



# WORKPLACE POLICIES AND YOUR ORGANIZATION: HOW POLICIES SUPPORT OR CONTRADICT CORE VALUES

*Presented by:* **Futures Without Violence**

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# Credit & Disclaimer

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# Presenters

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**LINDA A. SEABROOK**, General Counsel & Director, Legal Programs, at Futures Without Violence. Linda leads a number of initiatives for FUTURES, including Workplaces Respond to Domestic and Sexual Violence: A National Resource Center (Workplaces Respond), which provides employers, advocates, and other workplace stakeholders with best practices, tools, resources, and training to address, prevent, and respond to gender-based violence impacting workers and the workplace.

**AMY J. SÁNCHEZ**, Chief Executive Officer of Break the Cycle, is a passionate, creative thinker and problem-solver, works closely with colleagues and partners to develop optimal solutions that produce results in the domestic violence field and for diverse organizations. With over 25+ years of experience in helping families, women, men and children stay safe from abuse. Amy is a nationally recognized expert in mission-based organizational development, she understands how to design and implement strategic plans and partnerships, facilitate complex communication and planning processes, connect philosophy, program development, and organizational culture, and lead national policy initiatives.



# Learning Objectives

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As a result of this webinar, you will be better able to:

- Identify workplace policies that help foster a positive, healthful, supportive environment.
- Assess the value, benefit of, and need for different workplace policies based on your organization's culture, mission, and function.
- Consider key components of a workplace policy on domestic and sexual violence.



# Poll 1: What is your role at your organization?

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- Executive Director
- Program Staff
- Board member (past, present, or future!)
- Other



# Poll 2: Number of employees

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How many employees are in your organization?

- 1-5
- 6-10
- 11-20
- 21-30
- 31-40
- More than 40



# Poll 3: Workplace Policies

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Do you have formalized workplace policies in place?

Yes

No

Use the chat to share a few key policies.



# Poll 4: Core Values

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My organization has established core values and/or a mission statement?

Yes

No





# Poll 5: Core Values and Policies

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My organization thinks about these values when developing and implementing workplace policies?

Yes

No



# What do we mean by core values?

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## **Core values:**

- Organizational Values are those beliefs held so strongly that they drive people's behavior and dictate how people interact with and treat each other. \*
- Core values guide the way the organization operates, makes decisions, and treats its employees, volunteers and clients, which in turn helps organizations thrive.

\* Peopleink, "Defining Your Organization's Values-A Step towards Intentional Workplace Culture" available at <http://peopleink.com/blog/defining-your-organization%E2%80%99s-values/>



# Core Values and Their Role

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- ❖ Provides vision and purpose
- ❖ Bolsters leadership
- ❖ Makes the purpose of the organization “real” to staff
- ❖ Supports the vision and shapes the culture to reflect the organization’s identity
- ❖ Timeless, enduring, important



# Core Values & Policies

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- How do core values tie to policies?



# Policies & Your Mission

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- What policies might you have in place to reflect your organization's values/mission?
- How did you develop the policy?



# Assessing Workplace Policies

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Is there a process your organization should go through when considering or assessing policies?

- ❖ Policies provide a floor, not a ceiling



# Policies vs. Practices (1)

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- How might organizational culture and procedures accommodate employees when a policy cannot (due to financial considerations, for example)?



# Policies vs. Practices (2)

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- Sometimes there are unintended consequences of policies or over-reliance on policy-making.





# Workplace Policies on DV/SV

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#MeToo & sexual harassment policies – where we were, where do we go now?

- Written to comply with workplace discrimination law
- Typically legalistic and lacking in trauma-informed language and practices



# Workplace Policies on Domestic Violence & Sexual Assault

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Workplace policy on gender-based violence:

- Acknowledges that sexual harassment is sexual violence
- Provides a framework for trauma-informed detection, safety planning, support, and investigation
- Applicable to conduct impacting the workplace – whether it occurs at home or at work
- Foundation of a sustained, prevention and equity-oriented program of awareness, education, evaluation, and supportive workplace culture



# Poll 6: Workplace DV/SV Policies

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Do you have a workplace policy on domestic and sexual violence?

Yes

No



# Elements of a Workplace Policy on DV/SV

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- ❖ Provide a clear statement supporting employees experiencing violence, and that retaliation against the survivor will not be tolerated;
- ❖ Define domestic violence, sexual harassment & assault, and stalking within the workplace policy;
- ❖ Describe confidentiality and privacy for victims, as well as any reporting requirements, if applicable;



# Elements of a Workplace Policy on DV/SV (1)

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- ❖ Outline the procedure for reporting policy violations or seeking help;
- ❖ Provide what referrals and resources are available to employees;
- ❖ Describe what the organization will do to accommodate an employee experiencing violence or harassment;



# Elements of a Workplace Policy on DV/SV (2)

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- Detail how the organization will respond to disclosures or reports of violence and harassment:
  - Investigation process
  - Information on support and accommodations available to victims;
- Describe how the organization will respond to employees who commit violence and harassment.

[Model Workplace Policy:](https://www.workplacesrespond.org/resource-library/modelpolicy/)

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# Survivor-Centered Workplace Policies

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- ❖ Prioritizes a victim's wishes, safety, and well-being in procedures
- ❖ Empowers victims and provides them with options and information
- ❖ Encourages collaboration with the victim's self-defined interests
- ❖ Promotes victim safety and well-being
- ❖ Ensures accountability, transparency, and support



# Learning Points

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- Having written policies in place provides critical guidance for employees and managers, promoting fairness and consistency.
- There is no one policy-fits-all for an organization, as it should be reflective of and responsive to the organization's culture, function, and mission.
- Collaboration among human resources office/point person and staff can assist in creating stronger and more relevant policies.





# Learning Points

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- A comprehensive and trauma-informed policy on dv/sv can promote a safer and more supportive and healthful working environment
- FUTURES can help:

<https://www.workplacesrespond.org/>



# Resources

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- [Self Assessment Tool: Oregon Domestic Violence & Sexual Assault Program Standards](#)
- [Agency's Use of Technology Best Practices & Policies Toolkit](#)
- [Model Workplace Policy on Domestic Violence, Sexual Violence, and Stalking](#)
- [Workplaces Respond to DV and SA, National Resource Center](#)
- [Building Cultures of Care: A Guide for Sexual Assault Service Programs](#)
- [Creating Accessible, Culturally Relevant, Domestic Violence and Trauma Informed Agencies](#)
- [Tools for Transformation: Becoming Accessible, Culturally Responsive, and Trauma-Informed Organizations](#), An Organizational Reflection Toolkit, National Center on DV, Trauma & Mental Health
- [Philosophy and Core Values Regarding Children's Programming](#) (FUTURES)
- [Ethics and Accountability for Non Profits Resources](#)
- [Non Profit Fiscal Policies and Procedures: A Template and Guide](#) (Compass Point)



# Questions & Answers

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# Webinars

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- How Employers Can Build a Framework to Address Sexual Harassment and Violence in the Workplace
- Providing Support Through Organizational Transitions
- Succession Planning Within Domestic Violence and Sexual Assault Organizations
- Leading with Emotional Intelligence
- Compassion Fatigue & Self-Care for Individuals and Organizations
- The Benefits of Mentorship: Empower, Lead, Succeed in Organizations
- Serving Survivors of Violence



# Providing Support Through Organizational Transitions

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**THANK YOU!**

Please take a moment to take a short evaluation regarding today's webinar, and submit any questions. [Evaluation Link](#)

The recording of the webinar will be posted on the [FUTURES website](#) in the next few days:

For questions or additional information, please contact Monica Arenas: [marenas@futureswithoutviolence.org](mailto:marenas@futureswithoutviolence.org)

