

GENERAL SERVICES ADMINISTRATION
Washington, DC 20405

HRM 9735.1
February 27, 2023

GSA ORDER

Subject: Domestic Violence, Sexual Assault, and Stalking (DVSAS)

1. Purpose. This order provides GSA's policy and procedures for addressing domestic violence, sexual assault, and stalking in the workplace.

2. Background. On June 25, 2021, President Biden signed Executive Order 14035, Diversity, Equity, Inclusion, and Accessibility in the Federal Workforce (Executive Order). This Executive Order launched a whole-of-government Diversity, Equity, Inclusion, and Accessibility (DEIA) initiative, in which maintaining Safe Federal Workplaces is a priority. To fulfill the goal of maintaining Safe Workplaces, agencies were tasked with creating a framework to support employees who have experienced domestic violence, sexual assault, or stalking.

3. Scope and Applicability.

a. This Order applies to all agency components and all GSA employees, with the exception of:

- i. The Office of Inspector General. This policy does not apply to employees of the Office of Inspector General (OIG). The OIG has independent personnel authority and may designate this policy and procedure as applicable through a separately issued designation. See Section 6 of the Inspector General Act of 1978, (5 U.S.C. App. 3), as amended (Inspector General is authorized "to select, appoint, and employ such officers and employees as may be necessary for carrying out the functions, powers, and duties of the Office of Inspector General") and GSA Order ADM P 5450.39D GSA Delegations of Authority Manual (Delegations Manual), Chapter 2, Part 1 ("the Inspector General has independent authority to formulate policies and make determinations concerning human capital issues within the [OIG]" and GSA determinations/delegations do not limit that authority). GSA specifically recognizes that the Inspector General has independent authority to formulate policies and make determinations concerning training, employee development, and career management; and
- ii. The Civilian Board of Contract Appeals. This policy applies to employees of the Civilian Board of Contract Appeals (CBCA) only to the extent that the

CBCA determines it is consistent with the CBCA's independent authority under the Contract Disputes Act and it does not conflict with other CBCA policies or the CBCA mission.

- b. The agency has an interest in preventing and responding to Domestic Violence, Sexual Assault, and Stalking (DVSAS) affecting or involving persons covered regardless of where it might occur, though the location at issue may impact the availability and nature of an agency response. Accordingly, this policy applies to conduct which:
 - i. Occurs at any location that could be reasonably regarded as an extension of the workplace, such as any field location, offsite business-related social function, agency vehicle, remote worksite (e.g., home address), or other facility where agency business is being conducted and discussed; or
 - ii. Occurs at any location that is not an extension of the workplace, such as a home or another private location unrelated to the workplace where a person covered by this policy has survived or committed DVSAS.

4. Cancellation. This Order cancels CPO 9700.5, GSA Policy and Procedure for Addressing Domestic Violence, Sexual Assault and Stalking in the Workplace, dated December 26, 2013, extended on February 12, 2020.

5. Implementation. Implementation of this Order will be carried out in accordance with applicable laws, regulations, and collective bargaining agreements.

6. Signature.

/S/

TRACI DIMARTINI
Chief Human Capital Officer
Office of Human Resources Management

TABLE OF CONTENTS

Section	Page Numbers
Introduction	1
Definitions	1
Roles and Responsibilities	2
Reporting Protocols	6
Responding to or Witnessing Workplace-Related Incidents	6
Responding to Survivors	7
Responding to Persons who Commit DVSAAS	8
Conduct and Performance-Based Actions	9
Training	10
Confidentiality	10
Appendix A. Components of a Workplace Safety Plan for Victims of Domestic Violence	A-1
Appendix B. Resources Listing	B-1
Appendix C. Workplace Flexibilities	C-1

Domestic Violence, Sexual Assault, and Stalking (DVSAS)

1. Introduction. Domestic violence, sexual assault, and stalking ("DVSAS") are workplace issues even if incidents occur outside of the workplace. DVSAS crosses economic, educational, cultural, age, gender, racial, and religious lines and occurs in a wide variety of contexts. Therefore, the General Services Administration (GSA) will take every appropriate measure to prevent DVSAS from occurring in the workplace, respond to employees who have experienced DVSAS, and create a safe, supportive, and equitable workplace culture for all employees.

2. Definitions. In consideration of the complexities and nuances of DVSAS, this policy contains terms that may be defined in various manners consistent with the contexts in which such terms apply. For example, a criminal statute may define certain terms differently from an equal employment opportunity regulation. Persons covered by this policy are encouraged to seek advice from the Office of Human Resources Management about terms in the contexts in which they may apply.

- a. Survivor: An individual who is currently subject to, or has in the past been subjected to, DVSAS. In some circumstances, survivors use violence to defend themselves. Survivors are sometimes referred to as victims.
- b. Perpetrator: An individual who commits or threatens to commit an act of DVSAS. Such persons are sometimes referred to as abusive partners, abusers, batterers, or suspects.
- c. Domestic violence: Encompasses both intimate partner violence and family violence:
 - i. Intimate partner violence: A pattern of coercive and abusive behaviors used by one partner to maintain power and control over another partner in an intimate relationship. This includes people with any current or former romantic involvement (e.g., dating, previously dating, on again/off again, married, divorced, living together or apart). Intimate partner violence can occur between people of any gender identity or sexual orientation and can include manipulation, threats, vandalism of personal or community property, or the actual use of physical, sexual, emotional, verbal, psychological, or financial abuse.
 - ii. Family violence: Any abusive behavior that occurs between members of a family or household who are not involved in a romantic relationship. This includes chosen family as well as people related by blood, marriage, foster care, adoption, or any other familial relationships. Family violence can include threats or the actual use of physical, sexual, emotional, verbal, psychological, or financial abuse, as well as acts of vandalism.

- d. Sexual assault: Any action, sexual contact, or behavior that occurs without explicit consent that results in the loss or removal of victim's sexual autonomy. A survivor of sexual assault may know the perpetrator, such as a co-worker or a supervisor, and/or may be involved in a dating or marital relationship with the perpetrator, or the perpetrator may be unknown to the victim. Lack of consent should be inferred when a perpetrator uses force, harassment, threat of force, threat of adverse personnel or disciplinary action, or other coercion, or when the victim is asleep, incapacitated, unconscious, or physically or legally incapable of consent.
- e. Stalking: A pattern of harassing behavior or course of conduct directed at a specific person that would place that person in reasonable fear. Stalking behaviors include, but are not limited to, monitoring someone's activities, following someone, leaving unwanted gifts and notes, and making repeated phone calls to someone and/or their family, friends, or workplace. Stalking may also occur through use of technology, including but not limited to, email, telephone, voicemail, text messaging, and the use of Global Positioning Systems (GPS) and social networking sites.
- f. Order of protection: A court-issued order to limit the behavior of someone who harms or threatens to harm another person. An order of protection may direct a person who uses or has threatened to use violence ("respondent") not to contact, injure, threaten, or harass a survivor or victim ("petitioner"), their family, or any other person(s) listed in the order. It may include, but is not limited to, directing a respondent to stay away from a petitioner and a petitioner's children, vacate a shared home, follow custody orders, pay child support, or not possess a firearm or ammunition.
- g. Workplace-related incidents: Workplace-related incidents of DVSA include acts, attempted acts, or threatened acts by or against employees, and/or against employees' families or property, that occur in the workplace or that occur outside the workplace but have an impact on the workplace.
- h. Workplace Safety Plan: A strategy developed collaboratively by an employer and an employee survivor, and any related victim service provider(s), to implement workplace safety measures that are consistently centered around survivor autonomy, which may include, but are not limited to: handling orders of protection; creating procedures for alerting security personnel of threats or incidents; making temporary or permanent adjustments to work schedules, locations, contact information; and requesting escorts to and from workplace facilities.

3. Roles and Responsibilities. The officials and components listed below are responsible for administering this policy. Additionally, all parties are responsible for maintaining confidentiality of an employee who discloses information regarding an experience of DVSA, except when maintaining confidentiality could compromise the security of the employee, workplace, or an ongoing criminal investigation.

- a. The Office of Human Resources Management (OHRM) will
- (1) Ensure employees are informed of and understand GSA's DVSAS policy;
 - (2) Provide advice and guidance to management officials, supervisors, and employees regarding DVSAS issues and maintaining confidentiality;
 - (3) Provide technical expertise and consultation to help supervisors determine what course of administrative action is most appropriate in a specific DVSAS situation. This may include working with employees, the Office of Mission Assurance (OMA), the Office of General Counsel (OGC), Office of Inspector General (OIG), union representatives, the Employee Assistance Program (EAP), the Federal Protective Service (FPS), local law enforcement, and community domestic violence programs, if appropriate, to minimize the risk to the victim, other employees, and clients. Refer to Appendix B for community resources;
 - (4) Work with supervisors and managers to grant leave, adjust work schedules, or maintain continued employment to the extent possible for employees who are victims of DVSAS, if appropriate;
 - (5) Help supervisors determine the proper reasonable accommodation for employees with a known disability as a result of DVSAS, if applicable;
 - (6) Initiate investigations of DVSAS allegations, as appropriate;
 - (7) Determine whether sufficient evidence exists to justify taking disciplinary action in accordance with [GSA Order HRM 9751.1A, Maintaining Discipline](#), once the investigation of any misconduct is complete for GSA employees who are alleged perpetrators of DVSAS; and
 - (8) Retain copies of DVSAS documentation (e.g., protection order) in a confidential and separate file from the survivor's Official Personnel File (OPF).
- b. The Office of Mission Assurance (OMA) will:
- (1) Keep management advised of any potential risks of acts of violence, or threats to employee safety, and any actual incidents or events;
 - (2) Coordinate with the FPS when necessary to address and/or recommend appropriate security measures to be implemented;

(3) Work with management, OHRM, and other appropriate entities (e.g., FPS) as needed to provide a safe environment in GSA-owned or leased buildings for employees who are victims of DVSAS;

(4) Ensure the proper procedures are identified and instituted to address prevention for any incidents related to DVSAS that may impact the workplace; and

(5) Refer management, employees, or other appropriate entities (e.g., FPS) to this policy, as needed.

c. Managers and Supervisors will:

(1) Be responsive when an employee who is either the victim or the perpetrator of DVSAS asks for help. Immediately contact your [servicing Employee Relations \(ER\) Specialist](#) for assistance;

(2) Consult OHRM for advice if you become aware of any physical or behavioral changes in employees;

(3) Work with the employee, OHRM, and FPS, as appropriate, to assess the need for and develop a workplace safety plan;

(4) Take appropriate measures to secure GSA-owned or leased buildings, as appropriate. Managers and supervisors have no authority or control outside of the workplace and should refer the employee to outside resources for assistance with their personal safety plan;

(5) Adjust employee's work schedule and/or grant leave after consultation with OHRM, if the employee needs to take time off for medical assistance, legal assistance, court appearances, child care, counseling, relocation, or to make other necessary arrangements to create a safe situation using workplace flexibilities;

(6) Take appropriate corrective disciplinary action, after consultation with OHRM, against employees who: use GSA resources to perpetrate DVSAS; harass, threaten, or commit an act of DVSAS in a GSA-owned or leased building and/or during duty hours or while conducting GSA business regardless of the location; or are arrested, detained, convicted, and/or issued an order of protection as a result of DVSAS where that action prevents, or impacts the employee's ability to perform the duties of his/her position;

(7) Notify OIG when allegations of DVSAS involves employees who use GSA resources to perpetrate DVSAS, harass, threaten, or commit an act of DVSAS in

a GSA-owned or leased building and/or during duty hours or while conducting GSA business regardless of the location; or are arrested, detained, convicted, or issued a permanent injunction as a result of DVSA where that action prevents, or impacts the employee's ability to perform the duties of his/her position; and

(8) Honor all known orders of protection in consultation with OHRM, OMA, and FPS.

4. Reporting Protocols.

- a. Survivors: Any person covered by this policy who is surviving DVSA is encouraged to inform their manager, supervisor, or OHRM. Any person who believes they are in immediate danger should immediately contact local authorities and/or FPS for assistance.
- b. Co-workers: Any person covered by this policy who reasonably believes a co-worker or other GSA employee may be surviving DVSA is encouraged to notify their supervisor or contact OHRM regarding these concerns. Employees are also encouraged to refer DVSA survivors to the EAP and/or supportive resources such as national hotlines or local service providers.
- c. Supervisors: Any supervisor who reasonably believes their employee may be surviving DVSA or whose employee reports they are surviving DVSA must immediately contact OHRM for further guidance. Supervisors are also encouraged to refer the employee to the EAP and/or supportive resources such as the national hotlines or local service providers referenced in Appendix B.
- d. OHRM: An ER Specialist who receives a report of an employee surviving DVSA will determine what course of administrative action is most appropriate and provide guidance. ER Specialists will make further referrals as needed (e.g., FPS, OMA, OGC).

5. Responding to or Witnessing Workplace-Related Incidents. For situations that may pose imminent danger (e.g., if the perpetrator shows up at the workplace), the following procedures should be followed in responding to the immediate crisis:

- a. Call 911 and other appropriate emergency contacts such as Federal Protective Service (1-877-437-7411), particularly if the situation requires immediate medical attention and/or law enforcement personnel.
- b. Remain calm and notify the supervisor.
- c. Secure your personal safety. Leave the area if safety is at risk.

- d. Cooperate with the security and law enforcement personnel when they have responded to the situation.

6. Responding to Survivors.

- a. Workplace Flexibilities: A survivor may require reasonable and voluntary flexibilities in order to safely perform their job duties including, but not limited to:
 - i. Leave or flexible scheduling to attend to health, safety, judicial, housing, financial, or other needs;
 - ii. Adjustments to job site infrastructure, including relocating to another workstation, teleworking from an alternate site, changing contact information, and enhancing security protocols; and/or
 - iii. Developing a workplace safety plan.
- b. Other Supports: Survivors may experience temporary difficulties fulfilling job responsibilities. Managers and supervisors are encouraged to collaborate with survivors in a manner consistent with GSA performance-related policies and practices in order to address difficulties arising from DVSAS. Such supports may include:
 - i. Developing a work plan that takes into consideration surviving DVSAS;
 - ii. Referral to employment-related support, counseling, or advocacy resources such as those listed in Appendix B; and/or
 - iii. Maintain confidential information pertaining to surviving DVSAS so that the survivor's employment is not impacted or compromised.
- c. Orders of Protection: An order of protection may or may not identify the workplace as a location from which a person who commits DVSAS must stay away. If a survivor discloses an order of protection, managers, supervisors, and OHRM shall assist the survivor to enforce the order to the greatest reasonable extent possible (e.g., contact OMA to request a "Do Not Admit" notice). Any copies of the protection order must be retained in a confidential and separate file from the survivor's OPF.
- d. Reasonable Accommodation: Survivors of DVSAS may have a physical or mental impairment that substantially limits one or more major life activities. Management will work with the [Local Reasonable Accommodation Coordinator \(LRAC\)](#) to determine whether reasonable accommodation is appropriate in accordance with GSA's [Policy and Procedures for Providing Reasonable Accommodation for Individuals with Disabilities](#).

7. Responding to Persons who Commit DVSAS.

- a. Voluntary Self-Disclosures: Any person covered by this policy who has committed DVSAS may voluntarily inform their manager or supervisor, or OHRM. A manager, supervisor, or OHRM employee who receives a voluntary disclosure shall:
 - i. Refer the disclosing person to the EAP and/or supportive resources such as national hotlines or local service providers; and
 - ii. Refer the matter to the [servicing ER Specialist](#) for investigation consistent with GSA disciplinary procedures.
- b. Assistive Resources for Persons Who Voluntarily Self-Disclose: Persons who commit DVSAS may wish to voluntarily disclose in order to request assistive resources, which may include:
 - i. Support adhering to a workplace safety plan or other security measures; and/or
 - ii. Referral to and support for counseling or other rehabilitative measures.
- c. Requests for Assistive Resources: Any person covered by this policy who has committed DVSAS may submit a request for assistive resources to their manager, supervisor, or OHRM. The GSA may require reasonable documentation, such as documents generated by law enforcement, health care practitioners, or service providers. The provision of assistive resources is at the agency's sole discretion.
- d. Mandatory Self-Disclosures: Any person covered by this policy who is a respondent to an order of protection, or is a named defendant in a civil or criminal action arising from an alleged threat or act of DVSAS, must inform their manager, supervisor, or OHRM. Managers, supervisors, and OHRM who receive a mandatory disclosure shall:
 - i. Refer the disclosing person to the EAP and/or supportive resources such as national hotlines or local service providers; and
 - ii. Refer the matter to the [servicing ER Specialist](#) for investigation consistent with GSA disciplinary procedures.
- e. Other Disclosures: Any person covered by this policy who reasonably believes their co-worker or an employee who they supervise or manage is a respondent to an order of protection, or is a named defendant in a civil or criminal action arising

from an alleged threat or act of DVSAS, is encouraged to inform their manager, supervisor, or OHRM. Managers, supervisors, and OHRM who receive such a disclosure shall:

- i. Refer the disclosing person to the EAP and/or supportive resources such as national hotlines or local service providers; and
 - ii. Refer the matter to the [servicing ER Specialist](#) for investigation consistent with GSA disciplinary procedures.
- f. Situations Involving Contractors: Concerns regarding the conduct of contractors should be brought promptly to the attention of the relevant contracting officer or contracting officer's technical representative and/or GSA's security personnel or law enforcement.

8. Conduct and Performance-Based Actions.

a. Conduct-Based Actions For Employees Who Commit DVSAS.

- i. GSA does not tolerate DVSAS in the workplace. DVSAS committed by an employee while in GSA-owned or leased buildings, at a GSA-sponsored event, or during work hours, is a serious violation of this policy. This policy not only applies to acts against other GSA employees, but includes acts against other individuals that may occur outside the workplace but have an impact on the workplace.
- ii. GSA employees who violate this policy may be subject to disciplinary action, up to and including removal. A management official, after consultation with OHRM and/or OGC, may take disciplinary action consistent with GSA's policies and procedures for maintaining discipline. This applies to employees who commit DVSAS while in GSA-owned or leased buildings, as well as those who commit acts of DVSAS outside the workplace if there is a nexus between such acts and the efficiency of the federal service (*i.e.*, when such acts affect the work performance of the employee or affect the normal operation of GSA's mission).

b. Procedures For Employees with Conduct or Performance Issues Related to DVSAS.

- i. Management retains the right to discipline employees for cause and issue performance-based actions. However, GSA recognizes that survivors may have performance or conduct issues as a direct result of DVSAS (*e.g.*, chronic absenteeism, inability to concentrate).

- ii. When an employee who is subject to a disciplinary or performance-based action confides that the performance or conduct issue is caused by DVSAS, management should refer the employee to the EAP and offer additional assistance as needed (e.g, modified work schedule, leave). Management may also consider such information to be a mitigating circumstance when determining an appropriate penalty for disciplinary action.

9. Training. Training is an important part of responding to domestic violence in the workplace. GSA employees will be offered and encouraged to attend DVSAS training.

10. Confidentiality.

- a. Qualified Confidentiality: The agency recognizes and respects the right to privacy and autonomy of all persons covered by this policy. Nevertheless, disclosure of confidential information may be required pursuant to court order, to facilitate investigatory processes, to prevent physical harm to any person, and for other lawful purposes.
- b. Notice of Disclosure of Confidential Information: If confidential information must be disclosed, advance notice will be provided to the affected person to the extent possible. The agency shall provide the affected person with the name and title of other persons to whom it intends to share information and shall explain the necessity and purpose regarding the disclosure, to the extent possible.
- c. Data Collection and Reporting: Data pertaining to persons covered by this policy and applicable conduct shall be retained in aggregate form without any personally identifying information. This aggregate data may be shared or reported internally or externally for evaluative purposes. The agency has designated OHRM to implement and evaluate this policy, collect data, and conduct awareness-raising activities.

APPENDIX A.

Components of a Workplace Safety Plan for Victims of Domestic Violence

1. Consider obtaining an order of protection. Make sure it is current and a copy of the order of protection is on hand at all times. If available, keep a copy of the order of protection proof of service document as well. Include the workplace as a place for the respondent to be restrained from when requesting an order of protection. Copies of the order of protection and proof of service should be provided to the police, immediate supervisor, OHRM, and building security if the abusive partner may come to the work site. Ask co-workers and/or supervisors to call the police if the perpetrator threatens or harasses you at work including violating the order of protection in any way.
2. Consider providing a picture of the perpetrator to reception areas and/or security.
3. Consider identifying an emergency contact person should the employer be unable to contact you.
4. Consider reviewing the safety of parking and/or transportation arrangements and consulting FPS regarding the availability of escorts to and from your car or public transportation.
5. Consider requesting a change and/or unpredictable rotations of your work schedule, work site, or work assignment if such a change is possible and would enhance your safety at work.
6. Consider having your telephone calls screened at work.
7. Consider requesting additional security measures at the work site. It may be possible to post security near your work site, relocate your workstation to a more secure area, or provide you with a cellular phone for emergency use at work.
8. Review the safety of childcare arrangements. If you have a protective order, make sure the provider has a copy

APPENDIX B. Resources Listing

National Domestic Violence Hotline

Provides toll-free, live phone response and crisis intervention to callers 24 hours a day, 365 days a year, offering information and referrals across all U.S. states and territories.

Phone: 800-799-SAFE (7233); 800-787-3224 (TTY); or text START to 88788
Website: www.thehotline.org

National Center on Domestic and Sexual Violence

The National Center on Domestic and Sexual Violence provides training, consulting and advocacy. The National Center collaborates with law enforcement, legal system agencies, advocacy organizations, social service agencies, the military and other community entities to integrate their efforts to end domestic and sexual violence. **This is NOT a crisis intervention hotline.**

Phone: 512-407-9020
Website: <http://www.ncdsv.org/>

National Coalition Against Domestic Violence

A national organization focused on coalition building, policy and public education, at the local, state, regional and national levels, whose website includes a list of all state domestic violence coalitions.

Phone: 303-839-1852
Website: www.ncadv.org

National Network to End Domestic Violence

A social change organization representing state domestic violence coalitions which is dedicated to creating a social, political and economic environment in which violence against women no longer exists.

Phone: 202-543-5566
Website: www.nnedv.org

National Resource Center on Domestic Violence

Provides domestic violence prevention support to organizations and individuals through technical assistance, training and information.

Phone: 800-537-2238

Website: www.nrcdv.org

Rape, Abuse & Incest National Network (RAINN)

The Rape, Abuse & Incest National Network (RAINN) is the nation's largest anti-sexual violence organization. RAINN created and operates the National Sexual Assault Hotline in partnership with more than 1,000 local sexual assault service providers across the country and operates the DoD Safe Helpline for the Department of Defense. RAINN also carries out programs to prevent sexual violence, help survivors, and ensure that perpetrators are brought to justice.

Phone: 1-800-656-4673

Website: <https://www.rainn.org/>

The National Center for Victims of Crime

The National Center for Victims of Crime is the nation's leading resource and advocacy organization for crime victims and those who serve them. The mission of the National Center for Victims of Crime is to forge a national commitment to help victims of crime rebuild their lives.

Phone: 202-467-8700

Email: info@victimsofcrime.org

Website: <https://victimsofcrime.org/>

National Sexual Violence Resource Center

The National Sexual Violence Resource Center serves as the nation's principle information and resource center regarding all aspects of sexual violence. It provides national leadership, consultation and technical assistance by generating and facilitating the development and flow of information on sexual violence intervention and prevention strategies. The NSVRC works to address the causes and impact of sexual violence through collaboration, prevention efforts and the distribution of resources.

Phone: 877-739-3895 or 717-909-0710 (TTY)

Website: <http://www.nsvrc.org>

The Battered Women's Justice Project

The Battered Women's Justice Project (BWJP) provides support in the form of technical assistance, consultations, training, and assessments to communities and organizations looking to create systemic change. The BWJP develops research, guides, and other tools to address trends and "hot topics" related to gender-based violence, and they serve as a resource for local advocacy programs and state coalitions interested in providing enhanced legal responses and support to survivors.

Phone: 800-903-0111, ext. 1

Website: www.bwjp.org

Stalking Prevention and Awareness Resource Center

The Stalking Prevention, Awareness, & Resource Center (SPARC) is a federally funded project providing education and resources about the crime of stalking. SPARC aims to enhance the response to stalking by educating the professionals tasked with keeping stalking victims safe and holding offenders accountable. SPARC ensures that allied professionals have the specialized knowledge to identify and respond to the crime of stalking.

Phone number: 202-558-0040

Website: <https://www.stalkingawareness.org/>

Email: info@stalkingawareness.org

U.S. Department of Justice, Office on Violence Against Women

The [Office on Violence Against Women \(OVW\)](#) provides federal leadership in developing the national capacity to reduce violence against women and administer justice for and strengthen services to victims of domestic violence, dating violence, sexual assault, and stalking. The OVW does not provide services directly to the public but includes DVSAS resources.

Workplaces Respond to Domestic and Sexual Violence: A National Resource Center (Workplaces Respond)

[Workplaces Respond](#) educates and builds collaborations among workplace and non-workplace stakeholders (employers, worker associations, unions, and anti-violence advocates) to prevent and respond to domestic violence, sexual harassment & violence, trafficking, stalking, and exploitation impacting the workplace. The project is a public-private partnership led by [Futures Without Violence](#) and funded by the OVW.

U.S. Department of Labor, Occupational Safety & Health Administration (OSHA)

OSHA's [workplace violence website](#) provides information on the extent of violence in the workplace, assessing the hazards in different settings and developing workplace violence prevention plans for individual worksites.

Note: This resource list is not all inclusive and is intended to provide information to the reader of this document for informational purposes. For non-government providers, the inclusion of a resource does not constitute the ranking, endorsing, or promoting of such organizations by the GSA. This resource list is subject to change.

APPENDIX C. Workplace Flexibilities

The table below lists workplace flexibilities that may be available to employees for various issues resulting from DVSAS such as medical assistance, legal assistance, court appearances, child care, counseling, and relocation. Please note that some types of leave require verification of eligibility, specific documentation (e.g., donated leave under the Voluntary Leave Transfer Program), or have other limitations. Contact your [servicing ER Specialist](#) for further guidance regarding available flexibilities.

Potential Issues Resulting from DVSAS	Workplace Flexibilities
<p>Legal Matters</p> <ul style="list-style-type: none"> ● Attending court proceedings related to DVSAS ● Meeting with lawyers, victims' advocates, or law enforcement officers regarding DVSAS issues or accompanying a family member to such meetings 	<ul style="list-style-type: none"> ● Annual Leave ● Leave Without Pay (LWOP) ● Advanced Annual Leave¹ ● Court Leave²
<p>Medical Situations: Self</p> <ul style="list-style-type: none"> ● Attending medical appointments and/or receiving treatment from medical providers for an injury/illness resulting from DVSAS ● Recovery from an injury/illness resulting from DVSAS ● Recovery from a serious health condition related to DVSAS that makes the employee unable to perform the essential functions of their position 	<ul style="list-style-type: none"> ● Sick Leave ● Annual Leave ● LWOP ● Donated Leave³ ● Advanced Annual Leave ● Advanced Sick Leave⁴ ● Telework⁵ ● Family Medical Leave Act (FMLA)⁶

¹ Advanced annual leave may be available at the discretion of the supervisor. The amount of advanced annual leave that may be granted is limited.

² Court leave is permissible only in limited circumstances.

³ Employees must meet certain eligibility requirements and must apply for the Voluntary Leave Transfer Program (VLTP).

⁴ Advanced sick leave may be available at the discretion of the supervisor. The amount of advanced sick leave that may be granted is limited.

⁵ Telework may be an option as long as the employee is not incapacitated for duty, and the employee is able to telework based on the essential functions of their position.

⁶ Employees with a serious health condition may be eligible to utilize FMLA.

<p>Medical Situations: Family Member</p> <ul style="list-style-type: none"> ● Caring for a family member who is recovering from an injury/illness resulting from DVSAS ● Caring for a family member with a serious health condition resulting from DVSAS ● Accompanying a family member when they meet with medical providers for an injury/illness resulting from DVSAS 	<ul style="list-style-type: none"> ● Sick Leave ● Annual Leave ● LWOP ● Donated Leave ● Advanced Annual Leave ● Advanced Sick Leave ● Telework⁷ ● Family Medical Leave Act (FMLA)⁸ ● Family Friendly Leave (FFL)⁹
<p>Safety Concerns</p> <ul style="list-style-type: none"> ● Relocating to a safer environment as a result of DVSAS ● Making changes to one's commuting schedule to avoid a perpetrator ● Making alternate child care arrangements 	<ul style="list-style-type: none"> ● Weather and Safety Leave¹⁰ ● Annual Leave ● Telework¹¹ ● Flexible Work Schedules

⁷ Telework may be an option if the employee is able to telework based on the essential functions of their position. However, the employee must utilize leave to account for any duty time spent caring for the family member.

⁸ Employees who have a family member with a serious health condition may be eligible to utilize FMLA.

⁹ The amount of FFL that may be granted in a leave year is limited.

¹⁰ Weather and safety leave may be appropriate in very limited circumstances during which a perpetrator who poses an active threat has entered a GSA-owned or leased building.

¹¹ Telework may be an option if the employee is able to telework based on the essential functions of their position. However, telework is not an alternative for child care. Employees must not use duty time for any purpose other than official duties and must make other arrangements for such care.