STATE OF MAINE
DEPARTMENT OF
ECONOMIC AND COMMUNITY DEVELOPMENT
59 STATE HOUSE STATION
AUGUSTA ME 04333-0059

PAUL R. LEPAGE
GOVERNOR

GEORGE C. GERVAIS
COMMISSIONER

DOMESTIC VIOLENCE AND THE WORKPLACE

POLICY STATEMENT

The Maine Department of Economic and Community Development (hereinafter "the Department") is dedicated to the prevention and elimination of domestic violence and, further, seeks to create a supportive work environment in which employees feel comfortable discussing and seeking assistance against domestic violence.

The Department will not tolerate acts of domestic violence, sexual assault, and/or stalking in the workplace, including harassment or violent or threatening behavior that may result in physical or emotional injury to any Department employee while in state offices, facilities, work sites, vehicles, or while conducting business for the State.

The Department will take appropriate disciplinary action against an employee who engages in any form of domestic violence in the work place, and/or misuses state resources to perpetrate any form of domestic violence while conducting state business and will report any criminal activity perpetrated by an employee in the workplace to the appropriate authority. The Department will take appropriate disciplinary action against an employee if there is any connection between their off duty conduct and this Department.

It is the policy of the Department to create and maintain a safe and healthy work environment free from violence, threats, intimidation and harassment for employees affected by domestic violence and to provide support and guidance.

I. PURPOSE:

A. The purpose of this policy is to raise awareness of and to provide guidance, education and resources to employees, supervisors and managers to address occurrence of domestic violence and its effects in the work place.

II. DEFINITIONS:

A. Domestic Violence: A pattern of coercive behavior that is used by one person against family or household members to establish and maintain power and control over the other party in the relationship. This behavior may include: physical violence, sexual abuse, emotional, and psychological intimidation, verbal abuse and threats, stalking, isolation from friends and family, economic control and destruction of personal property. Domestic violence occurs between people of all racial, economic, educational, and religious backgrounds. It occurs in heterosexual and same sex relationships, between married and unmarried partners, between current and former partners, and between other family and household members. Domestic violence is a major cause of injury to women, although men may also be victims of such violence.

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B. Sexual Assault: "Sexual" assault means an act of sexual violence whereby a person forces, coerces, or manipulates another person to participate in unwanted sexual activity. Sexual assault is an umbrella term for a variety of different victimizations, including but not limited to: sexual harassment and gender-based bullying, sexual coercion, commercial sexual exploitation and sex trafficking, child sexual abuse, elder sexual abuse, unwanted sexual contact, sexual abuse by a caregiver, drug-and alcohol-facilitated sexual assault, a power differential which makes sexual contact inappropriate or illegal (e.g., student-teacher or doctor-patient), sexual assault, and sexual violence within the context of an intimate relationship. Any sexual activity with a person who is unable to give consent is considered sexual violence. This includes, but is not limited to, a person who is asleep, impaired, under the influence of drugs and alcohol, an incapacitated or dependent adult, and a child under the age of 14.

C. Stalking: Repeated unwanted contact between two people that directly or indirectly communicates a threat or places the victim in fear. Stalking may occur between intimate partners, acquaintances, or strangers. Stalking behaviors include but are not limited to: following a person; appearing at a person's home or place of business; making harassing phone calls; sending letters or e-mails; leaving written messages or objects; or vandalizing a person's property. In Maine, stalking is a crime and is defined more specifically in the criminal statutes in 17-A M.R.S.A. §210-A.

D. Batterer or Abuser: The individual who commits domestic violence as defined above.

E. Victim or Survivor: The individual who is the subject of domestic violence.

F. Batterers' Intervention Programs: State certified programs batterers attend that are designed to hold abusers accountable for their criminal behavior; encourage behavior change through the community's demand for accountable and respectful actions in intimate and family relationships; and increase victim safety.

Inappropriate intervention models include, but are not limited to couples, marriage, or family counseling, and anger management courses. These have proven to be ineffective in stopping domestic violence and may decrease victim safety.

G. Workplace: An employee is considered to be in the workplace when the employee, is traveling on behalf of the state, is in State-owned or leased workspace, is using the facilities or services of the State, is wearing a uniform, or is using a vehicle that is owned or leased by the State or its agencies.

H. Work Place Safety Plan: A strategy developed in collaboration with a victim to implement work place safety options, including, but not limited to: setting up procedures for alerting security or police; temporary relocation of the victim to a secure area; voluntary temporary transfer or permanent relocation to a new work site; reassignment of parking space; escort for entry to and exit from the work site; dealing with telephone, fax, e-mail or mail harassment; and, keeping a photograph of the abuser or a copy of an existing court order in a confidential on-site location and providing copies to security personnel. (See attachment A.)

I. Department: Department of Economic and Community Development (DECD).

J. Domestic Violence Response Team: Staff members of DECD. (See Appendix D for list of contacts.)

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III. STATEMENT OF CONFIDENTIALITY

A. The Department recognizes and respects the need for confidentiality regarding employees who are affected by domestic violence. To the extent permitted by law and unless the substance of the employee's disclosure demands otherwise, the Department will maintain the confidentiality of a victim's or alleged abuser's/abuser's disclosure. Disclosure may be addressed to any supervisor or appropriate human resources staff, with whom the employee is most comfortable. Further disclosure may be necessary if safety planning measures must be undertaken for victims or if a threat to the safety of any person in the work place exists.

Whenever possible, the employee will be given notice in the event that further disclosure is necessary.

B. A director/supervisor who becomes aware of a protection order or other information regarding an employee who is an abuser shall keep that information confidential and may only discuss the information with those persons who need to be informed in order to insure the safety of the Department employee.

IV. TRAINING, EDUCATION AND OUTREACH

A. This policy will be distributed to all employees. New employees will receive the policy upon commencing employment and during the New Employee Welcome/Information Session. All employees are expected to become familiar with the provisions of this policy and to attend domestic violence training as provided by the Department.

B. Members of the Domestic Violence Response Team will attend specialized training, as provided by the Department, focused on identifying and responding to issues of domestic violence and the workplace. (See Appendix D for list of DV Response Team members.)

C. Informational and resource materials will be available at sites, along with available sources of assistance such as: the State's Employee Assistance Program (hereinafter "EAP"), hotline numbers for local domestic violence, sexual assault service providers and state-certified batterers' intervention programs.

V. EMPLOYEES AFFECTED BY DOMESTIC VIOLENCE

A. The Department seeks to offer support and referrals for assistance to those employees who disclose concerns or request assistance.

B. Employees are encouraged to discuss concerns about being safe at work with any Domestic Violence Response Team member.

C. An employee who witnesses violence or threats of immediate violence in the work place must report to someone in human resources immediately. Depending on the situation, human resources may or may not become directly involved.

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VI. RESPONSE TO EMPLOYEES AFFECTED BY DOMESTIC VIOLENCE

A. Responders and supervisors are responsible for following the requirements and procedures set forth in this policy. They are also responsible for communicating that domestic violence is behavior that will not be tolerated in the work place and that the Department will actively provide information and support to employees who are victims of such abuse. Responders or supervisors, who become aware that an employee is a victim of domestic violence shall, immediately notify someone in human resources. Depending on the situation responders and/or supervisors may work in consultation with appropriate human resource staff to:

1. Offer the victim information about appropriate agencies and services: including EAP, domestic violence projects and sexual assault centers, legal services, law enforcement, medical and counseling services. (See lists in Appendix A, Appendix B and Appendix C).

2. Allow leave with or without pay (depending on employee's leave balance), to be used for the purposes of victim counseling, obtaining medical treatment, attending legal proceedings or carrying out other necessary activities to remedy a crisis caused by domestic violence, sexual assault or stalking, in accordance with (26 M.R.S.A. §850), *Employment Leave for Victims of Violence*.

3. Offer to assist the victim in developing a work place safety plan. If the victim and abuser are both employed by the Department, the work place safety plan should make arrangements to protect the victim from any threat posed by the abuser. The needs of the victim are of primary importance, and isolating the abuser from the victim is preferred if relocation for safety purposes is an issue.

4. The Department and the victim may consider screening telephone calls, changing the victim's phone number and/or providing caller ID, arranging for escort to and from parking areas, changing work schedules and/or work site, and providing information concerning the perpetrator to Capitol Security, local law enforcement, other Directors, support staff and/or the receptionist and other building facility personnel on a need to know basis.

5. Where the other party in an incident of domestic violence or sexual assault involving a Department employee is an employee of another State agency, the Human Resource Manager will inform that other agency to assure that appropriate responses to the situation are coordinated when there is reason to believe a workplace issue exists.

B. If confided in, a co-worker should provide support to the victim and not be judgmental. The co-worker should notify someone in Human Resources immediately. Offer referrals of available resources such as the Employee Assistance Program, domestic violence and sexual assault advocacy projects, and hotlines and/or to a member of the Domestic Violence Response Team.

1. Refer the victim to other individuals within the Department who may be able to provide assistance such as the appropriate human resource staff, supervisor or any DV Responder.

2. Encourage the victim to seek assistance from the local domestic violence project when developing a personal and home safety plan.

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C. The Department recognizes that victims of violence may have performance or conduct problems, such as chronic absenteeism or an inability to concentrate because of the abuse. The Department will offer victims support and an opportunity to correct the problem.

1. When an employee subject to discipline confides that job performance or a conduct problem is caused by domestic violence, referrals and assistance should be offered in accordance with this policy.

2. If an employee requests time off, the Commissioner or designee, in collaboration with the employee and appropriate human resource staff (and if appropriate, EAP counselor), will determine a reasonable amount of time away from work for the employee to obtain assistance regarding domestic violence. Efforts will be made to first explore whether paid options can be arranged which would help the employee cope with domestic violence or sexual assault situations without having to take a formal leave of absence. This time may be drawn from sick or vacation leave, unpaid leave, family medical leave or Catastrophic Leave as determined appropriate and available. Any such leave will be consistent, at a minimum, with (26 M.R.S.A. § 850). Directors/Supervisors should be mindful that the effects of domestic violence can be severe and may take extended periods of time to address fully.

3. Nothing in this policy alters the authority of the Department to establish performance expectations, counsel employees, impose discipline, reassign duties, place an employee on leave, or take other action as it deems appropriate.

VII. PROCEDURE – RESPONSE AND ASSISTANCE TO VICTIMS OF SEXUAL ASSAULT

A. If a victim discloses sexual violence to a co-worker, that co-worker should avoid victim blaming and send the following messages: you are not alone, you are not to blame, and there is help available. The co-worker may wish to refer the victim to:

1. Available resources including the local sexual assault support center and the Employee Assistance Program. (Listed in appendix C and EAP.)

2. Other individuals within the Department who may be able to provide assistance to the victim such as appropriate human resource staff, any victim's Director/Supervisor or Domestic Violence Response Team member.

B. Directors/Supervisors are responsible for communicating that sexual violence is behavior that will not be tolerated in the work place and that the Department will actively provide information and support to employees who are victims of such abuse.

1. Directors/Supervisors shall ensure that each employee is provided with a copy of the Domestic Violence and Workplace Policy which includes information relevant to sexual assault.

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C. A Responder/Supervisor or human resource staff person who becomes aware that an employee is a victim of sexual assault shall:

1. Offer the victim information about appropriate organizations for support, which include the sexual assault support centers listed in Appendix C and that assistance is also available through the Employee Assistance Program.

2. Offer leave with or without pay (depending on employee leave balance), to be used for the purposes of accessing services, counseling, obtaining medical treatment, attending legal proceedings or carrying out other necessary activities to remedy a crisis caused by domestic violence, sexual assault or stalking, in accordance with (26 M.R.S.A. §850), *Employment Leave for Victims of Violence*.

D. Performance Issues: This policy recognizes that victims of sexual assault may have performance problems such as inability to concentrate, absenteeism, and productivity issues. When an employee confides to a director or supervisor that job performance issues are caused by sexual assault, referrals and assistance should be offered along with an opportunity to correct performance issues in accordance with this policy. Nothing in this policy alters the authority of the Department to establish performance expectations, counsel employees, impose discipline, reassign duties, place an employee on leave or take other action as it deems appropriate.

VIII. RESPONSE TO AN EMPLOYEE WHO IS A PERPETRATOR

A. Any employee who is found using any State resources: including but not limited to work time, workplace telephones, State cell phones or pagers, facsimile machines, mail, electronic mail, a State vehicle, a State credit card, other State employees, or other means to commit domestic violence, sexual assault, or stalking will be subject to corrective and disciplinary action, up to and including termination.

B. Any employee who is arrested, convicted, or issued a court order as a result of domestic violence, sexual assault, or stalking, when such action has a nexus/connection to their employment with the State, will be subject to corrective and disciplinary action, up to and including termination. [Any questions concerning the possibility of a connection between off-duty violence and one's employment with the State should first be discussed with the Department's Human Resource Staff.]

C. Any employee who is a defendant in a protective order, must disclose to their Bureau or Division Director any order for protection from abuse or harassment, or any condition of bail or probation applicable to the employee that includes:

1. Conditions that may interfere with the employee's ability to perform job duties;

2. Conditions prohibiting or limiting contact with other employees of this Department; or

3. Conditions prohibiting or limiting contact with State employees of other Departments with whom there is a work relationship.

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D. If an employee discloses, or a supervisor, Director, or appropriate human resource staff member becomes aware that the employee is a perpetrator of domestic violence, sexual assault or stalking, and there is no nexus/connection between the offense and the employee's employment with the State, the responder or a response team member should refer the employee to this policy, to a local State certified Batterers' Intervention Project, and the EAP. [Any questions concerning the possibility of a connection between off-duty violence and one's employment with the State should first be discussed with the Department's Human Resource Staff.]

E. If an employee is concerned that a co-worker is a perpetrator of domestic violence, sexual assault or stalking the, employee should notify the appropriate Human Resource Staff. The employee is discouraged from confronting the co-worker directly.

IX. RETALIATION

Any retaliatory action resulting from an employee making a complaint or observation of domestic violence, or otherwise asserting rights or responsibilities under this policy or relevant laws is a serious violation of this policy and will be subject to disciplinary action.

X. DOCUMENTATION

The Department's Human Resource Office (DAFS) will maintain copies of orders for protection from abuse and other documents that demonstrate workplace domestic and/or sexual violence in a confidential file, separate from personnel files. The Human Resource Office (DAFS) will develop necessary protocols related to maintaining records of domestic violence disclosures.

XI. CONCLUSION – RESTATEMENT OF DEPARTMENT POLICY.

The Department is committed to providing a supportive work place environment free of domestic violence. The Department will respond to and provide assistance to a victim. Victims will be treated with compassion and will not be judged.

This policy will be reviewed annually. Employees with questions about this policy or ideas to improve this policy should contact the Domestic Violence Response Team.

Effective date: February 27, 2014

Commissioner George C. Gervais

3/4/14
Date

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Reference: 26 M.R.S.A. §850 (employment leave for victims of violence); 26 M.R.S.A. § 1043 (unemployment); 26 M.R.S.A. § 1043 (23) (B) (3) (misconduct); 22 M.R.S.A. §3477 (mandated reporters); 22 M.R.S.A. § 4011-A (mandatory reporting of suspected abuse of children); 19-A M.R.S.A.§4006 (protection from abuse orders); 18 U.S.C 922(g)(9) (one convicted of domestic violence may not possess or transport a firearm or ammunition); 5 M.R.S.A. § 4655 (protection from harassment orders); Executive Order 23 FY 11/12, and 18 U.S.C 922(g)(9); State of Maine Equal Employment Opportunity/Affirmative Action, State of Maine Harassment Policy, State of Maine E-Mail Usage and Management policies: www.maine.gov/bhr/rules

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Maine Domestic Violence Projects

SAFEVOICES formerly ABUSED WOMEN'S ADVOCACY PROJECT*
(Oxford, Franklin & Androscoggin Counties)
PO Box 713, Auburn, ME 04212
Hotline: 1-800-559-2927
Email: **info@safevoices.org** or **www.awap.org**

HOPE AND JUSTICE PROJECT formerly BATTERED WOMEN'S PROJECT* (Aroostook County)
754 Main St., Presque Isle, ME 04769
Hotline: 1-800-439-2323
Email: **infor@hopeandjusticeproject.org** or **www.hopeandjusticeproject.org**

CARING UNLIMITED* (York County)
P.O. Box 590, Sanford, ME 04073
Hotline: 1-800-239-7298
Email: **mail@caring-unlimited.org** or **www.caring-unlimited.org**

FAMILY CRISIS SERVICES* (Cumberland & Sagadahoc Counties)
PO Box 704, Portland, ME 04104
Hotline: 1-800-537-6066
Email: **familycrisis@familycrisis.org** or **www.familycrisis.org**

FAMILY VIOLENCE PROJECT* (Kennebec & Somerset Counties)
PO Box 304, Augusta, ME 04332
Hotline: 1-877-890-7788
Email: **fvp@familyviolenceproject.org** or **www.familyviolenceproject.org**

NEW HOPE FOR WOMEN* (Knox, Lincoln & Waldo Counties)
PO Box A, Rockland, ME 04841-0733
Hotline: 1-800-522-3304
Belfast area hotline 207-338-6569
Damariscotta area hotline 207-563-2404
Email: **newhope@newhopeforwomen.org** or **www.newhopeforwomen.org**

SPRUCE RUN – WOMENCARE ALLIANCE* (Penobscot & Piscataquis County)
Bangor Office:
PO Box 653, Bangor, ME 04402
Hotline: 1-800-863-9909
Email: **sprucerun@sprucerun.net** or **www.sprucerun.net**

Dover Office:
PO Box 192, Dover-Foxcroft, ME 04426
Hotline: 1-888-564-8165
Email: **wmncare@wmncare.org** or **www.wmncare.org**

THE NEXT STEP* (Hancock & Washington Counties)
PO Box 1465, Ellsworth, ME 04605
Hancock County Hotline: 1-800-315-5579
Email: **info@nextstepdvproject.org** or **www.nextstepdvproject.org**

Wabanaki Tribes of Maine Domestic Violence and/or Sexual Assault Services

Aroostook Band of Micmac
7 Northern Road, Presque Isle, ME 04769
Hotline: 1-800-750-1435
www.micmac-nsn.gov

Maliseet Domestic Violence & Sexual Assault Program
690 Foxcroft Road, Houlton, ME 04730
Hotline: 207-532-6401
www.maliseets.com

Passamaquoddy Peaceful Relations
PO Box 343, Perry, ME 04667
Hotline: 1-877-853-2613
www.wabanaki.com

Penobscot Nation Domestic Violence & Sexual Assault Services Program
Care of Spruce Run
12 Wabanaki Way, Indian Island, ME 04468
Hotline: 207-631-4886
www.penobscotnation.org

Culturally Specific Organizations Providing Domestic Violence Services

Sudanese Development Institute of Maine
207-879-2281

United Somali Women of Maine
207-753-0061
Email: **info@uswofmaine.org** **or** **www.uswofmaine.org**

State Resources

Maine Coalition to End Domestic Violence
170 Park Street, Bangor, ME 04401
Administrative calls: 207-941-1194
Fax: 207-941-2327
On the web at www.mcedv.org
E-mail: info@mcedv.org
Webmaster: webmaster@mcedv.org

STATEWIDE DOMESTIC VIOLENCE HOTLINE **1-866-834-HELP (4357)**

National Resources

National Coalition Against Domestic Violence
PO Box 18749, Denver, CO 80218
303-839-1852 Fax: 303-831-9251
Email: mainoffice@ncadv.org
Website: www.ncadv.org

NATIONAL DOMESTIC VIOLENCE HOTLINE
1-800-799-7233 TTY 1-800-787-3224

(Projects marked with an asterisk are members of MCEDV)

Employee Assistance Program (EAP)

Contact the program 24/7 at **1-800-451-1834**

Maine Certified Batterer Intervention Programs

A Different Choice (Male Program) ~ Cumberland County
PO Box 1844, Portland, ME 04101
207-318-2313

Alternatives to Abuse – AWAP (Female & Male Programs) ~ Androscoggin, Franklin & Oxford Counties
PO Box 713, Auburn, ME 04212
207-795-6744

Batterers' Intervention Program (Male Program) - Acadia Hospital ~ Penobscot County
One Cumberland Place, Bangor, ME 04402
207-217-6588

Choices (The Men's Group) (Male Program) ~ Cumberland & Sagadahoc County
14 Maine Street, Ste 205, Brunswick, ME 04011
207-442-0181

Choice V (Male Program) ~ Hancock, & Penobscot Counties
59 Franklin Street, Ste B, Ellsworth, ME 04605
207-667-2730

It's Not Ok (Male Program) ~ Washington County
Alternatives to Abuse (Female Program)
101 Kennebec Road, Machias, ME 04654
207-255-6682

DV Classes for Men (Male Program) ~ Piscataquis County
DV Classes for Women (Female Program)
Charlotte White Counseling Center
572 Bangor Road, Dover-Foxcroft, ME 04426
1-888-564-2499

Menswork (Male Program) ~ Kennebec & Somerset Counties
Respect ME (Female Program)
4 Wabon Street, Augusta, ME 04330
207-623-7252

Northern New England Community Resource Center (Male Program) ~ Aroostook County
PO Box 164, Houlton, ME 04730
207-694-3066

Appendix B: Certified Batterer Intervention Programs

Opportunity for Change (Male Program) ~ Cumberland County
222 St. John Street, Ste 140, Portland, ME 04101
207-774-4603

Time for Change (Female & Male Programs) ~ Knox, Lincoln & Waldo Counties
93 Park Street, Rockland, ME 04841
207-594-0270

Violence No More (Male Program) ~ York County
110 Saco Falls Way, Ste 425, Biddeford, ME 04005
207-283-8574

Phone: (207) 624-9800
Fax: (207) 287-2861

MAINE SEXUAL ASSAULT CENTERS

STATEWIDE SEXUAL ASSAULT CRISIS AND SUPPORT LINE **1-800-871-7741**

Sexual Assault Crisis & Support Center ~ Kennebec, Knox, Somerset & Waldo Counties
PO Box 417, Winthrop, ME 04364
www.silentnomore.org

Rape Response Services ~ Penobscot & Piscataquis Counties
262 Harlow Street, Bangor, ME 04401
www.rrsonline.org

Sexual Assault Support
Services of Midcoast Maine ~ Eastern Cumberland, Sagadahoc & Lincoln Counties
PO Box 990, Brunswick, ME 04011
www.sassmm.org

Downeast Sexual Assault Services ~ Hancock & Washington Counties
52 Christian Ridge Road, Ellsworth, ME 04605
www.downeasthealth.org

Sexual Assault Prevention & Response Services ~ Franklin County
PO Box 349, Farmington, ME 04938
www.savesrapecrisis.org

Sexual Assault Prevention & Response Services ~ Androscoggin County
PO Box 6, Auburn, ME 04112
www.sexualassaultcrisiscenter.org

Sexual Assault Response Services of Southern Maine ~ York & Cumberland Counties
PO Box 1371, Portland, ME 04104
www.sarsonline.org

AMHC Sexual Assault Services ~ Aroostook Services
162 Main Street, Presque Isle, ME 04769
www.amhc.org

Sexual Assault Prevention & Response Services ~ Oxford County, Harrison & Bridgton
PO Box 300, South Paris, ME 04281
www.reachmaine.org

Appendix C: Sexual Assault Contacts

These sexual assault support centers provide the following CONFIDENTIAL services, FREE of charge:

- A 24-hour statewide sexual assault crisis and support line
- Support groups
- Crisis intervention and information
- Support and advocacy for victim/survivors of sexual assault and their families
- Advocacy for victim/survivors who choose to seek medical attention, report to the police, or go through the criminal justice system
- Referrals to mental health professionals
- Community and professional education programs for all ages on topics such as:
    - Sexual Harassment
    - Sexual Assault
    - Date/Acquaintance Rape
    - Peer Education Programs
    - Prevention
    - Protection/Safety

State Resources

Maine Coalition Against Sexual Assault
83 Western Avenue, Ste 2, Augusta, ME 04330
1-800-871-7741
www.mecasa.org

National Resources

National Center for Victims of Crime
2000 M Street, NW, Ste 480, Washington, DC 20036
Helpline: **1-202-467-8700**
www.ncvc.org

Employee Assistance Program (EAP)

Contact the program 27/7 at **1-800-451-1834**

Appendix D

Domestic Violence Response Team Members

Brian Whiney, Director, Office of Business Development, DECD, 59 SHS, Augusta. Telephone # 624-7507; email: brian.whitney@maine.gov

Carolann Ouellette, Director, Office of Tourism, DECD, 59 SHS, Augusta. Telephone # 624-9824; email: carolann.ouellette@maine.gov

Denise Garland, Deputy Commissioner, Department of Economic & Community Development, DECD, 59 SHS, Augusta. Telephone # 624-7496; email: denise.garland@maine.gov

Sharon L. Thomas, Development Program Officer, Office of Community Development, DECD, 59 SHS, Augusta. Telephone # 624-9820; email: sharon.l.thomas@maine.gov

Attachment A: Safety Plan

Workplace Policy: Components of a Workplace Safety Plan

1. Consider obtaining a civil protection from abuse or harassment order and make sure that it is current and on hand at all times. Include the workplace on the order. A copy should be provided to the police, your director/supervisor, appropriate human resource staff, the reception area, the Legal department, and Security if the abusive partner may come to the worksite. Ask co-workers and/or supervisors to call the police if the perpetrator threatens you, harasses you at work, or violates the protection order in any way.
2. Consider providing a picture of the perpetrator to reception areas and/or security.
3. Consider contacting BIS to have your name and contact information hidden on the Global Address list in Outlook or have the main office contact information listed instead.
4. Consider identifying an emergency contact person should your employer be unable to contact you.
5. Review the safety of your parking arrangements.
6. Consider having Security escort you to and from your car or public transportation and/or obtaining special parking areas.
7. Consider requesting a change and/or unpredictable rotations of your work schedule, work site, or work assignment if such a change is possible and would enhance your safety at work. Consider using furniture in your office space, when possible, to create a barrier between you and the abuser should he/she gain access to the worksite. Be aware of your own visibility in open areas such as lobbies, reception areas, and in front of windows.
8. Consider having your telephone calls screened at work.
9. Consider requesting additional security measures for your worksite. It may be possible to post security near your work site, install security cameras or silent alarms at your work site, relocate your work station to a more secure area, or provide you with a cellular phone for emergency use at work or during travel times. (Check with your local domestic abuse project to see if an emergency cell phone is available.)
10. Review the safety of your childcare arrangements. If you have a protection from abuse order, make sure the provider has a copy.

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