



Domestic Violence: A Guide for Managers

If a member of your team discloses that they are experiencing domestic violence, it is important to take action.

Respond with Compassion

- Thank the person for telling you and express concern about their wellbeing
- Avoid giving the team member advice or offering personal assistance
- Ask for permission to inform helpful organizational resources on a need-to-know basis

Focus on Performance

- Help the team member maintain their work performance (continued employment will help them regain their emotional and financial independence)
- Make a referral to LifeMatters so the team member can access counseling and other helpful resources, including assistance with developing a safety plan
- Remind the team member that any changes to their work duties for safety reasons (such as moving their work station) are temporary and should not be considered a demotion
- If the person works from home, check in often and encourage them to develop a safety plan

Address Workplace Concerns

- Consult with HR and other organizational resources as soon as possible
- Schedule a private meeting with the team member and other relevant organizational representatives to address safety concerns within the workplace
- If the abusive partner comes to the workplace, contact security immediately (call 911 if the person becomes threatening or violent)

The LifeMatters Management Consultation Service is available 24/7/365 to assist with any management concern. Call anytime.

Quick Tips:

- **Keep the team member's information private except when necessary to protect the safety of the workplace**
- **Remember that the team member may be at greatest risk after they leave their abuser**
- **The LifeMatters Management Consultation Service can provide helpful strategies for supporting a team member in need**

1-800-367-7474

Assistance with Life, Work, Family, and Wellbeing
mylifematters.com • 24/7/365 • CRS TTY: 711

Call collect to **262-574-2509** if outside of North America

Language assistance services in your preferred spoken and written languages are available at no cost by calling 1-800-367-7474. LifeMatters is provided by Empathia, Inc., an independent consultation firm.

