

“Creating Safer Workplaces”

A Practical Workplace Handbook for
Supporting Employees Experiencing Domestic
and Family Violence

Executive Information Pack



KALPAXIS

LEGAL

Welcome

Hello There!

Domestic and Family Violence is not only a personal issue it is also a workplace issue.

Police in NSW respond to a Domestic Violence incident once every three minutes. One in four women are the victims of Domestic and Family Violence. One in Six are victims of physical and sexual violence. For men, the statistics report one in seven men are victims of Family and Domestic violence.

Based on these statistics, across workplaces in NSW, it is highly likely that every medium and large workplace currently employs victim-survivors who may require safety, flexibility, and workplace support.

Across Australia, victim survivors often continue attending work while managing fear, trauma, legal matters, housing instability, financial abuse, and ongoing safety risks. Without appropriate workplace support, organisations can experience:

- Increased absenteeism
- Reduced productivity and engagement
- Higher staff turnover
- Workplace safety risks
- Burnout within teams and management
- Legal and compliance exposure
- Reputational harm

For employers, the challenge is often not a lack of care — it is a lack of clear guidance, practical systems, and confidence in how to respond appropriately.

Why do conversations about Domestic & Family Violence at work matter?

Domestic and Family Violence does not stay at home when an employee comes to work.

Its impact often extends into the workplace through:

- Increased stress and anxiety
- Fatigue and reduced concentration
- Changes in attendance or performance
- Safety concerns
- Financial instability
- Court appearances, medical appointments, or housing disruptions
- Isolation, fear, and emotional distress

For many victim-survivors, the workplace may be the only stable, safe, or supportive environment they have access to.

When workplaces avoid conversations about domestic and family violence, employees are more likely to suffer in silence. Many fear:

- Being judged
- Losing professional opportunities
- Appearing unreliable
- Breaches of confidentiality
- Negative impacts on their career progression

As a result, organisations may remain unaware that employees are experiencing serious safety and wellbeing challenges until a crisis occurs.



Supporting employee wellbeing through safe workplace dialogue

Creating psychologically safe workplaces where respectful conversations can occur helps employees feel:

- Seen
- Supported
- Valued
- Safe to seek assistance early

Importantly, these conversations are not about employers becoming counsellors or intruding into employees' personal lives. They are about ensuring managers and leaders understand how to respond appropriately, compassionately, and lawfully when support is needed.

Open and informed workplace conversations also:

- Reduce stigma
- Strengthen workplace culture
- Improve trust in leadership
- Support employee retention and engagement
- Assist organisations to manage risk proactively
- Demonstrate a genuine commitment to employee wellbeing and safety

When leaders acknowledge domestic and family violence as a workplace issue, they send a powerful message:

“You do not have to face this alone, and your safety and wellbeing matter here.”

Organisations that foster these conversations are better positioned to create workplaces that are safer, stronger, more resilient, and more productive for everyone.

What is the 'Creating Safer Workplaces Handbook' all about?



The handbook is a practical workplace resource designed to help organisations create safe, legally compliant, and psychologically supportive environments for employees affected by domestic and family violence.

It provides employers, HR professionals, executives, and managers with:

1. Clear guidance on employer obligations under the Fair Work Act
2. Practical workplace response strategies
3. Trauma-informed communication guidance
4. Policy and procedure templates
5. Safety and confidentiality considerations
6. Leadership and culture recommendations
7. Risk management guidance
8. Strategies for supporting productivity while protecting employee wellbeing

The handbook bridges the gap between compliance and culture.

It helps organisations move beyond simply 'having a policy' toward creating workplaces where employees genuinely feel safe, respected, valued, and supported.

Why organisations choose this resource?

1. It Reduces Risk

Many leaders are unaware that inadequate workplace responses can expose organisations to:

- Legal liability
- Psychological safety complaints
- Workplace health and safety concerns
- Employee relations issues
- Reputational damage

The handbook provides structured, practical guidance to help organisations respond appropriately and consistently.

2. It Supports Productivity and Retention

Employees experiencing domestic violence are often highly capable workers managing extraordinary personal circumstances.

When workplaces respond with flexibility, safety, and support:

- Employees are more likely to remain engaged
- Staff retention improves
- Absenteeism can decrease
- Team morale strengthens
- Loyalty and trust increase

Supportive workplaces do not weaken performance, they strengthen it.

3. It Strengthens Workplace Culture

Today's workforce increasingly expects employers to demonstrate:

- Psychological safety
- Ethical leadership
- Genuine employee care
- Inclusive workplace practices

Organisations that proactively support vulnerable employees are viewed more favourably by:

Staff - Clients - Stakeholders - Investors - Future talent

This handbook helps organisations lead with both compassion and professionalism.

“Why should we address this now?”

A common hesitation among employers is:

“We haven’t had anyone disclose domestic violence in our workplace.”

In reality, many employees never disclose due to fear of:

- > Judgment
- > Career impact
- > Confidentiality breaches
- > Losing opportunities
- > Being perceived as unreliable

Domestic and Family Violence often remains invisible until a crisis occurs.

By the time an issue becomes highly visible, the organisation may already be dealing with:

- > Significant operational disruption
- > Safety concerns
- > HR complications
- > Employee burnout
- > Escalated legal or reputational risk

Proactive preparation is significantly more effective and less costly than reactive crisis management.

“Is this really relevant to our workplace?”

Domestic and Family Violence affects employees across:

All industries

All income levels

All genders

All professional backgrounds

No workplace is immune.

For midsize businesses in particular, the impact of losing even a small number of experienced employees can be substantial.

A single unsupported employee crisis can affect:

Team productivity

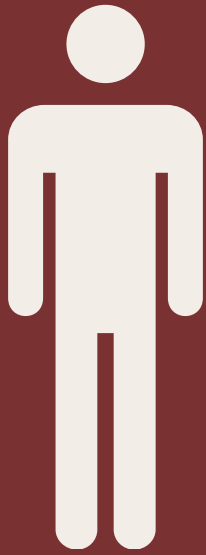
Workplace morale

Leadership time

Recruitment costs

Operational continuity

**This resource equips organisations to respond effectively
before issues escalate.**



The Human Benefit



At its core, this handbook helps organisations protect people.

Employees who feel safe and supported are more likely to:

- > Seek help earlier
- > Maintain employment stability
- > Stay engaged at work
- > Recover more effectively
- > Contribute positively to workplace culture

For many victim-survivors, a supportive workplace can become one of the most stabilising and life-changing factors in their recovery journey.

Workplaces have the opportunity to become part of the solution.



The Business Benefit



Creating psychologically safe and supportive workplaces is not only ethically responsible — it is commercially sound.

Organisations that implement effective support frameworks can benefit from:

- > Reduced turnover costs
- > Lower absenteeism
- > Improved employee engagement
- > Stronger leadership capability
- > Reduced workplace conflict
- > Enhanced reputation and employer brand
- > Improved compliance confidence
- > Protection against future claims and economic loss

Investing in prevention, education, and structured response systems is significantly more cost-effective than managing the consequences of unsupported workplace crises.

When you invest in our handbook you also become one of Australia's first Accredited Safer Workplace organisations. We will send you an Accreditation pack for you to display.

Who is this handbook designed for?



→ **CEOs and executive leadership teams**

→ **Board members**

→ **HR executives and HR managers**

→ **Workplace health and safety professionals**

→ **People & culture teams**

→ **Medium to large sized organisations seeking practical
implementation guidance**

It is designed to be practical, accessible, and immediately
applicable within real workplace settings.

Let's Get Started!

Creating a safe workplace means recognising that what happens beyond the office can shape someone's ability to thrive within it. As an employer, your awareness, compassion, and willingness to act can be the difference between silence and safety. Together, we can build workplaces where respect is non negotiable, support is visible, and every person has the opportunity to work free from fear. To discuss implementing our Handbook in your workplace, get in touch with me.

SCHEDULE A CALL

(02) 7252 7111

LEARN MORE

<https://kalpaxislegal.com.au>

“Real change starts when we choose to be involved, not just aware, in creating safer workplaces for all”

Cassandra



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Do it yourself Package

This package provides you with access to our Creating Safer Workplaces Handbook and gives you the tools you need to undertake a review of your current policies and implement new policies to combat Domestic and Family Violence.

LET'S WORK TOGETHER

WHAT YOU'LL GET:

- ✓ Access to the Creating Safe Workplaces Handbook
- ✓ Templates that can be customised to your workplace.
- ✓ Example scripts of conversations to be had with employees.

YOUR INVESTMENT

\$2200

The done for you package

This premium package is designed for organisations that want more than information alone. It provides practical implementation support to help businesses confidently establish safe, compliant, and trauma informed workplace systems for employees experiencing Domestic and Family violence.

YOUR INVESTMENT

\$4400

Access to the Creating Safer Workplaces Handbook

WHAT YOU'LL GET:

- ✓ Access to the Creating Safer Workplaces Handbook
- ✓ Templates that can be customised to your workplace.
- ✓ Example scripts of conversations to be had with employees.
- ✓ Confidential Support framework package - When to escalate disclosures and what external referrals and resources can be accessed.
- ✓ Staff and leadership training resources

The Ultimate Package

SUMMARY:

This premium package is designed for organisations that want more than information alone. It provides practical implementation support to help businesses confidently establish safe, compliant, and trauma-informed workplace systems for employees experiencing Domestic and Family Violence.

YOUR INVESTMENT

\$8,800

- ✓ Access to the Creating Safer Workplaces Handbook
- ✓ Templates that can be customised to your workplace.
- ✓ Example scripts of conversations to be had with employees.
- ✓ Confidential Support framework package - When to escalate disclosures and what external referrals and resources can be accessed.
- ✓ Staff and leadership training resources.
- ✓ Review of your current policies, rewrite existing policies and recommend new policies.
- ✓ Meeting to implement new and updated policies.
- ✓ Monthly checkins for 3 months to workshop implementation and review

“When we make space for safety, we
make space for people to stay”

PRESENTED TO YOU BY CASSANDRA KALPAXIS

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Tune into Love, Lies & Law the podcast
with Cassandra Kalpaxis

