



BEST PRACTICE CHECKLIST DOMESTIC ABUSE

Think Business, Think Equality

BEST PRACTICE CHECKLIST

This best practice checklist is part of a suite of resources for small and medium businesses who want to understand and support employees experiencing domestic abuse. You can use this alongside our other *Think Business, Think Equality* resources on [domestic abuse](#) and [gender equality at work](#) to make a positive change in your business.

DEVELOPING A DOMESTIC ABUSE POLICY

Ensure that your policy includes a definition of domestic abuse.	
Outline the impact of domestic abuse on staff and the workplace.	
Outline staff roles and responsibilities for responding to a disclosure of domestic abuse.	
Provide information on how to support and protect the safety of staff experiencing domestic abuse.	
Detail how you will manage a staff member who is perpetrating domestic abuse.	
Outline how you will protect confidentiality.	
Link your domestic abuse policy to other workplace policies.	
Provide paid domestic abuse leave of between 5-10 days to victim-survivors to enable them to pursue counselling, legal appointments and medical appointments.	

PROVIDING INFORMATION AND RAISING AWARENESS

Provide line managers and staff with information on the signs of domestic abuse.

Provide training to line managers on domestic abuse, and how to support a victim-survivor in their team.

RESPONDING TO DISCLOSURES

Listen to the staff member, and take their disclosure seriously.

Don't be judgemental and make comments about the perpetrator's behaviour, or the staff member's response.

Reassure the staff member that their disclosure will be treated confidentially.

Respect and accept the staff member's thoughts and ideas.

Conduct a risk assessment to ensure that the risk of domestic abuse to individuals and colleagues is minimised.

PROVIDE SUPPORT

Signpost staff to specialist support services that work on domestic abuse, such as the local Women's Aid group.

Do a safety plan in line with the staff member's needs.

Keep in touch with the victim-survivor if they are off on leave or are not in the workplace.

Identify whether other workplace policies could be used to support a staff member experiencing domestic abuse. This could include identifying whether staff would like to work flexibly, or adjust work hours, workload and/or work location, wherever necessary and possible.

Close the Gap works in Scotland on women's labour market participation. We work with policymakers, employers and unions to influence and enable action that will address the causes of women's inequality at work.

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