

## Family and Domestic Violence and Abuse Guidance (Australia)

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If you, or someone else is in immediate danger or at risk of immediate harm, contact 000 now.

### 1. Why this is important to Rio Tinto

Rio Tinto is committed to supporting our employees and our communities to be part of the change required to prevent and ultimately end family and domestic violence and abuse. Rio Tinto's values include safety and respect, and therefore the welfare, wellbeing and safety of our employees are at the centre of our approach.

People deserve to feel safe at work, safe at home, and safe everywhere else in-between. Creating an environment that is centred on our people's welfare, wellbeing and safety is what brings out the best in people.

By elevating our words into positive, respectful behaviours and action we can drive change within our company and beyond.

We encourage you to not only read these guidelines, but to think about your role in contributing to building and fostering a safe, respectful, and inclusive workplace culture.

### 2. Overview and purpose

The purpose of this Guidance is to support our employees impacted by, or at risk of being impacted by, family and domestic violence and abuse.

'Impacted' employees include:

- Those who experience violence or abuse (or are at risk of);
- Those who are impacted indirectly, such as by supporting a family member directly impacted by family and domestic violence and abuse;
- Those who may identify or be identified in the workplace as possibly using family and domestic violence or abuse and require support in being referred to specialist services to interrupt and address harmful behaviours.

Rio Tinto recognises that we have Contractors working at our offices, sites and operations whose employer may not have the same level of support as Rio Tinto provides to employees who are impacted by family and domestic violence and abuse. In these instances, Rio Tinto will work in partnership with the employer to ensure the impacted person gets the support they need on a case by case basis.

This Guidance sets out ways impacted employees may be supported, however due to the unique nature of each set of personal circumstances this Guidance is not exhaustive. Therefore, application of this Guidance should be flexible, interpreted through the lens of our values, and with the employee's welfare, wellbeing and safety first and foremost.

### 3. Responding to a disclosure

#### ***Believe them***

If someone has taken the difficult step of telling you about their experience of family and domestic violence or abuse, it is important that you **respond in a supportive and appropriate way** as it will have taken a lot for them to talk to you about this. Research shows that people are much more likely to cover up or downplay the abuse, rather than to make it up or exaggerate.

#### ***Listen***

- **Listen without judging** the person. For those experiencing violence or abuse, make sure they understand that it's not their fault.
- Try not to discuss the detail of the relationship, or the background of the person using violence. **Concentrate on supporting the person** who is disclosing their experience to you.
- For those experiencing violence, **don't give advice** or tell them what you would do. This will only be confusing and reduce the person's confidence to make their own decisions. Listen to them and give them information about available external support services and how Rio Tinto can assist where possible, not advice.

#### ***Take the abuse seriously***

It is important to take the disclosure seriously. **Let them know they have been brave** in being able to talk about what has happened, and in being able to seek support from their workplace.

#### ***Be supportive***

- Be encouraging, open and honest.
- Don't blame a person experiencing violence for the abuse or ask questions like 'why don't you just leave', or 'what did you do for them to treat you like that', or 'why do you put up with it?' or 'how can you still be in love with them?'. These questions suggest that the abuse is somehow their fault.
- Should a person using violence and abuse disclose their abusive behaviour, this allows for intervention and support to create change. If a request for assistance is made, a referral to a specialist behavioural change program, the Men's Referral Service and/or relevant external providers including EAP, can be appropriate and constructive.

#### ***Respect their decisions (for those experiencing violence)***

- Respect their right to make their own decisions, even if you don't agree with them. Respect their cultural or religious values and beliefs.
- Don't be critical if they say they still love their partner, or if they leave but then return to the relationship. Leaving an abusive partner takes time, can be fraught with complications, and your support for their decisions is really important.
- It's important to be aware that each person experiencing family and domestic violence or abuse is often safety planning on a daily basis – this means that they are skilled at considering all options available and balancing available options against the risk of likely harm.

#### ***Be aware***

- Don't underestimate the danger they and/or their family may be in, ask if they need help from a support service and discuss their options, offer to go with the person if they want extra support.
- Don't pressure them to leave or try to make decisions on their behalf. Focus on listening and supporting them to make their own decisions. They know their own situation best.
- Where both parties are Rio Tinto employees, the focus should be on the safety of the individual experiencing family violence or abuse. Decisions on responding to the user of violence or abuse need to be made with the full involvement of the impacted individual to avoid any unintended risks or impacts to them.

### **Reach out**

- After confirming that it's OK to do so, keep in touch with the person to see how they are going. Having an opportunity to talk regularly to a supportive friend or relative can be very important.
- Make a plan about how and when you will contact the person to ensure that you don't inadvertently compromise their safety.

## **4. Support for those who experience violence**

The first time someone discloses that they are experiencing family and domestic violence and abuse in the workplace is likely to be a critical time, and therefore your response is important. Your role is not to solve the problem, but to recognise the signs, respond, and refer to external specialists. Knowing they have the support of their employer could make a world of difference and help them change their lives.

No situation will be the same, each employee may require different types of support. Remember, be led by the welfare, wellbeing and safety of the employee.

Support for someone experiencing violence that can be provided by Rio Tinto may include:

- a. Appropriate advice and services for implementing safety plans for the workplace (for example: escort to and from car park, setting up new telephone numbers, screening/blocking calls and emails).
- b. Paid leave arrangements
- c. Accommodation
- d. Financial assistance, including:
  - i. Emergency funding
  - ii. Airfare to a safer location (eg. nearest capital city where extended family are located)
- e. Other ongoing or emergency support options including:
  - i. Flexible working arrangements
  - ii. Relocating to a different office, site or location if appropriate
  - iii. Family rooms should employees need to attend work with children (subject to availability at the Rio Tinto operation)

Rio Tinto can help connect the impacted employee with specialist support services. Support that can be provided by external specialist support services may include:

- f. Mental and emotional wellbeing support:
  - i. Referral to community specialist mental health and wellbeing services (such as 1800RESPECT);
  - ii. Local employee assistance provider (EAP);
  - iii. Payment for private specialist mental health services may be provided (under special circumstances, such as the local EAP are unable to provide a specific service in a reasonable timeframe; or lack of availability of community specialist services). This requires approval from the employee's General Manager in consultation with the local HR representative.
- g. Personalised safety planning: employee supported by a specialist support agency to develop their own safety plan and strategies to increase their safety across all aspects of their life (ie not just in the workplace).
- h. Referral to community specialist legal and financial advice services.

#### **4.1 Leave arrangements**

Employees experiencing family and domestic violence and abuse may require time off work for legal assistance, court appearances, counselling, relocation, or to make safety arrangements.

Rio Tinto provides paid leave for these purposes. It is an expectation that leaders work with the employee to understand the time off required and apply the leave flexibly. It is an expectation of the impacted employee to keep their leader informed of their circumstances, including the estimated amount of time away from work required.

The amount of paid leave is determined on a case by case basis, in conjunction with the employee and the employee's leader; and in consultation with their local Human Resources representative. This leave is not paid out on termination of employment.

#### **4.2 Accommodation and financial assistance**

Employees experiencing family and domestic violence and abuse may require temporary accommodation for their safety and wellbeing; or for the safety and wellbeing of their family. Rio Tinto will provide temporary accommodation as needed by the employee, and as flexibly as required.

Employees experiencing family and domestic violence and abuse may require emergency financial assistance, particularly if they have experienced financial abuse. Emergency financial assistance may be granted at the discretion of the employee's General Manager in consultation with their local Human Resources representative.

### **5. Supporting a family member experiencing family and domestic violence or abuse**

A 'family member' may include a child, parent, grandparent, grandchild or sibling of an employee; or a child, parent, grandparent, grandchild or sibling of an employee's spouse or de facto partner.

Employees supporting a family member or a member of their household who is experiencing family and domestic violence and abuse, will have access to paid leave.

Access to this leave will be assessed on a case by case basis. It is an expectation that leaders work with the employee to understand the time off required and apply the leave flexibly. It is an expectation of the employee to keep their leader abreast of their circumstances, including the estimated amount of time away from work required.

This leave is not paid out on termination of employment.

### **6. Support for those who use violence**

You may become aware of someone in your team using violence or abuse against their family either by a self-disclosure, or through a third party (for example, the partner or ex-partner, a family member, another employee).

No situation will be the same, each employee may require different types of support. Whilst it is important to care for the welfare and wellbeing of the person using violence; we must be led by the safety of the person *experiencing* the violence.

Support for someone using family and domestic violence and abuse that can be provided by [Rio Tinto](#) may include:

- a. Paid leave arrangements for the purposes of attending an **assessment** session for an accredited behaviour change program, to **attend** an accredited family and domestic violence behaviour change program, and any individual counselling sessions associated with an accredited family and domestic violence behaviour change program. Paid leave under this Guidance is not available to defend allegations in criminal matters, hearings associated with restraining orders or protection orders (as examples). Employees may use other accrued and available leave (such as annual leave) in these circumstances.
- b. Accommodation for the purposes of keeping the family *experiencing* the violence safe (eg. if the employee has, or is at risk of, using violence or abuse – the purpose of accommodation is to allow the family to stay in the family home and the person using violence to stay in separate accommodation).

However, it is an expectation that if the employee using violence (or at risk of doing so) is accessing leave and/or accommodation provisions under this Guide, that they also engage with the appropriate external specialist support services.

Rio Tinto can help connect the employee using violence with specialist support services for the purposes of attending an assessment session for an accredited behaviour change program, to attend an accredited family and domestic violence behaviour change program, and any individual counselling sessions associated with an accredited family and domestic violence behaviour change program. Support that can be provided by external specialist support services may include:

- a. Referral to the No To Violence Men's Referral Service and Brief Intervention Service;
- b. Local employee assistance provider (EAP);
- c. Payment for private specialist mental health services may be provided (under special circumstances, such as the local EAP are unable to provide a specific service in a reasonable timeframe; or lack of availability of community specialist services). This requires approval from the employee's General Manager in consultation with the local HR representative.

Further information on supporting someone who uses violence can be found in the developed by an external specialist service: Our Watch "[\*Practice Guidance: Workplace responses to staff who perpetrate violence\*](#)".

### 5.1 Leave arrangements

Employees using violence or abuse against their family may require some time off work for the purposes of attending an **assessment** session for an accredited behaviour change program, to **attend** an accredited family and domestic violence behaviour change program, and any individual counselling sessions associated with an accredited family and domestic violence behaviour change program. Leave may also be required to make safety arrangements (such as moving out of the family home).

Rio Tinto provides paid leave for these purposes. It is an expectation that leaders work with the employee to understand the time off required and apply the leave flexibly. It is an expectation of the employee to keep their leader informed of their circumstances, including the estimated amount of time away from work required.

This leave is not paid out on termination of employment.

Paid leave under this Guidance is not available to defend allegations in criminal matters, hearings associated with restraining orders or protection orders (as examples). Employees may use other accrued and available leave (such as annual leave) in these circumstances.

## **5.2 Accommodation**

Employees using violence or abuse against their family may require temporary accommodation for the safety and wellbeing of their family. For example, an employee who self-discloses that they have or are at risk of using violence or abuse against their family may want to remove themselves from the family home to keep their family safe. Rio Tinto will provide temporary accommodation as needed by the employee, and as flexibly as required.

## **7. Family and domestic abuse or violence in the workplace**

There may be instances where employees who use or may use violence and abuse are using workplace resources and time to commit the violence and/or abuse. These behaviours may be triggering or distressing for others in the workplace who may overhear conversations, be offended by inappropriate comments made in their presence or be concerned for the safety of themselves or another person.

It is never acceptable to use the workplace to be abusive to those within or outside the workplace.

Such behaviours may include:

- Emailing, phoning or texting abuse while at work.
- Using work IT systems to access private information about someone.
- Acting abusively towards other employees, contractors, or clients.
- Taking time off to pursue litigation that is designed to harass, undermine, or further abuse someone.
- Using work resources (such as a vehicle) to stalk, intimidate, or harass.
- Asking others to monitor other employees on their behalf, or pass on messages.
- Manipulating pay or roster systems to avoid child support or other obligations (this can be a form of financial abuse).

If you have an awareness of this occurring, please contact your leader or Human Resources.

## **8. Confidentiality**

Rio Tinto is committed to ensuring employee confidentiality and privacy. All employee records concerning family and domestic violence and abuse will be kept confidential and only disclosed in exceptional circumstances such as where disclosure may prevent risks to dependants, is required by law, or to maintain the safety of the employee and/or other employees.

## Appendix A – What is family and domestic violence or abuse?

Family and domestic violence or abuse occurs when one person in a current or former relationship uses violence and abuse to exercise power and control over another person. This includes behaviour that is physically, sexually, emotionally, spiritually, psychologically or economically abusive; and/or threatening and coercive or aimed at controlling or dominating the other person through fear.

Forms of family & domestic abuse or violence include:

- Physical abuse
- Verbal abuse
- Social abuse
- Sexual abuse
- Financial abuse
- Damage to personal property
- Psychological/emotional abuse
- Digital/technological abuse
- Spiritual/cultural abuse
- Reproductive abuse
- Coercive control
- Stalking

Family and domestic violence and abuse can occur in any relationship including current or former: partners, spouses, carers or paid support workers, parents, guardians, adult children and adolescents. We know that family and domestic violence does not discriminate, it can happen to anyone regardless of their religion, culture, social background, gender or sexuality.

## Appendix B - External support providers

If you, or someone else is in immediate danger or at risk of immediate harm, contact 000 now.

### National

- **1800RESPECT (1800 737 732)**, the National Sexual Assault, Family and Domestic Violence Counselling Service for support and/or referral and online counselling. [1800respect.org.au](http://1800respect.org.au)
- **No to Violence: Men's Referral Service 1300 766 491**. The Men's Referral Service is a free, confidential telephone helpline that offers counselling, advice and support to men who have anger, relationship or parenting issues. The service also provides help to women (or other family members) who are experiencing violence or controlling behaviour by men.
- **Aboriginal Family Domestic Violence Hotline 1800 019 123**. Victims services has a dedicated contact line for Aboriginal victims of crime who would like information on victims' rights, how to access counselling and financial assistance.
- **Your Toolkit** [yourtoolkit.com.au](http://yourtoolkit.com.au). Supporting those experiencing family and domestic violence and financial abuse on their journey to an independent, confident and safe life.
- **Lifeline 13 11 14**. Lifeline can put you in contact with a crisis service in your State.
- **Kids Help Line 1800 55 1800 or [kidshelp.com.au](http://kidshelp.com.au)**. Kids Help Line counsellors are available to talk to children confidentially about any issue that is affecting or worrying them, either by phone or chat through their website.
- **Another Closet 1800 65 64 63 or QLife 1800 184 527**. Online information, telephone and online counselling service for LGBTI+ individuals impacted by family & domestic violence and abuse.
- The **Employee Assistance Provider (EAP)** can provide employees with one on one counselling and a response to critical incidents. The EAP can also provide support to leaders, HR, or first responders to a disclosure. Details on the EAP can be provided by HR, your leader, and via [myRioTinto](#)>[myWellbeing](#)
- **Police & ambulance 000**. Dial 000 in an emergency.

## Queensland

- **DV Connect Womensline QLD 1800 811 811.** Womensline provides 24/7 confidential advice and counselling as well as referral to crisis accommodation for women and children escaping domestic violence.
- **DV Connect Mensline QLD 1800 600 636.** Mensline provides counselling, information and referral to men affected by domestic violence.
- **Victim Assist QLD 1300 546 587.** Victim Assist Queensland helps victims of crime to get back to normal after experiencing violent crime or domestic and family violence in Queensland.
- **Sexual Assault Helpline 1800 010 120.** Telephone support and counselling to anyone – women, men and young people – who has been sexually assaulted or abused or is concerned or suspects someone they care about might have been assaulted or abused.
- **Legal Aid QLD 1300 651 188.** Legal Aid provides information services, legal advice, assistance and other legal help or representation.

## Western Australia

- **WA Women's Domestic Violence Helpline 1800 007 339 or 08 9223 1188.** 24/7 support and counselling for women experiencing domestic violence. Includes phone counselling, advice, referral to local support services, police liaison and support in escaping situations of family and domestic violence.
- **Men's Domestic Violence Hotline 1800 000 559 or 08 223 1199.** Provides 24-hour service telephone counselling, information and referral to ongoing face-to-face services, if required, for men who are concerned about their violent, and abusive behaviours.
- **Sexual Assault Resource Centre 1800 199 888 or 08 9340 1828.** The Sexual Assault Resource Centre (SARC) is the emergency sexual assault (rape crisis) service for Perth, Western Australia.
- **Legal Aid WA 1300 650 579.** Legal Aid provides information services, legal advice, assistance and other legal help or representation.
- **Crisis Care 1800 199 008 or 08 9233 1111.** Crisis Care is a telephone information and counselling service for people in crisis needing urgent help. It operates 24 hour, 7 days a week.

## Northern Territory

Under Northern Territory (NT) law, you must report domestic and family violence to the NT police. This includes if someone has been seriously hurt or in danger of being hurt. You must do this as soon as possible. Call **000** if you or someone you know is in immediate danger. If it's not an emergency, call the police on **131 444**.

External specialist support services:

- **NT Domestic Violence Crisis Line 1800 019 116.** Counselling for victims of domestic violence and their concerned friends.
- **Northern Australian Aboriginal Family Violence Legal Services 08 8973 8704.** Provides legal advice and information about family and domestic violence.
- **Sexual Assault Referral Centre.**  
Darwin: 08 8922 6472  
Katherine: 08 8973 8524  
Tennant Creek: 08 8962 4361  
Alice Springs: 08 8955 4500  
Provides a range of services including counselling to both adults and children who may have experienced (recently or many years ago) any form of sexual assault. Sexual assault can range from verbal harassment, unwanted touching, exhibitionism, to a violent attack.
- **Domestic Violence Legal Centre 08 8999 7977.** A free service for people who have experienced or are at risk of family and domestic violence in the Greater Darwin Region. Services include legal advice and assistance, duty lawyer service, information and referrals for women and men.



## Tasmania

- **Tasmania Family Violence Counselling and Support Service 1800 608 122.** Specialised services to assist children, young people and adults affected by family violence.
- **Sexual Assault Support Service (SASS) 1800 697 877.** Provides 24/7 support, information and counselling in Southern Tasmania to women and men of all ages who have been victim of recent rape or sexual assault, or sexually abused at any time of their lives.
- **Family Violence Response and Referral 1800 633 937.** Provides 24/7 information and referral service by which callers can access the full range of response, counselling, information and other support services provided by Safe at Home.
- **Legal Aid Commission of Tasmania 1300 366 611.** Legal Aid provides information services, legal advice, assistance and other legal help or representation.

## Victoria

- **VIC Domestic Violence Response Line 1800 015 188** or [dvvic.org.au](http://dvvic.org.au): 24/7 helpline.
- **VIC Safe Steps 1800 015 188** or [safesteps.org.au](http://safesteps.org.au): 24/7 helpline.
- **VIC Wire 1300 134 130** or [wire.org.au](http://wire.org.au): information for support, referrals on family relationships and legal issues (9am-5pm Monday to Friday).
- **Domestic Violence Resource Centre Victoria** [dvrcv.org.au/support-services/victorian-services](http://dvrcv.org.au/support-services/victorian-services). A comprehensive list of support services available to those impacted by family and domestic violence and abuse.