



### **3.0 Where to Get Help**

Resources for employees and supervisors, who experience, observe or otherwise may be affected by domestic violence:

- 3.1 Discuss your situation with a trusted coworker, supervisor, or manager and ask for help.
- 3.2 Student employees or supervisors of student employees may contact the Office of the Vice President for Student Services.

In addition, victims of domestic violence may wish to contact the 24-hour Washington State Domestic Violence Hotline, 1-800-562-6025, or the Washington State Coalition Against Domestic Violence, 360-352-4029.

### **4.0 Leave**

Employees who are victims of domestic violence may need time away from work to obtain medical, legal or consulting services. An employee in need of leave should notify his/her supervisor of the need to be absent and discuss leave options.

### **5.0 Guidelines for Supervisors and Managers**

#### **5.1 When an employee is a victim:**

- 5.1.1 Maintain the confidentiality of information that a victim of domestic violence may share. Information should only be given to others on a need-to-know basis.
- 5.1.2 Contact the Human Resources Office to help evaluate risk and formulate an appropriate response or action plan.
- 5.1.3 Respect the victim's assessment of risk to self or others in evaluating the need for a workplace safety plan.
- 5.1.4 Be as flexible as possible in accommodating a victim's need for leave or work schedule adjustments.
- 5.1.5 If the victim needs to relocate, discuss the situation with Human Resources Office to determine what additional assistance may be available to help the employee find other state employment.

#### **5.2 When an employee may be a perpetrator:**

- 5.2.1 If an employee who may be a perpetrator asks for help, refer the employee to Employee Assistance for a referral to a certified domestic violence perpetrators' treatment program.
- 5.2.2 Discuss any actual, reported or suspected improper conduct with the Supervisor or the Human Resources Office to determine the course of action that is most appropriate.
- 5.2.3 Document and maintain records of any times the employee may have used College resources such as work time, electronic communication technologies, campus mail to engage in harassing, threatening or abusive behavior.

## **6.0 Reporting Requirements**

Employees who report incidents of workplace violence may request to do so confidentially. Such requests will be honored to the degree legally allowable. Employees who are concerned about confidentiality should discuss their concerns with the Human Resources Office.

Each department is responsible for reporting incidents of violent or threatening behavior involving all College employees and appointees as follows:

- 6.1 If a report must be made after normal business hours, call 911.
- 6.2 Supervisors and managers who receive reports of violent or threatening behavior must notify the Vice President of Human Resources & Legal Affairs or his/her designee; and do not leave a voice mail message.

The Human Resources Office will involve the appropriate resources and assist supervisors and managers in their response to allegations of violent or threatening conduct. If allegations of violent behavior are made against faculty or students, the Vice President for Human Resources & Legal Affairs will notify the President's office or the Office of the Vice President for Student Affairs, respectively.