



FAMILY AND DOMESTIC VIOLENCE LEAVE POLICY

Last updated October 2023

About

Driven Creative Pty Ltd provides employees who are a victim of violence perpetrated by a family member, spouse or other intimate partner leave from work to manage the impact of that violence and ensure their physical, mental or economic safety and wellbeing. This paid family and domestic violence leave is provided in line with the National Employment Standards or applicable industrial instrument.

All employees, including casual and fixed-term employees, are entitled to 10 days paid family and domestic violence leave each year. This leave does not accumulate from year to year.

However, if more than 10 days paid family and domestic violence leave is needed, please advise Benjamin Maunder (ben@driven.agency) to see what we can do to reasonably assist you.

Family and domestic violence refers to violent, threatening or other abusive behaviour by an employee's close relative that:

- a) seeks to coerce or control the employee; and
- b) causes them harm or fear.

A close relative is an employee's:

- a) spouse or former spouse;
- b) de facto or former de facto partner;
- c) a current or former spouse or current or former de facto partner's child, parent, grandparent, grandchild or sibling;
- d) child or grandchild;
- e) parent or grandparent;
- f) sibling; or
- g) a person related to the employee according to Aboriginal or Torres Strait Islander kinship rules.

Entitlement

You may take paid family and domestic violence leave if:

- a) you are experiencing family and domestic violence; and
- b) you need to do something to deal with the impact of the violence; and

Driven

Suite 5, 215 Wharf St
Spring Hill, QLD 4000
07 3831 2801
info@driven.agency

driven.agency



- c) it is impractical for you to do that thing outside your ordinary hours of work.

Examples of actions you need to take to deal with the impact of the violence may include making arrangements for your own, or another close relative's safety (including relocation), attending urgent court hearings or accessing police services.

You may take paid family or domestic violence leave as:

- a) a single continuous 10 day period; or
- b) separate periods of one or more days each; or
- c) any separate periods to which the employee and the employer agree, including periods of less than one day.

Procedure

If you need to take leave under this policy, please contact Benjamin Maunder (ben@driven.agency) as soon as reasonably possible (which in certain circumstances, may be after the leave has started) and advise of the period, or expected period of the leave. Employees may be required to provide reasonable evidence to verify the reason why domestic and family violence leave is being taken to be eligible for leave under this policy.

Driven Creative Pty Ltd will take all reasonable steps to ensure any information you provide to us regarding your need to take or potentially take paid family and domestic violence leave is treated confidentially, other than where a disclosure is required under law or to protect the life, health or safety of the employee or another person.

Driven Creative Pty Ltd will do its best to support you if you are experiencing circumstances relating to this policy. Additional support may also be available through external services such as the 1800 RESPECT website, which is the national sexual assault, domestic and family violence counselling service.

Additional options available

In addition to the paid family and domestic violence leave available to employees under this policy, if you are dealing with the impact of family and domestic violence, you may also:

- a) take paid or unpaid personal/carers leave, to manage family and domestic violence-related issues, where they impact you or a close relative; or
- b) request flexible working arrangements if you are eligible.

The eligibility criteria and procedure for making requests for flexible working arrangements is outlined in our Working From Home policy. If you have any questions about this policy or would like to have a confidential discussion about your circumstances, please contact Benjamin Maunder (ben@driven.agency).