firm's commitment to supporting those whose lives are affected by family and domestic violence so they can feel comfortable coming forward and discussing the issues they may be experiencing which may or may not be impacting them at work. The policy additionally assists our people to know how they can support others and to also minimise impact to our clients by providing support and practical assistance to those affected by family and domestic violence.

1 Background

Family and domestic violence can affect anyone. The workplace can be a place where a person feels safe from the threats and/or abuse that they may face outside of work. We want our people to feel able to talk about the issues they are facing and to ask for assistance. We aim to provide support in a number of ways to enable our people to continue their working life.

Family and domestic violence happens when one person in a relationship hurts another or makes them feel unsafe. It can happen in any kind of relationship, including with

- Current or ex-boyfriends, girlfriends, partners, husbands or wives
- Carers or paid support workers
- Parents, guardians or other family members
- Adult children
- Other people you live with or see often, whether inside or outside the home

It does not have to involve physical harm. It can involve behaviour that:

- Is violent, which can, but does not have to be physical and can include
 - Sexual violence
 - Physical violence
 - Psychological or emotional violence
 - Financial violence
 - Spiritual violence
 - Social violence
 - Legal violence
 - Reproductive violence
 - Neglect
 - Stalking
- Causes fear
- Stops you from living as you want
- Forces you to behave in ways you don't want

2 Approach

Anyone who is dealing with family and domestic violence can raise the issue with Human Resources (HR) and know that the matter will be handled with sensitivity, dignity, respect and in confidence.

Where family or domestic violence is identified or suspected, Sparke Helmore will:

- Treat a person self-identifying as being affected in accordance with the policy without further evidence being required
- Treat all information about a person affected as sensitive and ensure the information is kept confidential
- Discuss safe ways to communicate
- Discuss measures to prioritise safety in the workplace and make all reasonable efforts to provide a safe work environment
- Where reasonable, minimise the information that a person affected is required to provide and the number of times a person is required to disclose the same information
- Where possible, provide persons affected with consistency in speaking to one staff member
- Refer persons affected to specialist, external family and domestic violence support services, as appropriate
- Provide employees with access to the EAP to provide support and counselling to those who are personally experiencing family and domestic violence, or those who are affected by a family member, colleague or client experiencing family and domestic violence
- Grant reasonable leave to access medical or legal assistance, to attend court appearances, counselling, to assist with relocation or to make other safety arrangements
- Temporarily adjust work schedules (or location) if required

The firm ensures equal treatment to anyone who has been subjected to domestic violence.

All of our people are expected to be familiar with and to support this policy, and have access to available support.

If you require further information about Sparke Helmore's Family and Domestic Violence Policy, please contact our Chief Operating Officer.