



What Every Manager Should Know – the Impact of Domestic Violence on the Workplace

Phone Numbers

❖ Emergency	911
❖ Action Ohio Coalition for Battered Women	888-622-9315
❖ Buckeye Region Anti-Violence Organization (BRAVO)	866-862-7286
❖ National Domestic Violence Hotline	800-799-SAFE (7233)
❖ National Teen Dating Abuse Hotline	866-331-9474
❖ Office of Criminal Justice Services Family Violence Prevention Center	888-448-4842
❖ Ohio Alliance to End Sexual Violence	888-886-8388
❖ Ohio Domestic Violence Network	800-934-9840
❖ Ohio Employee Assistance Program	800-221-6327
❖ The Center for Family Safety and Healing	614-722-8200
❖ Optum Behavioral Solutions– 24-hour hotline	800-852-1091

Suggested Script for Making a Referral

1. “I have observed...”
2. “I am concerned about you.”
3. (If there is an issue) “You don’t have to face this alone.”
4. “I want to give you these phone numbers and resources that can help.”

Do’s

- ❖ Recognize the signs of abuse
- ❖ Adopt a supportive attitude
- ❖ Identify company resources
- ❖ Talk in private
- ❖ Keep information confidential - Inform HR and/or Security, as applicable, for guidance
- ❖ Address performance issues
- ❖ Assist the employee with the guidelines of the State of Ohio
- ❖ Direct the person to the appropriate resource in your agency



Don’t

- ❖ Don’t place blame
- ❖ Don’t tell the victim to “just get out” – it may not be safe advice
- ❖ Don’t provide therapy or counseling
- ❖ Don’t demand change
- ❖ Don’t jump to conclusions or require disclosure
- ❖ Don’t confront in public
- ❖ Don’t discuss employee’s situation with others-Confidentially inform HR and/or Security, as applicable, for guidance
- ❖ Don’t ignore or excuse performance problems
- ❖ Don’t offer to drive the employee if you feel it is unsafe
- ❖ Don’t encourage the employee to seek shelter with a coworker
- ❖ Don’t ignore situations that may be dangerous to you or other employees
- ❖ Don’t share information with others who do not have a need to know



How to Help Others

- ❖ Plan what you will say, determine a good time and a private place to talk alone.
- ❖ Ask questions like “How can I help you? What do you want to do about the situation?”
- ❖ Listen without judgment and do not moralize or criticize. Give the victim plenty of time to answer.
- ❖ Don’t say “Just get out” – it is not a safe piece of advice.
- ❖ Let the victim know that you believe that verbal, emotional or physical abuse in a relationship is never acceptable and not the victim’s fault.
- ❖ Provide the victim with information about local resources that can help.

To help a child who is being abused: report suspicions of child abuse to your local Children’s Services Agency or Ohio Job and Family Services:

Public Children Services Association (www.pcsao.org)

Ohio Job and Family Services (www.jfs.ohio.gov)

To help someone who is a batterer: contact the Ohio Domestic Violence Network for program referral (www.odvn.org)

How to Protect Yourself if you are in an Abusive Relationship

- ❖ If you are in an emergency situation, call 911.
- ❖ Talk to a friend, neighbor, faith leader, family member, or healthcare professional – they can be a good source of support and help.
- ❖ Make a plan in case you decide to leave. Set aside some cash, important documents, (birth certificates, social security cards, immigration papers, passports, medical insurance cards, any documentation of abuse, etc.) a spare set of keys, and a change of clothes that you can access easily in a crisis situation.
- ❖ Contact community resources to find out how they can help. They can assist you if you need a place to stay or need help taking legal action against the person who is abusing you.
- ❖ If you are thinking about leaving, do not inform the abuser/batterer.
- ❖ Be aware the abuser/batterer can use technology to monitor your activities (cell phone, text messages, computer, Internet websites, GPS, etc.)
- ❖ Trust your instincts.
- ❖ If a Civil Protection Order (CPO) has been filed, please share the information, confidentially, with appropriate people in the workplace such as your manager, human resources and security. Keeping the workplace safe is critical!
- ❖ Information regarding protections orders can be found at the Supreme Court of Ohio Judicial System:
 - www.sconet.state.oh.us/JCS/domesticViolence/protection_forms/DVForms/10.01B.pdf