Domestic Violence Leave & Flexible Working Policy

Robert Walters is committed to doing all we reasonably can to support employees who are victims of family violence.

If employees are affected by family violence they will not be discriminated against or treated unfairly. Where possible, Robert Walters will protect the privacy of employees who experience family violence.

All requests for Domestic Violence leave or short-term safety measures at work will be considered urgently.

Definitions

Domestic Violence: is violence against a person by any other person with whom that person is, or has been, in a domestic relationship, including physical abuse, sexual abuse and psychological abuse (including intimidation, harassment, damage to property, threats of abuse, financial abuse) and includes where a child sees or hears such abuse.

Domestic Violence Leave

Under the Holidays Act employees are entitled to up to 10 days of paid Domestic Violence Leave in each subsequent 12-month period (pro-rated for part-time) if they are a person affected by domestic violence and they have been:

- continuously employed by the company for at least six months; or
- employed by the company an average of 10 hours a week for no less than one hour per week or 40 hours per month over a six-month period.

There is no accrual of Domestic Violence Leave and any unused entitlements will not be paid out upon termination.

An employee can become eligible for Domestic Violence Leave if:

- they are a person against whom any other person inflicts, or has inflicted, domestic violence; and/or
- a person with whom there ordinarily or periodically resides a child against whom any other person inflicts, or has inflicted, domestic violence.

All discussions and information around leave will be kept confidential where reasonably possible, unless there is an immediate risk to someone's safety.

Process for Applying for Leave

An employee who intends to apply for Domestic Violence Leave must:

- notify their manager and Robert Walters Human Resources at least 30 minutes before the start of their working day
- or if this is not practicable, then as soon as possible after that time.

Domestic Leave needs to be submitted in writing to and approved through Robert Walters Human Resources either in advance if known, or upon your return to the office. Leave applications are to be emailed to newzealandhumanresources@robertwalters.co.nz

Employees are required to provide the company evidence of domestic violence at the time of lodging leave applications. Suggestions of supporting information can be gained from the police, government departments, a health professional or a family violence support service. Evidence is required within ten (10) working days of when a request is lodged.

Short-Term Safety Plan

You are entitled to request a temporary change in working arrangements (Flexible Working Arrangements) for up to two (2) months if you are a Person Affected by Domestic Violence.

A workplace safety plan will be developed between the employee who is concerned about their safety at work due to family violence, Human Resources and their respective manager at the host employer.

Employees is entitled to short-term flexible working arrangements including:

- flexibility in work hours and days of work
- flexibility in duties at work
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Short-term flexible working requests will be considered urgently (within 10 working days or sooner). To request flexible working arrangements, you must submit a written request to Human Resources Department, Robert Walters New Zealand Limited, which is to be emailed to newzealandhumanresources@robertwalters.co.nz detailing:

- your name;
- the date on which the request is made;
- detail of the required changes;
- the start and end dates for changes;
- state how the changes will assist you to deal with the effects of domestic violence; and
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Company may agree or refuse a request for flexible working arrangements on reasonable grounds. If a request is refused, Robert Walters may consult with you and provide you with the reasons for refusal in writing within 10 days.

Longer-Term Safety Measures

An employee who is affected by family violence is entitled to request a permanent change to their working hours or days of work, their work location to another office, location, site or city (if possible).

All permanent flexible working requests must be made in writing to Robert Walters Human Resources. Your written request needs to detail:

- proposed changes to your hours, days and/or place of work
- when it should commence
- whether it is a permanent change — if not, provide an end date
- what else needs to happen for the arrangement to work
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Please allow a reasonable time for Robert Walters and your host employer to put the change in place if it is approved. The start date (and the amount of time we may need) may depend on the type of arrangements you have asked for.

Robert Walters will provide an answer to your request as soon as possible and within one month of Human Resources receiving the written request. The company or host employer may agree or refuse a request for flexible working arrangements on reasonable grounds.

Support Services

We fully encourage anyone impacted by domestic violence to seek assistance from any of the following support services:

- Women's Refuge
- National Network of Stopping Violence Services
- Are You Ok?
- Safe to talk
- Shine

Further information is also available on the New Zealand Government website.