



# TU Dublin Policy

## Domestic Violence Leave

## Table of Contents

1. Document Control Summary .....	3
2. Introduction / Context .....	4
3. Purpose .....	4
4. Scope .....	4
5. Definitions .....	4
6. Policy Details: .....	5
6.1 Policy Overview .....	5
6.2 Policy Details .....	5
6.3 Approval process .....	7
6.4 Change Process .....	7
7. Related Documents .....	7
8. Conclusions .....	7
9. Appendix .....	8
External Specialist Support Services & Helplines .....	8
10. Document Management .....	9
10.1 Version Control .....	9
10.2 Document Approval .....	9
10.3 Document Ownership .....	9
10.4 Document Review .....	9
10.5 Document Storage .....	9
10.6 Document Classification .....	9

1. Document Control Summary

Area	Document Information
Author	Human Resources
Owner	Head of Workplace Relations
UET Sponsor	Niamh Shannon
Reference number	HRP043
Version	Rev 1
Approved by	UET
Approval date	3 <sup>rd</sup> July 2024
Next review date	July 2027
Document Classification	TU Dublin Public

## 2. Introduction / Context

In line with the Universities' commitment and obligation to support the safety and wellbeing of all staff members, TU Dublin aims to promote a secure environment whereby all staff members feel safe and are free from any form of violence and abuse.

The policy incorporates relevant provisions of the Work Life Balance and Miscellaneous Provisions Act 2023.

## 3. Purpose

- Provide for a period of paid time away from work for a staff member who has experienced, is experiencing or is at risk of experiencing domestic violence abuse.
- Promote a workplace culture that facilitates disclosures of domestic abuse.
- Support staff members through a range of policy provisions, including paid leave.
- Support staff members subjected to domestic violence and abuse in maintaining employment.
- Promote a safe work environment for all staff.

## 4. Scope

This policy applies to all staff members within TU Dublin.

Under 'The [Work Life Balance and Miscellaneous Provisions Act, 2023](#)'; a staff member will be entitled to a maximum of 5 days of paid leave in any period of 12 consecutive months as a result of domestic violence.

There is no minimum service required to qualify for statutory domestic leave. Such leave may be availed of by a staff member directly experiencing domestic violence and abuse, or where a staff member is supporting a 'relevant person,' who is experiencing or has experienced domestic violence in the past.

## 5. Definitions

For this policy, and in line with the Work Life Balance and Miscellaneous Provisions Act, 2023, domestic violence and abuse is defined as: violence, or threat of violence, including sexual violence and acts of coercive control committed against a staff member or a relevant person by another person.

For the purposes of eligibility for domestic violence leave the 'other person' i.e., the alleged perpetrator must be one or more of the following:

- be the spouse or civil partner of the staff member or relevant person,

- be the cohabitant of the staff member or relevant person,
- be or have been in an intimate relationship with the staff member or relevant person, or
- be a child of the staff member or relevant person who is of full age and is not, in relation to the staff member or relevant person, a dependent person.

A 'relevant person' in relation to a staff member is one or more of the following:

- the spouse or civil partner of the staff member,
- the cohabitant of the staff member,
- a person with whom the staff member is in an intimate relationship.
- a child of the staff member who is not attained full age, or
- a person who, in relation to the staff member, is a dependent person.

A 'mandated person' as defined in the Children First Act 2015, mandated persons have a statutory obligation to report concerns which meet or exceed a particular threshold to Tusla and to cooperate with Tusla in the assessment of mandated reports, where requested to do so.

## 6. Policy Details:

### 6.1 Policy Overview

This policy covers the internal and external support available to staff members who have been or are being subjected to domestic violence and abuse, or where the staff member is supporting a relevant person.

Under 'The Work Life Balance and Miscellaneous Provisions Act, 2023'; a staff member will be entitled to a maximum of 5 days of paid leave in any period of 12 consecutive months as a result of domestic violence.

### 6.2 Policy Details

#### 6.2.1 Staff member's Protection

In supporting staff members who may experience domestic violence, the University seeks to create and promote a workplace environment where all colleagues feel able to discuss domestic violence, and those experiencing such violence are able to seek the support and assistance they need in a supportive non-judgmental manner.

TU Dublin acknowledges that leaving a situation of domestic violence or abuse is extremely complex and challenging for those involved and may take several attempts. The policy aims to support staff members through their experiences of domestic violence by providing ongoing support and accommodations where needed and when appropriate.

Domestic violence and abuse can impact work attendance, performance, and productivity. In cases where a staff member discloses domestic abuse, the staff member will be supported with temporary protection from adverse actions if they have difficulties performing tasks at work. Later reviews of the staff member's performance or workload can be completed considering the impacts of abuse.

### 6.2.1 Supports Available to Staff members.

Staff members experiencing domestic violence may also utilize the following supports available to them if required and as appropriate:

- a) **Flexible working arrangements:** affected staff members may request a change of working hours, work location or other relevant conditions of their employment. Such requests will be accommodated where appropriate and possible.
- b) **Change of work contact details:** affected staff members may request a change of work phone number/or work email address, as necessary.
- c) **Information and helplines:** These are available internally through the Employee Assistance Service [EAS]. This is a free and confidential service operated by Spectrum Life. This service is available 24 hours per day, 365 days a year. External information and helplines are also available in Appendix 1 of the Domestic Violence Leave Procedures document.

This is a non-exhaustive list and further supports will be considered where reasonably practicable.

### 6.2.2 Alleged Perpetrators

Where alleged abuse is considered to have occurred during working time or in the workplace, the University reserves the right to invoke the appropriate University policies/procedures as required (e.g., Dignity and Respect at Work Policy, Disciplinary Procedures).

A robust workplace response will address conduct in the workplace. Staff members should be made aware that the perpetration of domestic violence in the workplace during worktime or through work equipment is viewed seriously and can lead to disciplinary action being invoked up to and including dismissal.

### 6.2.3 Child Protection

Staff members should be aware that in line with TU Dublin Safeguarding & Protection of Children, Young Persons & Vulnerable Adults Policy, where a disclosure is made to a mandated person of domestic violence or abuse which includes information of harm to a child or the risk of harm to a child, they are obliged under the Children First Act 2015 to report concerns to Tusla. The Act defines harm as: assault, ill-treatment, neglect or sexual abuse.



### 6.3 Approval process

This policy document will be approved by the following individuals/groups in following order:

- Firstly, by Chief Human Resources Officer
- Then by VP for Organisation, Change & Culture as UET owner, who will sponsor the policy in going to UET
- Then, by University Executive Team
- Then by Equality, Diversity & Inclusion Committee
- Then, by Governing Body

### 6.4 Change Process

This document should be reviewed at least once every 3 years to ensure that it is still fit for purpose. This review should be triggered by the document owner and will be undertaken by the HR Policy Team (HRPT).

This document will also be reviewed in line with the government directive on Domestic Violence in the Workplace policy and under the Work life, Balance and Miscellaneous Provisions Act 2023.

Changes to the document will require a review of the document by the HRPT and the updated document to be re-approved.

## 7. Related Documents

The following documents related to this policy include:

- [Work Life Balance and Miscellaneous Provisions Act, 2023](#)
- Domestic Violence Leave Procedure
- [Dignity and Respect at Work Policy](#)
- [TU Dublin Safeguarding & Protection of Children, Young Persons & Vulnerable Adults Policy](#)
- [Disciplinary Procedure](#)
- External Specialist Support Services & Helplines - Appendix 1

## 8. Conclusions

In line with our Equality, Diversity & Inclusion mission statement, TU Dublin is committed to ensuring an inclusive, diverse, safe and respectful institutional culture and we are committed to providing a safe workplace for our staff members.

This is a newly aligned policy document which sets out support and accommodations available to staff members of TU Dublin where they are being subjected to domestic violence abuse.

## 9. Appendix

### External Specialist Support Services & Helplines

<b><u>Specialist Domestic Violence and Abuse Services</u></b>	<b><u>Other services</u></b>
<p><b>Women's Aid</b></p> <p>Women's Aid operates the 24hr National Freephone Helpline for victims-survivors of domestic violence. Support can also be accessed through the Instant Messaging Support Service, available on the relevant websites.</p> <p>1800 341 900</p> <p><a href="http://www.womensaid.ie">www.womensaid.ie</a></p> <p><a href="http://www.toointoyou.ie">www.toointoyou.ie</a></p> <p><b>Men's Development Network</b></p> <p>Men's Development Network operates the Male Advice Line, the national Freephone Helpline offering confidential advice and support to male victims-survivors of domestic abuse</p> <p>1800 816 588</p> <p><a href="http://www.mensnetwork.ie">www.mensnetwork.ie</a></p> <p><b>Local services</b></p> <p>There are specialist domestic abuse services located in towns right across Ireland. Details of your local service can be accessed through these websites.</p> <p><a href="http://www.safeireland.ie">www.safeireland.ie</a></p> <p><a href="http://www.stillhere.ie">www.stillhere.ie</a></p> <p><a href="http://www.womensaid.ie/get-help/support-services/find-support-locally">www.womensaid.ie/get-help/support-services/find-support-locally</a></p>	<p>Dublin Rape Crisis Centre</p> <p>National Sexual Violence 24hr Helpline:</p> <p>1800 77 8888</p> <p><a href="http://www.drcc.ie">www.drcc.ie</a></p> <p>Local rape crisis centres</p> <p><a href="http://www.rapecrisishelp.ie">www.rapecrisishelp.ie</a></p> <p>LGBT Ireland National LGBT Helpline:</p> <p>1800 929 539</p> <p><a href="http://www.lgbt.ie">www.lgbt.ie</a></p> <p>An Garda Síochána: 112 or 999</p>



## 10. Document Management

### 10.1 Version Control

VERSION NUMBER	VERSION DESCRIPTION / CHANGES MADE	AUTHOR	DATE
<i>Draft 1</i>	<i>Initial draft</i>	<i>Workplace Relations</i>	<i>27.11.2023</i>

### 10.2 Document Approval

VERSION NUMBER	APPROVAL DATE	APPROVED BY (NAME AND ROLE)
<i>1</i>	<i>3<sup>rd</sup> July 2024</i>	<i>Governing Body</i>

### 10.3 Document Ownership

This document is owned by the Head of Workplace Relations.

For queries in relation to the Domestic Violence Leave Policy/Procedure, contact Aideen Gurrin by email at [aideen.gurrin@tudublin.ie](mailto:aideen.gurrin@tudublin.ie) or by phone on 0873743519.

### 10.4 Document Review

This document should be reviewed at least once every 3 years to ensure that it is still fit for purpose. This review should be triggered by the document owner and will be undertaken by the HR Policy Team (HRPT).

This document will also be reviewed in line with the government directive on Domestic Violence in the Workplace policy and under the Work life, Balance and Miscellaneous Provisions Act 2023.

### 10.5 Document Storage

This document will be stored on the common personnel (Human Resources) drive. This policy document will be accessible on the HR website under the Policies/Forms tab by all staff.

### 10.6 Document Classification

This document is a policy and is classified as 'TU Dublin Public.'