Support

Support an employee or co-worker who is being abused

- Maintain confidentiality unless there is a safety risk, work policies require you to report, or as otherwise required to report by law.
- Let your colleague know that no one deserves verbal, emotional, or physical abuse.
- Listen. Don’t judge or criticize.
- Let the employee know that you are concerned and want to be supportive.
- Help the employee create a safety plan.
- Allow the employee to make decisions. Do not try to solve the problem for him/her.
- Let the employee know about policies that provide protection.

Workplace Safety Plan

Create a plan of action to help protect employees

Getting to and from the workplace
- Is the commute to and from work safe?
- Are the parking arrangements at work safe? Can the employee be given priority parking or a security escort from their car?
- Can someone walk the employee to public transit?
- Consider additional security measures for entering and exiting the workplace.

Office space safety
- Does the employee need a new work phone number or call screening system? Can his/her name be removed from phone directories?
- Is the employee’s work area away from public access, stairs, and elevators? Can barriers be put between the entrance and the work area?
- What alternate escape route exists for use if the abuser comes to the workplace?
- Can a code word be established to alert staff about a potentially dangerous situation?

Leave and schedule issues
- Is there a need for leave time?
- Review the safety of childcare arrangements with the employee.
- Can the employee work from home, if it is safe?

Restraining orders
- Does the employee have a restraining order?
- Does the restraining order name the work site as a protected location?
- Can the employee provide a photo of the perpetrator to building security, or other identifying information, such as car type?
- Do others in the office need to know a restraining order exists? Do they know how to respond if an abuser shows up?
- Will the employee help the employer get a restraining order for the workplace if needed?

Emergency contact information
- What emergency contact information can the employee provide if needed?

This pamphlet is intended as a reference guide and is not a substitute for legal advice.

October 2014
Recognize

**What is domestic violence?**

Domestic violence is a pattern of abuse in which one partner in an intimate relationship attempts to take power and control over another. Domestic violence can occur in both opposite-sex and same-sex relationships and can happen to intimate partners who are married, living together, or dating.

**Domestic violence may include:**

- **Physical:** Hitting, strangling, or pushing.
- **Emotional:** Name calling, threats.
- **Financial:** Preventing access to money.
- **Sexual:** Any forced sexual activity.
- **Stalking:** Following, constant calls/emails/texts, sending “gifts,” contacting friends or coworkers repeatedly, other harassing behaviors.

**Signs an employee may be being abused**

- Changes in behavior or work performance.
- Unexplained bruises.
- Unseasonable clothing, like long sleeves in the summer.
- Explanations that don’t add up.
- Tardiness or missed work.
- Isolation, unusual quietness, or anxious mood.
- Emotional distress, tearfulness, depression.
- Disruptive phone calls, emails, visits from partner.

If you are in an abusive relationship

**There is support**

- **You are not responsible for the abuse.**
  No one deserves to be in an abusive relationship. If you feel unsafe, it is not a healthy relationship.

- **Try to find a safe place.**
  If you feel unsafe, leave home or ask a family friend to stay with you. If you have no place to go, call a domestic violence shelter.

- **You can call the police.**
  Abuse is a crime. If you are being abused, you have a right to call the police.

**Know your rights at work**

Employees can take time off for court proceedings, or for services related to the abuse: medical, counseling, domestic violence or rape crisis agency services, safety planning, relocation, or to obtain a restraining order.

- If you lose or need to quit your job to protect yourself or your family from domestic violence, you are entitled to receive unemployment insurance benefits.

Resources

**City and County of San Francisco**
Employee Assistance Program 800-795-2351

**National Crisis Line**
National Domestic Violence Hotline 800-799-SAFE (7233)

**Local Crisis Lines**
San Francisco Women Against Rape 415-647-7273
WOMAN, Inc. 415-864-4722

**Emergency Shelter**
Asian Women’s Shelter 877-751-0880
La Casa de las Madres 877-503-1850
Riley Center 415-255-0165

**Legal Support**
API Legal Outreach 415-567-6255
Bay Area Legal Aid 415-982-1300
Cooperative Restraining Order Clinic 415-255-0165
Justice & Diversity Center 415-980-1616

**LGBTQ Support Services**
Community United Against Violence 415-333-4357

**Law Enforcement**
San Francisco Police Department Special Victims Unit 415-553-9225
District Attorney’s Victim Services Division 415-553-9044

**Batterer’s Intervention**
Glide 415-674-6195
POCOVI (Spanish) 415-552-1361
San Francisco Bay Counseling 415-759-9500
WOMANALIVE 415-861-8614

In addition to the domestic violence services listed above, Looking to End Abuse Permanently (LEAP) has a variety of resources available on its website: www.leapsf.org.