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DEPARTMENT OF NATURAL RESOURCES	EFFECTIVE DATE 04/15/00	
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SUBJECT: Domestic Violence Policy (Addendum)		
Kathleen Clarke, Executive Director		

I. PURPOSE

Domestic violence imposes significant costs on the workplace including poor work performance, lost productivity, and an increase in the cost of health benefits. It is the intent of this department to minimize the workplace related costs of domestic violence.

II. DEFINITIONS

1. Domestic Violence: Physical, psychological, sexual, economic, and emotional abuse, perpetrated by a person against a cohabitant.
2. Abuser: A cohabitant who commits an act of domestic violence against a victim.
3. Victim: A cohabitant against whom an abuser directs an act of domestic violence.
4. Cohabitant: An emancipated person pursuant to '15-2-1 Utah Code Annotated. or a person who is 16 years of age or older who:
 1. is or was a spouse of the other party;
 2. is or was living as if a spouse of the other party;
 3. is related by blood or marriage to the other party;
 4. has one or more children in common with the other party; or
 5. resides or has resided in the same residence as the other party.

III POLICY

It is the policy of the department to have zero tolerance for acts of domestic violence that negatively impact the workplace. The department will use early intervention and awareness as the primary strategies for avoiding the occurrence of domestic

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violence and for minimizing the workplace impacts of domestic violence when it occurs. The department will, in accordance with the procedures contained in this document, provide assistance to victims and abusers. In addition, employees who commit acts of domestic violence while in state offices, state facilities, work sites, state vehicles or private vehicles being used for state business, or who use state resources such as state time, telephones, radios, FAX machines, mail, and computers will be subjected to disciplinary action pursuant to DHRM Rule R477-10-2 and R477-11.

IV PROCEDURES REGARDING ASSISTANCE FOR VICTIMS

- A. A department employee who is or has reason to believe that he/she may be the victim of domestic violence is encouraged to inform his/her supervisor or the Human Resource Office so that appropriate security measures can be taken, referrals can be made to appropriate assistance programs, and all appropriate management actions can be taken to minimize the workplace impact of actual or potential acts of domestic violence. If the victim desires, management shall facilitate linkage with assistance programs.
- B. Information related to actual or potential incidents of domestic violence will be treated as confidential.
- C. Security measures and procedures shall be developed or evaluated and modified if necessary for each identified domestic violence incident to ensure that all associated security risks are dealt with appropriately. Security measures should include a response plan to ensure that all employees have clear instructions about what to do if an abuser gains access to the work site.
- D. In their attempt to prevent lost wages, management shall grant employees who are victims or potential

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victims of domestic violence maximum possible work schedule flexibility in accordance with DHRM rules and procedures if they need to be absent from work for such things as medical care, counseling, criminal and/or civil court proceedings, legal consultation, or relocation.

- E.** Management shall be aware of procedures required to process victims payroll and benefits actions in a timely manner.
- F.** Management shall display in locations of high visibility the current hotline or information referral number for domestic violence victim and perpetrator service resources, 1-800-897-LINK (5465).
- G.** Management shall cooperate fully in the enforcement of all domestic violence related court orders involving department employees.

PROCEDURES REGARDING ASSISTANCE FOR ABUSERS:

- A.** Employees who are domestic violence abusers are encouraged to seek professional assistance and to notify their supervisor or Human Resource Office so that referrals can be made to appropriate assistance programs, and all appropriate management actions can be taken to minimize the workplace impact of his/her acts of domestic violence. If the abuser desires, management shall facilitate linkage with assistance programs.

The department will make every effort to grant abusers leave time, with or without pay, or adjust the employee=s work schedule for the purpose of allowing him/her to attend appropriate treatment program(s).

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All costs associated with participation in abuser assistance programs are the responsibility the employee, not the department.

VI. SYSTEM RESPONSIBILITY:

5. Supervisors shall attend domestic violence training within 90 days of being appointed to a supervisory position. The training will include a general overview of domestic violence, the impact of domestic violence on the workplace including the potential impact on worker productivity. Emphasis should be placed on prevention techniques and appropriate responses including available resources and referral techniques. This training obligation may be satisfied by completion of a DHRM approved Workplace Violence curriculum.

- B. Work site supervisors/managers will coordinate with local law enforcement officials to establish response plans as part of workplace security plans.