

Family & Domestic Violence Leave Policy – Australia

Purpose and Scope

Robert Walters is committed to promoting the health, safety and wellbeing of its employees, including employees who are experiencing or are impacted by family and domestic violence.

All Robert Walters casual employees are entitled to 10 days of paid family and domestic violence leave in a 12-month period. This leave will not be accrued or rolled over each year and employees will be able to access the full 10 days upfront from commencement and renewing on each 12-month anniversary date (if employed in a contract of more than 12 months duration).

Family and domestic violence means violent, threatening or other abusive behaviour by an employee's close relative, a current or former intimate partner, or a member of their household that both:

- seeks to coerce or control the employee
- causes them harm or fear

A 'close relative' is an employee's: spouse or former spouse, de facto partner or former de facto partner, child, parent, grandparent, grandchild, sibling; a child, parent, grandparent, grandchild, or sibling of an employee's current or former spouse or de fact partner, or a person related to the employee according to Aboriginal or Torres Strait Islander kinship rules.

Taking Family and Domestic Violence Leave

This leave may be taken to deal with the impact of family and domestic violence, such as making arrangements for their safety, or the safety of a close relative (including relocation), attending court hearings, accessing police services, attending counselling, or attending appointments with medical, financial, or legal professionals.

Family and domestic violence leave is in addition to existing leave entitlements and may be taken as consecutive or single days, or part days.

Casual employees will be paid at their full pay rate for the hours they previously accepted to work in the period they took leave.

Notice and Evidence Requirements

Employees taking family and domestic violence leave should let their Robert Walters Recruitment Consultant and/or the Robert Walters Human Resources team know as soon as possible so the leave may be managed appropriately with the client. Robert Walters may ask for evidence that the leave is being taken to deal with family and domestic violence and it's not practical to do that outside their rostered hours of work.

Any personal information provided by employees concerning issues of domestic and family violence be used solely for the purpose of assessing the employee's needs, determining eligibility for paid leave and applying the appropriate support mechanisms as agreed with the employee.

Robert Walters will seek to protect employees and their support person as relevant, from discrimination or victimisation because of their disclosure or experience of domestic and family violence.