

Workplace Safety Plan

Create a plan of action to help protect employees

Getting to and from the workplace

- Is the commute to and from work safe?
- Are the parking arrangements at work safe? Can the employee be given priority parking or a security escort from their car?
- Can someone walk the employee to public transit?
- Consider additional security measures for entering and exiting the workplace.

Office space safety

- Does the employee need a new work phone number or call screening system? Can his/her name be removed from phone directories?
- Is the employee's work area away from public access, stairs, and elevators? Can barriers be put between the entrance and the work area?
- What alternate escape route exists for use if the abuser comes to the workplace?
- Can a code word be established to alert staff about a potentially dangerous situation?

Leave and schedule issues

- Is there a need for leave time?
- Review the safety of childcare arrangements with the employee.
- Can the employee work from home, if it is safe?

Restraining orders

- Does the employee have a restraining order?
- Does the restraining order name the work site as a protected location?
- Can the employee provide a photo of the perpetrator to building security, or other identifying information, such as car type?
- Do others in the office need to know a restraining order exists? Do they know how to respond if an abuser shows up?
- Will the employee help the employer get a restraining order for the workplace if needed?

Emergency contact information

- What emergency contact information can the employee provide if needed?

This pamphlet is intended as a reference guide and is not a substitute for legal advice.

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Support

How to support an employee or co-worker who is being abused

Maintain confidentiality unless there is a safety risk, work policies require you to report, or as otherwise required to report by law.

Let your colleague know that **no one deserves verbal, emotional, or physical abuse.**

Listen. Don't judge or criticize.

Let the employee know that you are concerned and want to **be supportive.**

Help the employee **create a safety plan.**

Allow the employee to make decisions. **Do not try to solve the problem for him/her.**

Let the employee know about **policies that provide protection.**

Refer them to a domestic violence liaison or a resource listed in this brochure.

City and County of
San Francisco
Mayor Edwin M. Lee



Department on the
Status of Women
Dr. Emily M. Murase



Domestic Violence and the Workplace

*Information and resources
for survivors of domestic
violence*

Department on the Status of Women
25 Van Ness Avenue, Suite 240
San Francisco • California • 94102
Phone: 415.252.2570
Fax: 415.252.2575
www.sfgov.org/dosw

Recognize

What is domestic violence?

Domestic violence is a pattern of abuse in which one partner in an intimate relationship attempts to take power and control over another. Domestic violence can occur in both opposite-sex and same-sex relationships and can happen to intimate partners who are married, living together, or dating.

Domestic violence may include:

Physical: Hitting, strangling, or pushing

Emotional: Name calling, threats

Financial: Preventing access to money

Sexual: Any forced sexual activity

Stalking: Following, constant calls/emails/texts, sending “gifts,” contacting friends or coworkers repeatedly, etc.

Signs an employee may be being abused:

- Changes in behavior or work performance
- Unexplained bruises
- Unseasonable clothing
- Explanations that don't add up
- Tardiness or missed work
- Isolation, unusual quietness, or anxious mood
- Emotional distress, tearfulness, depression
- Disruptive phone calls, emails, visits from partner

If You Are In an Abusive Relationship:

There is support available.

You are not responsible for the abuse.

No one deserves to be in an abusive relationship. If you feel unsafe, it is not a healthy relationship.

You can call the police. Abuse is a crime. If you are being abused, you have a right to call the police.

You are not alone. There are people who can help you. Contact a domestic violence liaison and/or the resources at the right.

Try to find a safe place. If you feel unsafe, leave home or ask a family friend to stay with you. If you have no place to go, call a domestic violence shelter.

Think about a restraining order. A restraining order can order the abuser to stay away from you and can include orders for custody, support, and other safety precautions.

Contact a domestic violence liaison at <http://sfgov.org/dosw/domestic-violence-and-workplace> or one of the resources in this brochure.

For more information on domestic violence and the workplace, please visit our website at:
<http://sfgov.org/dosw/domestic-violence-and-workplace>

Know your rights in the workplace.

Employees can take time off for court proceedings, or for services related to the abuse: medical, counseling, domestic violence or rape crisis agency services, safety planning, relocation, or to obtain a restraining order.

If you lose or need to quit your job to protect yourself or your family from domestic violence, you are **entitled to receive unemployment insurance benefits.**

You have the **right to reasonable accommodations** at work for safety needs, such as a new work phone number, a transfer, or a different schedule if you are a victim of domestic violence, sexual assault, or stalking, and if you talk to your employer about your situation.

You cannot be fired or retaliated against because you are a victim of domestic violence, sexual assault, or stalking.

Resources

City and County of San Francisco
Employee Assistance Program 800-795-2351

Local Crisis Lines
WOMAN, Inc. 415-864-4722
San Francisco Women Against Rape 415-647-7273

National Crisis Line
National Domestic Violence Hotline 800-799-SAFE (7233)

Emergency Shelter
Asian Women's Shelter 877-751-0880
La Casa de las Madres 877-503-1850
Riley Center 415-255-0165

Legal Support
API Legal Outreach 415-567-6255
Bay Area Legal Aid 415-982-1300
Restraining Order Clinic 415-255-0165
Justice & Diversity Center 415-989-1616
Legal Aid at Work 888-864-8335

LGBTQ Support Services
Community United Against Violence 415-333-4357

Law Enforcement
San Francisco Police Department, Special Victims Unit 415-553-9225

District Attorney's Office, Victim Services Division 415-553-9044

Batterer's Intervention
Glide 415-674-6195
POCOVI (Spanish) 415-552-1361
San Francisco Bay Counseling 415-759-9500
WOMANALIVE 415-861-8614

In addition to the domestic violence services listed above, Looking to End Abuse Permanently (LEAP) has a variety of resources available on its website:
www.leapsf.org