

Questionnaire: Initial Evaluation of Workplace Program

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	<p>Workplace Culture</p> <p>Our workplace creates a safe and supportive environment so that victim-employees can disclose that they are experiencing violence, and seek assistance, without fear of job retaliation or loss of privacy.</p>			
2	<p>Raising Awareness in the Workplace</p> <p>Our workplace holds events, displays posters in public areas, provides safety cards, or engages in other activities so that employees know about:</p> <ul style="list-style-type: none"> • our policies/procedures • whether assistance is available • what kind of assistance is available • who to contact for assistance 			

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3	<p>Multi-disciplinary Response Team</p> <p>Our workplace has a multi-disciplinary team that meets regularly to plan events, review/create policies and procedures, and deal with individual situations.</p> <p>Our team includes members of:</p> <ul style="list-style-type: none"> • Human resources • Legal • EAP • Security • Union • Medical 			
4	<p>Workplace Policy</p> <p>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 employees who are perpetrators.</p>			
5	<p>Other Workplace Policies</p> <p>We have reviewed all relevant personnel policies to see how they would address a situation of domestic or sexual violence or stalking and the workplace.</p>			

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	<p>Those policies include:</p> <ul style="list-style-type: none"> • Leave (sick, vacation, medical, unpaid, leaves of absence) • Discipline and termination • Attendance • Performance review/evaluation • Sexual Harassment • Benefits • Collective Bargaining Agreement • Workplace violence • Confidentiality and anti-discrimination 			
6	<p>Legal Compliance</p> <p>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.</p>			
7	<p>Accommodations/Modifications</p> <p>Our policies/ procedures/practices allow us to make short or long-term modifications/accommodations for</p>			

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	<p>victim-employees to help them protect their safety and perform their work.</p> <p>These accommodations include:</p> <ul style="list-style-type: none"> • 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 			
8	<p>Training</p> <p>Our managers/supervisors receive training on:</p> <ul style="list-style-type: none"> • what to say or do when an employee discloses that she/he has experienced violence and seeks assistance • what to say or do when an employee is 			

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	<p>identified as a perpetrator of violence</p> <ul style="list-style-type: none"> • using and implementing our workplace domestic and sexual violence and stalking policy. 			
9	<p>EAP</p> <p>We have an employee assistance program (EAP) available to all employees.</p>			
10	<p>EAP</p> <p>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 employee-victims may need.</p>			
11	<p>Confidentiality and Privacy</p> <p>Our policies/procedures/practices have specific provisions to protect the confidentiality and privacy of employees (whether victims, perpetrators, or observers) who disclose violence.</p>			
12	<p>Employees Who are Perpetrators</p> <p>Our workplace has policies/procedures/practices addressing appropriate actions when an employee is a perpetrator of domestic or sexual violence or stalking.</p>			

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13	<p>Community Service Providers</p> <p>We have a list of, and current contact information for, local anti-violence advocates and service providers where we can refer victim-employees for assistance.</p>			
14	<p>Insurance/Benefits Discrimination</p> <p>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.</p>			
15	<p>Security Response</p> <p>Our security personnel have protocols/procedures in place to address workplace security concerns related to domestic and sexual violence and stalking.</p> <p>OR</p> <p>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.</p>			
16	<p>Security Response</p> <p>We have a policy/procedure for handling the aftermath of a violent incident at work.</p>			
17	<p>Security Response</p>			

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	Security personnel and/or other staff are trained to help an employee create a workplace safety plan or implement a plan already in place.			
18	<p>Local Law Enforcement</p> <p>We have a relationship with local law enforcement and a specific contact to call in case of an incident related to domestic violence or sexual violence or stalking.</p>			
19	<p>Accessibility Issues</p> <p>All of our materials and policies/procedures are available in languages other than English, and are accessible to employees with disabilities.</p>			
20	<p>LGBTQ Employees</p> <p>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 employees.</p>			

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