

# Domestic violence can happen to anyone,

but the overwhelming majority of victims are women. Many women are stalked or harassed while at work. Often it is small, subtle signs that indicate a problem.

Common Signs of Domestic Violence:

- bruising or injuries, often blamed on clumsiness or accidents
- unseasonable clothing (turtlenecks) that may cover bruising
- changes in ability to concentrate
- unexplained absences
- upsetting phone calls throughout the day
- uncharacteristic sadness, withdrawal, or exhaustion
- uncharacteristic fear or anxiety
- hints about trouble at home (partner's bad temper, alcohol use, third-party concerns)
- controlling behaviour of spouse

## Domestic Violence Professionals

### Women's Shelter outreach services include:

- assessing personal risk in relationships
- creating personal safety plans for women and children
- providing assistance and referrals for financial and legal issues

### Call 1-866-331-3933

- Every year, an average of 12,000 women and children take refuge in Alberta shelters
- Alberta's rates of domestic assault and spousal homicide-suicide are among the highest in Canada
- You can help end the violence:

### Be Aware. Take Action.

**DOMESTIC  
VIOLENCE**  
& your workplace  
BE AWARE. TAKE ACTION.



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A Guide for  
**Supervisors**

## As a supervisor, what is your role in helping an employee or co-worker living with domestic violence?

It's a complicated question and there is no simple answer. Resist the natural inclination to encourage the person to leave the relationship. In fact, the risk for homicide goes up immediately after a woman living with domestic violence leaves the relationship or threatens to leave.

Your key areas of responsibility are:

- ensure the workplace is safe
- coordinate security and human resource services and external supports
- assess the employee's capacity to carry out job duties
- inform the employee of confidentiality, internal resources, community and domestic violence services
- support the employee in accessing necessary resources
- communicate with the employee about the importance of their health, safety and their value to the organization
- try to build the self esteem of your employee



The following is a simplified assessment tool that you can use to determine an employee's risk and possible responses. It is not a formal instrument and we encourage you to contact your local law enforcement for guidance on specific situations.

**The domestic violence victim should actively participate in each of the following steps:**

### 1. Immediate Safety:

Has your intimate partner **recently** made an explicit threat to harm you or others at work?

If Yes – call the Police

If No

### 2. General Safety

- Has your partner **ever** threatened to harm you or others at work?
- Does your partner stalk you at work (i.e., watch the building from a vehicle, drop by unannounced)?
- Do you have a restraining order that lists this workplace?

If Yes – Refer to the Safety Measures Checklist in the Domestic Violence Toolkit (Appendix 2)

If No

### 3. Work Considerations:

- Do you ever feel afraid of your partner showing up at work?
- Does the situation ever prevent you from getting to work?

If Yes – Refer to the Safety Measures Checklist in the Domestic Violence Toolkit (Appendix 2)

If No

### 4. Would you like information on resources available to you?

If Yes – Provide the following contact numbers - Alberta Women's Shelters 1-866-331-3933 or the 24 hour Family Violence Line 310-1818. Also refer the employee to the Employee Assistance Program or any other supports your workplace offers.

If No

### 5. If the employee is already receiving help, remind her that there is support available whenever needed.

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