



## FAMILY AND DOMESTIC VIOLENCE LEAVE POLICY

Gold Security Group (Int.) Pty Ltd (GSG) is committed to supporting employees who require assistance as a result of experiencing family and or domestic violence.

- This policy will apply to all employees of the company, including casual employees. This policy will not form part of an employee's contract of employment.

- Pursuant to the terms of the Fair Work Act 2009, an employee experiencing family and domestic violence is entitled to ten (10) days of paid family and domestic leave where they need to do something to deal with the impact of the family and domestic violence and it is impractical for the employee to do that thing outside their ordinary hours of work.

- If an employee takes family and domestic violence leave, they have to let GSG know as soon as possible. This can happen after the leave has started. Employees also need to tell their employer how long they expect the leave to last.

- Definitions under the new provisions, family and domestic violence means violent, threatening or other abusive behaviour by an employee's close relative, a current or former intimate partner, or a member of their household that both;

- *seeks to coerce or control the employee*
- *causes them harm or fear.*

A **close relative** means:

- *spouse or former spouse, de facto partner or former de facto partner, child, parent, grandparent, grandchild, sibling*
- *an employee's current or former spouse or de facto partner's child, parent, grandparent, grandchild, or sibling, or*
- *a person related to the employee according to Aboriginal or Torres Strait Islander kinship rules.*

- The entitlement arising out of this policy is available in full at the start of each twelve (12) month period of the employee's employment. Employees are entitled to the leave upfront, and it will renew at each anniversary date of employment. The leave does not accumulate from year to year.



**Employees** are responsible for, and required to:

- a) complete a leave application and submit it to their Manager or Supervisor for approval.
- b) provide notice to the company as soon as practicable of the requirement to take leave.
- c) advise the company of the expected period of leave.
- d) provide the company, when requested to do so, with evidence that the leave is taken for the specified purpose.

**Managers and Supervisors** are responsible for:

- a) ensuring that they deal with an employee's application for this type of leave and the surrounding issues with confidentiality and sensitivity.
- b) taking all reasonable steps to ensure any information that is disclosed to the company as a result of this policy will be treated confidentially as far as reasonably practical to do so.
- c) seeking assistance and further advice if they are unsure how to manage an issue arising from the application of this policy.

➤ **Call 000 if someone is seriously injured or in need of urgent medical attention, if someone's life is being threatened, or if you've witnessed an incident.**

➤ Any employee who requires assistance in understanding this policy should first consult their Team Leader, Supervisor or Manager.

*This policy will be reviewed in consultation with relevant stakeholders on a regular basis. This policy will be made available for public access via our website at: [www.goldsec.com.au](http://www.goldsec.com.au)*

A blue ink signature of Aleksandar Borkovic.

**Aleksandar BORKOVIC**  
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