

FAMILY AND DOMESTIC VIOLENCE LEAVE

POLICY STATEMENT:

Logifix Freight Solutions recognises and appreciates that unfortunately from time to time some employees may be affected by family and domestic violence. In line with legislation, Logifix Freight Solutions provides up to ten (10) days of paid family and domestic violence leave per annum for all full time, part time and casual employees.

Family and domestic violence is defined as violent, threatening or other abusive behaviour by an employee's family member or member of their household that seeks to coerce and/or control the employee and/or cause them harm or fear.

A family member includes employees:

- spouse or former spouse
- de facto partner or former de facto partner
- child/parent
- grandparent/grandchild
- sibling
- an employee's current or former spouse or de facto partner's child, parent, grandparent, grandchild or sibling, or
- a person related to the employee according to Aboriginal or Torres Strait Islander kinship rules.

Employees can take paid family and domestic violence leave when they are experiencing family and domestic violence or need to attend to matters relating to the impacts of family and domestic violence where it is not practical to do so outside of their regular working hours. These can include:

- making arrangements for their own safety or the safety of a family member living with them (including relocation)
- attending court hearings
- accessing police services
- attending counselling
- attending appointments with medical, financial and or legal professionals relating directly to their family or domestic violence situation

If an employee needs to apply for paid family and domestic violence leave, they must let their direct Manager or HR representative know as soon as is practicably possible. Where possible, the employee should advise at this time how long they expect to be away from work. The employee can be assured that this information will be kept confidential.

PROCEDURE:

- a. All permanent full time, part time and casual employees are eligible to receive ten (10) days per annum paid family and domestic violence. Leave is not pro-rated based on employment type.
- b. The full ten (10) day entitlement will be available upfront, renewing each year on the anniversary of the employee's employment with Logifix Freight Solutions or immediately if employed prior to the legislation coming into effect. Family and domestic violence leave will not accumulate from year to year if not utilised.
- c. Paid family and domestic violence leave will be available from 1 February 2023. Employees will continue to be entitled to five (5) days of unpaid family and domestic violence leave until they can access the paid entitlement.
- d. Full time and part time employees will be paid at their full pay rate for the hours they would normally have worked, up to a total of ten (10) days per annum.
- e. Casual employees will be paid their full pay rate for any hours they were rostered to work in the period they took leave up to a total of ten (10) days per annum.
- f. Employees who need to attend to matters relating to family and domestic violence during a period of paid personal or annual leave can apply to change their leave to paid family and domestic violence leave. The required evidence will need to be submitted to their direct manager or HR representative for review and a decision will be provided as soon as possible.
- g. Any employee who needs to apply for paid family and domestic violence leave should request leave from either their direct manager or HR representative. Their manager or HR Representative may require appropriate evidence to support any request for paid family and domestic violence leave. The employee may be asked to complete a Leave Application Form which will be kept in a secure location to ensure confidentiality.
- h. The employee's direct manager or HR representative may ask an employee for evidence to show that they need to attend to matters relating to family and domestic violence and that it is not practical to do so outside of their normal hours of work. If the employee does not provide the requested evidence, their application for paid family and domestic violence leave may be declined.
- i. Evidence to support an application for paid family and domestic violence leave should be provided on all occasions and evidence can include but is not limited to:
 - documents issued by the police
 - documents issued by a court
 - family violence support service documents, or
 - a statutory declaration
- j. The manager or HR representative can only use the evidence provided to satisfy that the employee is entitled to family and domestic violence leave, unless:
 - the employee consents
 - the employer is required to deal with the information by law, or

- it is necessary to protect the life, health or safety of the employee or another person.
- k. The manager or HR representative cannot use the evidence provided for other purpose, including taking adverse action against the employee.
- l. Management will consider any application for family and domestic violence leave and will advise the employee of the outcome as soon as is reasonably possible.
- m. Employees may request to extend their family and domestic violence leave by applying to use any available annual leave entitlements they may have. If all accrued annual leave has been exhausted, the employee may apply to take any additional leave required as unpaid leave.
- n. Confidential information, counselling and support for people impacted by domestic and family violence are available at the 1800 RESPECT website, the national sexual assault domestic and family violence counselling service.
- o. Logifix Freight Solutions will take all reasonable steps to ensure all information relating to an employee's family and domestic violence situation is kept confidential.
- p. Exemptions to this policy may be made on a discretionary basis based on individual circumstances.