

Domestic, Sexual Violence and Abuse Policy

Date: May 2025

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Policy Information	
Policy Title	Domestic, Sexual Violence and/or Abuse Policy
Policy Number:	<i>POL_084</i>
Version	1.0
Policy Sponsor	Director of Business Support
Policy Owner	Head of Human Resources
Committee and date recommended for approval	Business Support Committee 29 May 2025
Date approved by the Board	
Equality Screening Status	1. Screened: <i>19 May 2025</i>
Rural Needs Impact Assessment Status	1. Rural Needs Impact Assessed: <i>19 May 2025</i>
Date Set For Review	May 2028
Related Policies	<ul style="list-style-type: none"> • Bullying & Harassment Policy • Code of Conduct for Staff • Discipline Policy • Equal Opportunities Policy • Managing Attendance at Work Policy • Safeguarding Policy

Libraries NI

Domestic, Sexual Violence and Abuse Policy

1. Introduction

- 1.1 Domestic, Sexual Violence and Abuse is a serious problem in Northern Ireland. It occurs right across our society, and it has devastating consequences for the victims and their families.
- 1.2 Libraries NI is committed to providing a safe, supportive and inclusive working environment for its people. This policy is part of our commitment to family friendly working, making Libraries NI a great place to work and aims to help the welfare of our people; attract and retain our valued staff; improve our culture, morale and performance; and grow a reputation as an employer of choice.
- 1.3 This policy applies to all staff employed by Libraries NI.
- 1.2 The policy and procedures have been drawn up in consultation with Trade Unions. Libraries NI recognises its responsibilities under the Health and Safety at Work (NI) Order 1978, the Human Rights Act 1998, Section 75 of the Northern Ireland Act 1998, the Domestic Abuse and Civil Proceedings Act (Northern Ireland) 2021 and Domestic Abuse (Safe Leave) Act (Northern Ireland) 2022 and is committed to promoting equality of opportunities and a safe and healthy working environment for all its employees.

2. Purpose

- 2.1 The purpose of this policy and accompanying procedures is to demonstrate that as a responsible employer Libraries NI is committed to:
 - developing a workplace culture in which there is zero tolerance for abuse and will put in place measures to support staff
 - supporting employees' who are victims of Domestic, Sexual Violence and Abuse
 - informing employees about the potential signs of Domestic, Sexual Violence and Abuse
 - empowering employees who are victims of Domestic, Sexual Violence and Abuse to discuss these and seek support from their manager and/or Human Resources in the knowledge that the matter will be discussed sympathetically, sensitively and confidentially.
 - setting out its approach in cases where there are concerns that an employee may be the perpetrator of Domestic, Sexual Violence and Abuse.

3. Policy

3.1 Libraries NI will:

- inform employees and managers of Libraries NI Domestic, Sexual Violence and Abuse policy
- support staff fairly, consistently and with sensitivity
- raise awareness of Domestic, Sexual Violence and Abuse and signpost to Statutory Bodies, Charities and other organisations available to support employees and managers
- promote and encourage a workplace culture which has a zero-tolerance approach to Domestic, Sexual Violence and Abuse
- raise awareness of employee assistance provision including confidential counselling agencies and other supportive services.

4. Authority

Policy Sponsor

The Director of Business Support is the Policy Sponsor.

Policy Owner

The Head of Human Resources is the Policy Owner and is responsible for its regular review.

Policy Contact

Any member of staff who requires further information about the Domestic, Sexual Violence and Abuse Policy and associated procedures should refer to the staff SharePoint site and for further advice should contact the HR Health and Wellbeing team or a senior member of Human Resources.

5. Related Documents

Policies

- Bullying & Harassment Policy
- Code of Conduct for Staff
- Discipline Policy
- Equal Opportunities Policy
- Managing Attendance at Work Policy
- Safeguarding Policy.

Procedures

- Bullying and Harassment Procedure
- Discipline Procedure
- Domestic, Sexual Violence and Abuse Procedure
- Individual Grievance Procedure
- Managing Attendance at Work Procedure
- Safeguarding Procedure.

Guidelines

- Work life Balance Guidelines.