

Domestic Violence

Addendum to Employee Handbook

Introduction :

Community Marriage Builders, Inc. (CMB) seeks to provide a work environment and teaching sites free from violence or threats of violence against individuals, employees, contract workers, program participants or company property. This also includes domestic violence that may occur on our property or at any of our teaching sites. This policy requires that all individuals representing CMB conduct themselves in a professional manner consistent with good business practices, at all times and in all places, in absolute conformity with nonviolence principles and standards.

Definition:

For purposes of this policy, domestic violence is defined as a single behavior or series of behaviors which constitute actual or potential assault, battery, harassment, intimidation, threats or similar actions, attempted destruction, or threats to company or personal property which occur in a company workplace, at a company teaching location, or while an individual is engaged in company business.

Company Response:

Community Marriage Builders strictly prohibits use of violence or threats of violence in the workplace and views such actions very seriously. The possession of weapons in the workplace, threats, threatening or menacing behavior, stalking, or acts of violence against employees, contract workers, visitors, guests, program participants, or other individuals by anyone on CMB's property or teaching sites will not be tolerated. Violations of this policy will lead to disciplinary actions up to and including termination of employment, termination of employment contract, and the involvement of appropriate law enforcement authorities as needed.

Any person who makes substantial threats, exhibits threatening behavior, or engages in violent acts on CMB's premises or teaching sites shall be removed from the property as quickly as safety permits, and may be asked to remain away from CMB's premises or teaching sites pending the outcome of an investigation into the incident. People who commit these acts outside the workplace but which impact the workplace also are violating this policy and will be dealt with appropriately.

When threatening behavior is exhibited or acts of violence are committed, CMB will initiate an appropriate response. This response may include, but is not limited to evaluation by CMB's Domestic Violence Team (at least two of the following: Executive Director, Project Director, County Coordinators, and Office Manager) and/or external professionals, suspension and/or termination of any business relationship, reassignment of job duties, suspension or termination of employment or termination of employment contract, and/or criminal prosecution of the person/persons involved.

Reporting Procedure:

Community Marriage Builders employees and contract workers are responsible for notifying any member of CMB’s Domestic Violence Team of any threats which they have witnessed, received, or have been told that another person has witnessed or received—including those related to domestic violence. Even without an actual threat, employees and contract workers also should report any behavior they have witnessed that they regard as threatening or violent, when that behavior is job related or might be carried out on a company-controlled site or is connected to company employment or participation in our programs. Employees and contract workers are responsible for making this report regardless of the relationship between the individual who initiated the threat or threatening behavior and the person or persons who were threatened or were the focus of the threatening behavior. If a member of CMB’s Domestic Violence Team is not immediately available, the local law enforcement officials or security officials should be called and CMB’s Domestic Violence Team should be notified as soon as practicable.

Community Marriage Builders understands the sensitivity of the information requested and has developed confidentiality procedures that recognize and respect the privacy of the reporting employee(s) or contract worker(s). (See Section IV.P Confidential Nature of Organization’s Affairs and Personnel Records, page 14.) Consistent with the values of CMB, people should take action in ways that maintain respect and dignity for individuals while acting in an accountable and swift manner to address the situation.

Protective or Restraining Orders:

All individuals who apply for and obtain a protective or restraining order that lists CMB locations as being protected areas must provide a copy of the petition and order to a member of CMB’s Domestic Violence Team or marriage educator (contract worker) who is teaching at one of our teaching sites.

Community Marriage Builders Domestic Violence Team:

| Name: | Title: | Home Telephone : | Cell Phone: |
|---------------|--------------------|-------------------------|--------------------|
| Marilyn Cline | County Coordinator | (812) 749-3200 | (812) 550-4554 |
| Andrew Gries | County Coordinator | (812) 476-5431 | (812) 550-4555 |
| Dr. Ann Gries | Executive Director | (812) 477-2620 | (812) 449-1597 |
| Donna Heller | Office Manager | (812) 925-3538 | (812) 598-5451 |
| Gary Watson | Project Director | (812) 423-5500 | (812) 430-7928 |

Main Office Telephone: (812) 477-2260

Domestic Violence and the Workplace:

Community Marriage Builders recognizes the impact of domestic violence on the workplace. Domestic violence is defined by CMB as abusive behavior between two

people in an intimate relationship. It may include physical violence: sexual, emotional, spiritual, and psychological intimidation: verbal abuse: stalking: and economic control. CMB is committed to heightening awareness of domestic violence and providing guidance for employees, management, contract workers and program participants to address the occurrence of domestic violence and its effects on the workplace. Staff members and contract workers (marriage educators, especially) are required to attend annual domestic violence training sessions which will be scheduled by and financed by CMB.

In addition, CMB intends to make assistance available to employees and contract workers involved in domestic violence. This assistance may include: confidential means for coming forward for help, resource and referral information, special considerations at the workplace for employee safety, work-schedule adjustments, or leave necessary to obtain medical, counseling, or legal assistance, and workplace relocation (if available). In responding to domestic violence, CMB will maintain appropriate confidentiality and respect for the rights of the employee(s) or contract worker(s) involved. CMB intends to procure, maintain, and post in locations of high visibility at our offices and all teaching sites, a list of resources for survivors and perpetrators of domestic violence. For marriage educators and program participants, general information about domestic violence is found on page three of the participant workbook and an additional card listing telephone numbers of services available to victims of domestic violence (24-hour crisis line, safe shelters, safety plan, etc.) Additional resource information is listed at the end of this document.

Community Marriage Builders will not deny job benefits or other programs to any of our employees, contract workers or program participants based solely on domestic violence-related problems. When CMB is informed a job performance or conduct problem is related to partner violence, in addition to appropriate corrective or disciplinary action consistent with company policy and procedures, a referral for appropriate assistance will be made to the person or persons involved.

Leave Options for Employees Experiencing Threats of Violence :

Community Marriage Builders will make every effort to assist an employee or contract worker experiencing threats of violence. If an employee or contract worker needs to be absent from work (or class) due to threats of violence, the length of the absence will be determined by the individual's situation through collaboration with this individual and a member of the Domestic Violence Team.

The Domestic Violence Team are encouraged to first explore paid leave options (if available) that can be arranged to help the employee cope with the situation without having to take a formal unpaid leave of absence. Depending on circumstances, this may include:

- Arranging flexible work hours so the employee can seek protection, go to court, look for new housing, enter counseling, arrange child care, and so forth .

- Considering use of sick time (if available), job sharing, compensatory time, paid leave, informal unpaid leave, and so forth, particularly if requests are for relatively short periods .

Suggested Procedures for Safety and Protection of Persons Experiencing Threats of Domestic Violence:

Employee, contract worker or program participants :

- Encourage the individual to save any threatening voice- or e-mail messages. These potentially can be used for future legal action or can serve as evidence that an existing restraining order was violated.
- The individual should obtain a restraining order that includes the workplace or teaching site and keep a copy on hand at all times. He or she may consider providing a copy to the police or the Domestic Violence Team. Program participants may provide a copy to the marriage educator (contract worker) and to the police or security at the teaching site.
- The individual should provide a picture of the perpetrator (if available) to the reception areas and/or security at the teaching sites.
- The individuals should identify an emergency contact person should a member of the Domestic Violence Team or marriage educator (contract person) be unable to contact the victim.
- If an absence is deemed appropriate, the employee or contract worker should be clear about the plan to return to work. While absent, the employee should maintain contact with a member of members of the Domestic Violence Team.

Employer:

- Arrange for the victim to have priority parking near the building or teaching site (if possible).
- Have calls screened, transferring harassing calls to a member of the Domestic Violence Team, or have the victim's name removed from automated phone directories.
- Limit information about the employees, contract workers or students disclosed by phone. Information that would help locate a victim or indicate a time of return should not be provided.
- Relocate the employee's (or contract worker's) workspace to a more secure area (if possible) or another site (if possible).
- The Domestic Violence Team or external professionals should assist the victim with development of a safety plan.
- Work with local law enforcement personnel and encourage employees to do so regarding situations outside the workplace.
- Make available brochures and other resource information about domestic violence for the workplace, teaching sites and information booths at various locations promoting our services.

Resources:

- Albion Fellows Bacon Center (Evansville, Indiana) , 24-hour Crisis Intervention
 - Domestic Violence(812) 422-5622
 - Sexual Assault(812) 424-7273
 - Toll Free(800) 339-7752
- YWCA (Evansville, Indiana) , Women’s Shelter(812) 422-1191
- Posey County Domestic Violence and Sexual Assault Services(812) 391-1927
- Gibson County Domestic Violence and Sexual Assault Services(812) 386-7835
- Warrick County Domestic Violence and Sexual Assault Services ..(812) 897-5295
- Child Protection Services (24-hour).....(812) 897-4227
- Child Abuse Hotline(800) 422-4453
- Adult Protective Services(812) 435-5190
- Victim Rights Assistance(812) 897-6199
- Legal Aid.....(812) 435-5173
- IN Legal Services(812) 426-1295
- National Hot line for Domestic Violence.....(800-799-SAFE)
- Indiana Coalition Against Domestic Violence, Inc. (ICADVINC)
 - icadvinc@aol.com
 - ICADVINC (Administrative Offices).....(317) 543-3908
 - ICADVINC (Referral to shelters nationwide)(800) 332-7385
- Indiana Resource and Training Institute on Violence Against Women
 - www.violenceresource.org(800) 538-3393
- Indiana Youth Institute (in Indiana)(800) 343-7060
- National Coalition Against Domestic Violence.....(303) 839-1852
 - www.inetport.com/~NDVH
- Family Wellness Help line(800) 433-0746
- National Resource Center.....(800) 537-2238
- Prevention of Child Abuse CARE Line(800) 962-2798

Counseling and Family Services:

- Southwestern IN Mental Health Center(812) 897-4776
- The Lampion Center(812) 471-1776
- Vickie Knowlden(812) 483-2364
- Gerard Medical.....(812) 455-0503
- Catholic Charities(812) 423-5456
- Healthy Families(812) 897-5918
- Doulos Family Services (Princeton, IN)(812) 386-9283
- Southwestern/Stepping Stones (after 5 :00 p.m.)(812) 423-7791
- Southern Indiana Resource Solutions (SIRS)(812) 897-4840