



GENDER-BASED VIOLENCE POLICY

**MANAGEMENT GUIDANCE
JANUARY 2013**

1. Definition

Gender-based violence refers to the continuum of emotional, psychological, economic, physical and sexual abuse, which is experienced disproportionately by women and children and perpetrated predominantly by men. It includes, but is not limited to domestic abuse, child sexual abuse, rape & sexual assault, sexual harassment, female genital mutilation, forced marriage, so-called 'honour' crimes and commercial sexual exploitation through prostitution and pornography. Discrimination in relation to ethnicity, (dis)ability, sexual orientation, poverty, age, migrant or refugee status etc can increase and intensify vulnerability to abuse

2. Supporting Employees With Experience of Abuse

NHSGGC is committed to creating a working environment that enables employees affected by abuse to feel safe and confident in seeking support and advice from a range of sources.

Managers have a role to address the needs of employees who have experience of abuse. In responding to the employee, managers are expected to be available and approachable; to listen and reassure; respond in a sensitive and non-judgemental manner and discuss how the organisation can support them.

As a manager, you can support staff by:

Your Role	Examples
Being aware of the possibility that employees could be affected by past or current abuse	20% women and 3.8% men in Scotland experience domestic abuse at some stage in their life indicating that many NHSGGC employees are affected by such abuse. Some will also have experienced sexual violence from their partners, strangers or be survivors of child sexual abuse, or may have experienced other forms of gender-based violence. Possibility of vicarious trauma/secondary trauma arising for work with patients.
Recognising potential signs of abuse;	Work productivity e.g. Persistent lateness, unexplained absenteeism, reduced quality, needing regular time off, interruptions at work which cause upset. Psychological Indicators e.g. Changes in behaviour, obsession with time, concentration, secretive regarding home life, not engaging socially.

	<p>Physical Indicators e.g. repeated bruising, sleeping/eating disorders, fatigue.</p>
Initiating discussion if you have concerns about abuse	Proactively initiate a discussion with the employee in a private space and raise your concerns sensitively.
Responding to disclosure of abuse	<p>Be non-judgemental, supportive and sympathetic. Assess the risk the employee faces in the workplace and take steps to minimise risk taking into account the employee's assessment of threat from the perpetrator. Be clear that your role is to provide information and practical support.</p> <p>It is good practice to keep detailed records of disclosure – it should be recorded as an allegation and not fact.</p> <p>Maintaining confidentiality is paramount, however, where there are child or adult protection concerns the appropriate procedures should be followed.</p>
Addressing risk and devising a safety plan	<p>Assess if the perpetrator poses a risk to other employees. Consider changing security access codes and reinforce the need for vigilance.</p> <p>Provide a range of practical workplace safety measures e.g. use of an assumed name at work, issuing a temporary mobile phone.</p> <p>Where there are serious concerns about the wellbeing and safety of an employee, colleagues or patients, contacting the police may be necessary.</p>
Considering what workplace supports you could provide within the scope of current NHS policy provisions;	<p>Existing NHSGGC policies can be utilised to support time off.</p> <p>Consider changing working patterns or adjust workload for a temporary period. Review security of the employee's information. With consent, advise colleagues on a need to know basis and agree the response should the alleged perpetrator contact the workplace.</p> <p>Record any threatening or violent incidents by</p>

	<p>the perpetrator in the workplace. This should include dates, times and details of any witnesses.</p> <p>It is the choice of the employee whether to accept support. Respect their decision and remind them that support is available if they need it in the future.</p>
Providing information about other sources of help	Occupational Health Services, Employee Counselling Service, local and national agencies.
Data Protection	<p>Records should be kept strictly confidential. All absences should be recorded in line with normal procedure but if they relate to GBV then they can be marked as confidential, for manager and employee access only.</p> <p>Information can be used if a member of staff wishes to press charges or apply for an injunction.</p>

3. Responding to Employees Who May be Perpetrators

It is acknowledged that there will be employees within NHSGGC who are perpetrators of abuse. Information about abuse may be brought to light in a number of ways e.g. an employee may directly disclose abuse, external agencies, colleagues and patients.

Example	Action Required
<p>Allegations of Abuse within the workplace – this may be when an employee uses workplace resources e.g. transport, telephone, fax or e-mail to threaten harass or abuse current/ex-partners or others. Their behaviour may also include stalking, physical assault, sexual violence or harassment.</p>	<p>This conduct can be dangerous and can also bring the organisation into disrepute. This would need to be addressed in line with the Board's Disciplinary Policy and Procedure.</p> <p>Engaging with perpetrators of abuse in a positive, respectful way does not mean excusing the abuse. This is an area that requires sensitivity and an awareness of how this might affect the safety and well being of those experiencing the abuse.</p>
<p>Allegations of abuse outside the workplace – this may be when an employee is perpetrating various forms of GBV e.g. domestic abuse, physical or sexual abuse</p>	<p>Such conduct could constitute a criminal offence, however, managers should still seek advice from HR and review each case in order to determine whether or not such a matter should be investigated by</p>

of children, downloading child pornography, sexual violence, involvement in honour based violence or stalking.	the employer in line with the Board's Disciplinary Policy and Procedure.
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4. Assessing the Impact of Allegations

When undertaking an assessment the manager should take account of the following factors;

- The nature of the conduct and the nature of the employee's work;
- The extent to which the employee's role involves contact with vulnerable individuals or groups, and assessment of any potential risk that this might pose to them or other employees;
- Whether or not the alleged actions of the employee could breach their corporate/professional code of conduct; and
- Whether or not the alleged actions of the employee could bring the organisation into disrepute and into conflict with its aims and values.

5. Malicious Allegations & Victimisation

Where there is clear evidence that an employee has made a malicious allegation that another employee is perpetrating abuse, then this will be treated as a disciplinary issue and will be taken forward using the Disciplinary Policy.

Employees should not suffer victimisation as a result of making allegations (or supporting others to do so) that another employee is perpetrating abuse. Where there is clear evidence that an employee has been victimised, then this will be treated as a disciplinary issue and will be taken forward using the Disciplinary Policy.