Questionnaire: Initial Evaluation of Workplace Program

Evaluate the effectiveness of a workplace program to create a safer and more supportive work environment for workers who may experience domestic violence, sexual violence and harassment, and stalking.

I. Pre-mapping Your Evaluation

Holistic evaluation of a workplace program can help employers get a full understanding of how successful the program is and identify potential gaps. Counterintuitively, program evaluation begins prior to program implementation by mapping where you want the program to go using your resources, which is also known as a logic model.

Logic Models

A logic model[1] is identifying a series of inputs (staff, money, time, equipment, partnerships, etc.), outputs (workshops, conferences, products produced, people reached, etc.), and outcomes that result in a value and/or a belief change.

A logic model is the road map of the program, and can be used to measure the outcomes and results of your program during all stages of development, execution, and

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[1] Center for Disease Control and Prevention, CDC Program Evaluation Framework Checklist, 2018. https://www.cdc.gov/eval/steps/step2/index.htm

completion. To learn more about logic models in program evaluation, please visit FUTURES' resource *Beyond Checking the Boxes: a Discussion on Education Program Evaluations*.

I. Create Your Logic Model[2]

Use this chart below to outline your program inputs, outputs, and intended impact to refer back to throughout the evaluation process and assess where you are meeting or falling short on your inputs, outputs, and short-term and medium-term outcomes.

Inputs *What we invest in the program*	Outputs *What we do and/who we reach*	Outcomes-Impact *What are the short-term and medium-term outcomes? What is our ultimate impact?*

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2 Developing A Logic Model: Teaching And Training Guide, Board of Regents of the University of Wisconsin System, 2008.

III. Post-Completion Evaluation

After program completion, use this form to evaluate how the program functions and operates, and matches the intended outcomes from the logic model. This questionnaire and open-ended questions are to be filled out by the team tasked with designing these policies and programs.

Indicate how much you agree with the following statements for each form of violence by rating them on a scale of 1-3. (1 is disagree; 2 is don't know/neutral; 3 is agree.)

	Issue	Domestic Violence	Sexual Violence	Stalking
1	**Workplace Culture** Our workplace creates a safe and supportive environment so that survivor-workers can disclose that they are experiencing violence, and seek assistance, without fear of job retaliation or loss of privacy.			
2	**Raising Awareness in the Workplace** Our workplace holds events, displays posters in public areas, provides safety cards, or engages in other activities so that workers know about: • our policies/procedures • whether assistance is available • what kind of assistance is available • who to contact for assistance			
3	**Multi-disciplinary Response Team** Our workplace has a multi-disciplinary team that meets regularly to plan events,			

	Issue	Domestic Violence	Sexual Violence	Stalking
	review/create policies and procedures, and address individual situations. Our team includes members of: • Human resources • Legal • EAP • Security • Union • Medical			
4	**Workplace Policy** Our workplace has a policy addressing the workplace impacts of domestic violence, sexual violence (not just sexual harassment) and stalking – and that policy also addresses responding to workers who are perpetrators.			
5	**Other Workplace Policies** We have reviewed all relevant personnel policies to see how they would further support a situation of domestic or sexual violence or stalking and the workplace. Those policies include: • Leave (sick, vacation, medical, unpaid, leaves of absence) • Discipline and termination • Attendance • Performance review/evaluation • Sexual Harassment • Benefits • Collective Bargaining Agreement • Workplace violence			

	Issue	Domestic Violence	Sexual Violence	Stalking
	• Confidentiality and anti-discrimination			
6	**Legal Compliance** We have consulted with legal counsel to make sure our policies/procedures/practices are in compliance with all relevant laws (federal, state and local), including those that specifically address domestic and sexual violence and the workplace.			
7	**Accommodations/Modifications** Our policies/ procedures/practices allow us to make short or long-term modifications/accommodations for survivor-workers to help them protect their safety and perform their work. These accommodations include: • Leave • Changing work hours • Changing shifts • Changing work location • Telecommuting • Changing job duties • Security escort • Changing telephone extension/number or routing incoming calls differently • Keeping location, work contact information confidential			

	Issue	Domestic Violence	Sexual Violence	Stalking
8	**Training** Our managers/supervisors receive training on: • what to say or do when an worker discloses that she/he has experienced violence and seeks assistance • what to say or do when an worker is identified as a perpetrator of violence • using and implementing our workplace domestic and sexual violence and stalking policy.			
9	**EAP** We have an employee assistance program (EAP) available to all workers. Our EAP professionals understand the dynamics of domestic and sexual violence and stalking, respect confidentiality, and have current contact information for local, state and national resources that our worker-survivors may need.			
10	**Confidentiality and Privacy** Our policies/procedures/practices have specific provisions to protect the confidentiality and privacy of workers (whether survivors, perpetrators, or observers) who disclose violence.			
11	**Workers Who are Perpetrators**			

	Issue	Domestic Violence	Sexual Violence	Stalking
	Our workplace has policies/procedures/practices addressing appropriate actions when an worker is a perpetrator of domestic or sexual violence or stalking.			
12	**Community Service Providers** We have a list of, and current contact information for, local anti-violence advocates and service providers where we can refer survivor-workers for assistance. We've reached out to local community providers at least once this year to introduce our workplace and build a relationship of support and rapport.			
13	**Insurance/Benefits Discrimination** Neither we nor our insurance providers use a history of domestic violence, sexual violence or stalking in any way during underwriting, benefits approval, or claims processing.			
14	**Security Response** Our security personnel have protocols/procedures in place to address workplace security concerns related to domestic and sexual violence and stalking. OR			

	Issue	Domestic Violence	Sexual Violence	Stalking
	In the absence of security department/personnel, we have developed a plan to address workplace security concerns related to domestic and sexual violence and stalking.			
15	**Security Response** We have a policy/procedure for handling the aftermath of a violent incident at work.			
16	**Security Response** Security personnel and/or other staff are trained to help an worker create a workplace safety plan or implement a plan already in place.			
17	**Local Law Enforcement** We have a relationship with local law enforcement and a specific contact to call in case of imminent physical threats or harm related to domestic violence or sexual violence or stalking.			
18	**Accessibility** All of our materials and policies/procedures are available in languages requested most frequently by our workers, and are accessible to workers with disabilities.			
19	**LGBTQ+ Workers**			

Issue	Domestic Violence	Sexual Violence	Stalking
Our policies/procedures/practices, services, materials, and list of community service referrals take into account the needs and concerns of lesbian, gay, bisexual, transgendered, or queer workerss.			

III. Open-Ended Questions

Open-ended questions allow for nuanced thoughts about program success and gaps that might not otherwise be captured in the numerical evaluation. Discuss with your team successes and areas for improvement in the future.

What do you think works well about your workplace program?

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What would you change about your workplace program for the future?

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