

Domestic and Family Violence Support Policy

Version 1.0

1.0 Overview

We care about our people, our customers and the community and in doing so, we stand opposed to domestic violence in any form.

Given the prevalence of domestic violence in the community, we acknowledge that both our female and male employees may face situations of violence and abuse in their personal life that may affect their performance and attendance at work. We are therefore committed to providing support to staff experiencing domestic violence. This support may include paid time-off work to address health issues or to attend to other legal, financial, child care or other matters that may assist them to progress towards a life free from violence and its effects.

We will also work with victims and perpetrators to prevent domestic violence occurring in or from our workplaces or otherwise.

2.0 Scope

For the purposes of this policy domestic/family/intimate partner violence, will be referred to as domestic violence and defined as someone intentionally using violence, threats, force or intimidation to control or manipulate an immediate family member, partner or former partner.

3.0 What to expect from us

Victims

In response to a voluntary request by an employee who is a victim of domestic violence, we will provide support and assistance. For this purpose we provide trained personnel as 'go to' people, who will respond to any employee disclosing the impact of their circumstances to appropriately aid the employee. You should refer to section four of this Policy, for important rules governing confidentiality of information disclosed during this process. The names of trained 'go to' team members are displayed on our People & Culture intranet page and on Policy Hub.

No employee will be treated unfairly, adversely or discriminated against for being a victim of domestic violence.

We recognise that employees living with domestic violence may experience difficulties in fulfilling their job responsibilities. In this case, Konica Minolta will offer support and collaborate with the employee to address issues which may include flexible working arrangements or leave options to ensure employment is maintained.

Proof of domestic violence by way of a brief statement may be required and can be in the form of an agreed document issued by the police service, a court, a doctor or other health practitioner, counsellor, domestic violence support service or lawyer. If this is not available then the employee can discuss the situation with

the Director of People & Culture. The rules that apply to confidentiality are outlined in section four of this Policy.

Perpetrators

We recognise that some of our staff may be perpetrators. If you are experiencing difficulties in this regard or feel you need some help, then we'd encourage you to approach a 'go to' person for assistance with referrals. You should note our position on violence perpetrated in or from our workplace below, as well as important rules around confidentiality in section 4 of this Policy.

Violence perpetrated in or from our workplace

Whilst we encourage perpetrators to come forward and seek help, we will not tolerate domestic violence being perpetrated in or from our workplaces. This includes any employee who perpetrates violence and abuse by use of phone, fax, mail or email. Where such behavior is found to have breached any of our workplace policies, we reserve the right to take appropriate action.

4.0 Confidentiality

We will maintain the confidentiality of an employee's disclosure of domestic violence unless to do so will result in harm to them or any person; jeopardise safety in the workplace; or there is a legal compulsion to disclose the information. No information will be kept on an employee's personnel file without their express permission. If information needs to be shared, we will discuss this with the employee in advance (wherever possible) and only share with others who "need to know" in order to maintain safety in the workplace or elsewhere.

5.0 Leave arrangements and flexible working

Paid Leave

Konica Minolta will provide five days leave per year as special leave for use where an employee is a victim of domestic violence and experiencing a domestic violence situation. Leave can be used for medical appointments, legal proceedings or any other activities related to domestic violence. Payment will be at your base rate of pay for your ordinary hours of work in the period. It will not include payment for any allowance, loadings, penalties or the like. It will be processed at the usual pay time provided you have complied with this policy. It will not accumulate and will not be paid out on termination of employment.

Unpaid Leave

If paid leave has been exhausted, Konica Minolta will provide unpaid leave, subject to approval and in accordance with the Unpaid Leave Policy for medical appointments, legal proceedings and other activities related to domestic violence. This leave is in addition to existing leave entitlements and may be taken as consecutive or single days, or as a fraction of a day and can be taken with prior approval.

Personal Leave

In addition to a person experiencing domestic violence, an employee who supports a person experiencing domestic violence may also take their personal leave to accompany them to court, to hospital or to mind children. We may request proof in the form of an agreed document issued by a court, a doctor or other health practitioner, counsellor, domestic violence support service or lawyer. If this is not available then the

employee can discuss the situation with the Director of People & Culture, in a confidential manner. The rules that apply to confidentiality are outlined in section four of this Policy.

Flexible Working

In order to provide support to an employee experiencing domestic violence and to provide a safe work environment to all employees, we will consider any reasonable request from an employee experiencing domestic violence for:

- Changes to their span of hours or patterns of hours
- Job re-design or changes to duties
- Relocation to suitable employment within Konica Minolta or related entities (where appropriate)
- A change to their telephone number or email address to avoid harassing contact
- Any other reasonable and appropriate measures

6.0 Individual support

In providing individual support to employees experiencing domestic and family violence we will:

- Assess the level of risk and support and develop a documented safety plan for the workplace with the employee and implement the plan, if required;
- Provide a resource pack of information regarding support services and referrals;
- Provide information about how the employee can arrange flexible work arrangements;
- Support the employee to include the workplace in any Domestic Violence Orders issued by the Court;
- Consider requests for advance or salary or change to payment of salary; and
- Provide referral to our Employee Assistance Program (EAP) in which the individual can access a trained counsellor.

7.0 Responses to employees' concerns about colleagues

Employees may be concerned about a co-worker who may be experiencing domestic violence. They may be a recipient of a disclosure of domestic violence from a co-worker or may suspect or witness acts of domestic violence in the workplace against an employee or perpetrated by an employee.

Employees are encouraged to tell their concerns to a trained 'go to' person. Confidentiality obligations are outlined in section four of this Policy.

You will not be discriminated or retaliated against for reporting concerns of this nature.