



# Domestic Abuse and Stalking Policy

---

## Table of Contents

---

Statement of intent.....	1
Scope .....	2
Purpose .....	2
Definitions .....	2
Support .....	3
Safety and Security .....	4
Formal Action.....	4
Links / Other resources .....	5

## Statement of intent

---

1. The City of London Corporation is committed to providing a safe and supportive workplace for all employees and to protecting the health and safety of the workforce.
2. The City of London Corporation recognises that at times employees' personal lives can experience serious challenges which may impact on their work or workplace and we aim to support employees balance their work and personal life.
3. Domestic abuse and stalking is likely to have a significant effect on someone's physical and mental wellbeing. It can potentially affect attendance and presenteeism, staff turnover and mental wellbeing at work. Workplace teams may also be affected as they may be caught up in a colleague's distress in supporting them to move on.
4. The City of London Corporation's Employee Handbook in particular the Code of Conduct, Communications and Information Systems Use, Disciplinary Procedure,

Grievance Procedure, and Social Media Policy for employees' sets out the conduct required at work. Individual departments may also have local procedures in place covering conduct required by employees which should also be adhered to.

## Scope

---

5. This policy applies to all City of London Corporation employees.
6. This policy does not form part of any employee's contract of employment and it may be amended at any time.
7. This policy does not apply to agency workers, consultants or other workers providing services to the City of London Corporation.

## Purpose

---

8. The purpose of this policy is to:
  - Promote the health, safety and well-being and productivity of all employees;
  - Support employees experiencing domestic abuse, harassment or stalking;
  - Enable employees experiencing domestic abuse, harassment or stalking to remain productive and safe at work;
  - Reinforce that the employer values, and will support, employees during difficult periods.

## Definitions

---

9. For the purpose of this policy the following definitions apply:

Term	Definition
Domestic Abuse	<p>Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been intimate partners or family members regardless of gender or sexuality. This can encompass but is not limited to the following types of abuse:</p> <ul style="list-style-type: none"><li>• psychological</li><li>• physical</li><li>• sexual</li><li>• financial</li><li>• emotional</li></ul> <p>Controlling behaviour is: a range of acts designed to make a person</p>

	<p>subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour.</p> <p>Coercive behaviour is: an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim.”</p> <p>(Home Office, March 2013)</p>
Harassment	<p>Behaviour that makes someone feel intimidated or offended. The term harassment, in the context of stalking or domestic abuse, covers the causing of alarm or distress and putting people in fear of abuse. It can include repeated attempts to impose unwanted communications and contact upon an individual in a manner that could cause distress or fear in any reasonable individual.</p> <p>Harassment of an individual can also occur when a person is harassing others connected with the individual, knowing that this behavior will affect the individual as well as the other individuals that the person appears to be targeting their actions towards.</p> <p>(Crown Prosecution Service, 2015)</p>
Stalking	<p>Whilst there is no strict legal definition of 'stalking', examples include following a person, watching or spying on them or forcing contact with the victim through any means, including social media. The effect of such behaviour is to curtail a victim's freedom, leaving them feeling that they constantly have to be careful. In many cases, the conduct might appear innocent (if it were to be taken in isolation), but when carried out repeatedly so as to amount to a course of conduct, it may then cause significant alarm, harassment or distress to the victim.</p> <p>(Crown Prosecution Service, 2015)</p>

## Support

---

10. Under the Health and Safety at Work Act 1974 employers have a duty to protect the health and safety of their employees from harm whilst at work.
11. The City of London Corporation will provide reasonable support to employees who experience domestic abuse, harassment or stalking for example by temporary adjustment of hours, recording of telephone calls and blocking email addresses.

12. It is not expected that managers should perform a counselling role, but they can often provide practical support and encourage employees to seek professional help and guidance in order that they can remain productive and safe in the work place and provide a regular and efficient service.
13. It should be noted that whilst reasonable support and assistance will be provided to employees this will need to be balanced against the needs of the business.
14. The City of London Corporation recognises that those experiencing harassment, domestic abuse or stalking may need to be absent from work at times, for example to seek legal advice or for court attendance. Individual absences should be discussed and agreed in advance between the employee and their line manager in the usual way although if it is necessary to take leave without the required notice to attend to urgent matters relating to the harassment, domestic abuse or stalking then this will not be unreasonably declined.

## **Safety and Security**

---

15. The City of London Corporation has a duty of care to all of its employees to protect their safety and security whilst at work.
16. Employees who are at risk of domestic abuse, harassment or stalking should consider disclosing this to their line manager or HR contact in order that appropriate support can be given.
17. Employees are required to comply with the Data Protection Act (1998) and under no circumstances should they provide personal information to third parties about colleague's home address, telephone numbers or any other personal information. Employees should also be mindful about not disclosing too much information regarding colleagues working hours and arrangements.

## **Formal Action**

---

18. Whilst the City of London Corporation will be supportive to its employees, if it is found that an employee has been inappropriately using City of London facilities and equipment, e.g. email, office communicator, mobile devices or social media, action under the Disciplinary Procedure may be taken.
19. The City of London Corporation will not condone any acts of violence, aggressive behaviour or harassment in the workplace or which impacts on the workplace. Such behaviour will be dealt with in accordance with the disciplinary procedure for employees or in accordance with protocol in relation to members of the public.
20. It is a condition of employment that employees inform the City of London Corporation if they are convicted of any criminal offence during their employment. If an employee

fails to do this and it is subsequently identified then formal disciplinary action may be taken.

## Links / Other resources

---

21. The City of London Corporation has an [Employee Assistance Programme](#) which is available to all employees, their partners and family members. This can be accessed on the following free phone number 0800 243 458. It is a confidential service provided by an independent third party and can provide support on a wide range of personal and work issues.

22. The following policies and guidance documents provide further information and support:

- [Annual Leave Policy](#)
- [Code of Conduct](#)
- [Communications and Information Systems Use](#)
- [Disciplinary Procedure](#)
- Domestic Abuse, Harassment and Stalking Managers Guide
- [Data Protection Policy](#)
- [Flexi Leave Scheme](#)
- [Grievance Procedure](#)
- [Harassment: ACAS Bullying and Harassment at work guide](#)
- Social Media Policy

23. In addition a number of organisations have useful guidance and information available:

Organisation	Website	Telephone Number
<b>People experiencing domestic abuse, harassment or stalking</b>		
Broken Rainbow Helpline (offers support for LGBT people)	<a href="http://www.brokenrainbow.org.uk/help/helpline">http://www.brokenrainbow.org.uk/help/helpline</a>	0300 999 5428
City Advice	<a href="http://www.toynbeehall.org.uk">www.toynbeehall.org.uk</a>	020 3475 5080
Citizen Advice Bureau	<a href="http://www.citizenadvice.org.uk">www.citizenadvice.org.uk</a>	03444 111 444 (National number for England)

Men's Advice Line (advice and support for men experiencing domestic abuse)	<a href="http://www.mensadvice.org.uk">www.mensadvice.org.uk</a>	0808 801 0327
National Centre for Domestic Violence (offers legal support including emergency injunctions)	<a href="http://www.ncdv.org.uk">www.ncdv.org.uk</a>	0844 8044 999
National Domestic Violence Helpline	<a href="http://www.nationaldomestiviolencehelpline.org.uk">www.nationaldomestiviolencehelpline.org.uk</a>	0808 2000 247
National Stalking Helpline	<a href="http://www.stalkinghelpline.org">www.stalkinghelpline.org</a>	0808 802 0300
Paladin (National Stalking Advocacy Service)	<a href="http://www.paladinservice.co.uk">www.paladinservice.co.uk</a>	020 7840 8960
Refuge (offers emergency accommodation for women and limited spaces for men)	<a href="http://www.refuge.org.uk">www.refuge.org.uk</a>	0808 2000 247
Solace Women's Aid	<a href="http://solacewomensaid.org/">http://solacewomensaid.org/</a>	0808 802 5565
Victim Support	<a href="http://www.victimsupport.org.uk">www.victimsupport.org.uk</a>	07944 634946
Vulnerable Victim Co-ordinator (based in the City)		07944 634946
<b>People perpetrating domestic abuse</b>		
Respect (offers information and advice for perpetrators of domestic abuse)	<a href="http://www.respectphoneline.org.uk">www.respectphoneline.org.uk</a>	0845 112 8609