



Global Domestic Violence & Abuse Policy

OWNER: GLOBAL DIVERSITY & INCLUSION

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1 Policy Principles and Objectives

Aligned with the values set forth in the Unilever Compass and Code of Business Principles, Unilever is committed to supporting all employees who have experienced and may experience or be victims of Violent Crime by providing a workplace environment that assures the safety and well-being of our employees.

At Unilever, we are committed to developing a workplace culture that recognises that some employees may be experiencing domestic abuse and provide access to appropriate recourse measures that support them. Unilever aims to establish itself as a place of safety, and one that acknowledges that perpetrators of domestic abuse are responsible for their behaviour and for addressing it. We have pledged to proactively create a safe & inclusive workplace, and any form of domestic violence, which involve or affect the Company, its employees, or which occur on Company property, will not be tolerated.

Unilever recognises that domestic abuse is an equalities issue and we will not discriminate against anyone because they have been subjected to domestic abuse with respect to any terms and conditions of employment, nor in future development.

This policy is part of Unilever's commitment to family friendly working and seeks to benefit the welfare of individual members of staff; retain valued employees; improve morale and performance.

1.1. Policy Introduction

The purpose of this document is to establish a Global Standard Domestic Violence and Abuse Policy. Unilever acknowledges the important role organisations play in helping to prevent domestic violence and abuse where it impacts the workplace – and when a victim's work, productivity and safety are affected.

We are committed to protecting the safety of our employees globally as part of our duty-to-care and have developed this policy as part of the over-arching support to all employees' health and wellbeing at work. Many of the countries and markets we operate in have laws covering domestic violence, but not all. Therefore this policy is a guide for local markets to try and implement as much as possible within the remit of their legal system of the market/country.

This policy covers the internal and external support available to employees experiencing domestic violence, special leave provisions and signposting to external sources of advice and help.

Domestic violence and abuse are a violation of an individual's human rights. Furthermore, it can significantly impact an employee's overall capability to work due to economic and emotional implications resulting directly from abuse.

When an individual experiences domestic violence and the organisation is providing support, the organisation will facilitate colleagues putting people in contact with the right people in order to get the right help. We do not intend to collect any personal data. If any personal data was to be collected it would be in exceptional circumstances where there would be an exceptional public interest to do so and we would therefore use article 9 provisions of protecting vital interests. Please see your local data privacy policy for more information.

2 Definitions

Domestic violence and abuse (sometimes defined as *intimate partner violence, family/carer violence or domestic violence*) as a single behavior or series of behaviors which constitute actual or potential assault, sexual violence, battery, intimidation, threats or similar actions and attempted destruction that cause an individual to reasonably fear for his or her personal safety or the safety of his or her family, friends and/or property.

Domestic violence can manifest in different forms of abusive behaviour, such as physical, verbal, sexual, emotional or psychological and financial or economic abuse that is perpetrated by one intimate partner over another. It frequently involves control, coercion and threatening behaviour, and takes place over time, often starting with small acts of abuse.

Physical Violence: involves, but is not limited to, hitting, kicking, burning, pulling hair, stabbing, and shooting, leading to injury and in the worst cases, death.

Verbal Abuse: refers to the use of language to ridicule, disrespect, manipulate, degrade, and demean; compelling the other person to engage in humiliating acts, whether in private or public.

Sexual Abuse: infliction of sexual contact upon a person by forcible compulsion, including but not limited to unwanted sexual attention and rape.

Coercive Control: a systematic pattern of behaviour with the purpose of undermining a victim and creating fear through threats, humiliation and intimidation, and depriving an individual of support and independence. It is a psychological or emotional form of abuse that is used to control and limit the freedom of an intimate partner.

Controlling Behaviour: an act designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance, escape and regulating their everyday behaviour

Financial or Economic Abuse: refers to a situation where abuser has control over the victim's monetary assets and other economic resources. It may result in withholding and denying one access to education, employment, and misusing common resources. This includes, but not limited to, restricting economic freedoms such as preventing a victim from having the money to pay for transport to get to work, or to buy suitable clothing for work, making it particularly difficult to leave a violent or abusive relationship.

Emotional or Psychological Abuse and Threats: can affect confidence and self-esteem and may also include control over social interactions and autonomy.

Stalking: workplace stalking often results in the perpetrator following a victim to and from their place of work or hanging around the workplace entrance. Stalking can also occur at any point in the individual's day to day life, such as stalking near their home or whilst they are engaged in daily chores.

Cyber harassment: many of the forms of control, threats and stalking are carried out virtually through email, text messages, telephone messages, social media, etc.

Domestic violence and abuse occur between opposite or same-sex intimate partners of any age, who may or may not be married or living together. It can also occur between family members, or between carers and those they live with or care for in the home. Domestic violence and abuse and its impact can continue after a relationship has ended. This conduct can affect all people of all cultures, religions, ages, genders, sexual orientations, educational backgrounds and income levels.

For the purposes of this policy, any abuse or violent crime includes any alleged or actual violence which causes significant disruption to the victim. Any of the aforementioned circumstances warrant support from the organization in seeking resolution processes, including the need to take time away from work for reasons which may include, but are not be limited to, attending appointments with:

- Medical practitioners
- Legal advisers
- Police
- Counselling services
- Courts
- Or to organise specific arrangements for the purposes of supporting their family (e.g., alternative accommodation, schooling, childcare, etc.)

3 Confidentiality and Right to Privacy

We will seek to obtain consent to disclose personal information before doing so. There are, however, some circumstances in which confidentiality cannot be assured, for example, where it is necessary to protect children or vulnerable adults at risk or the safety of employees. Where the Company believes a breach of confidentiality is absolutely necessary, it will seek specialist advice before doing so for example consult with our local Data Protection Advisor, whose contact details are provided [here](#)

If the Company decides to proceed in breaching confidentiality after having taken advice, we will wherever possible discuss with the individual why it is doing so and will seek the employee's agreement. This could be to reach out to social services, the police or any other judicial or supportive service which could provide safety and security to the individual and/or their children.

3.1 Entitlement

Employees have the right to choose whether to disclose information about being the victim of domestic violence. However, they are encouraged to liaise with either their Line Manager and/or HR Business Partner or another person they entrust to liaise with an HR representative on their behalf.

Information shared will not form part of an employee's record.

4. Eligibility

All Unilever employees - including permanent, fixed-term contracts, and 3rd party contractors

5. Leave Options

An employee who is subject to significant disruption because of being the victim of domestic violence, and has disclosed their circumstances in confidence to Unilever may be eligible for "Safe Leave" – which is additional paid leave for up to 10 days per calendar year. A calendar year is defined as 1st January to December 31st.

This leave may be taken as needed i.e. hours, in single days or multiple days up to the 10 days per calendar year. Requesting and taking this additional leave will not impact the employee's eligibility for any other type of assigned leave and will not affect the employee's terms and conditions of employment.

5.1 How to Apply for Safe Leave

There is no application process. Following discussions and agreements with your line manager or HRBP, your right to access this leave will be granted and logged confidentially.

5.2 Request for Flexible Working Arrangement

An employee may also request flexible working arrangements to support their personal circumstances. This will fall in line with our existing Flexible Working Policy. The Line Manager and/or HRBP will review and consider all reasonable requests aligned to business requirements.

5.3 Request for Relocation

An employee may also request to move to an alternative Unilever location or site to support their personal circumstances. This request will be determined on a case by case basis in conjunction with the line manager and HRBP and will also need to be aligned to business requirements, including if the employee's current role can be conducted at that location. Redeployment into another suitable role in an alternative location may also be reviewed. Please refer to local relocation policies before applying. Kindly note that this will be at the employee's own cost.

6. Internal Support

In order to comprehensively support employees who have experienced or currently experience domestic violence, the organisation will:

- offer employees who are victims of domestic violence access to counselling (via existing Employee Assistance Program or EAP) and publicise the availability of this support regularly through notice boards, the intranet and ongoing health and wellbeing initiatives;
- offer access to counselling (via EAP) and other support to employees perpetrating domestic violence who seek help from the employer; and
- undertake workplace awareness initiatives on domestic violence through an extensive programme of regular information campaigns as well as protected support groups.

6.1 Legal Support

Unilever will commit to pay for first hour of legal support. This stipulated amount of time may vary in accordance with relevant local policies. In the absence of such policies, the UL global recommendations will apply to guide the support process.

6.2 Financial Support

If an employee is experiencing financial abuse, they may request a change in their pay cycle and where possible this will be accommodated. Employees can change their bank details at any time via Inside Unilever. Additionally, Unilever will provide a one-off payment of £75 to an employee (applicable across all geographies) who had disclosed domestic abuse and incur supplementary expenses in setting up a new bank account or any other activity which requires payment in order to provide financial security. This

should be agreed to in writing with your HRBP.

6.3 Counselling Support Services:

In all markets, Unilever has a network of Employee Assistance Program (EAP) available to assist all employees and their immediate family members. EAP is supported by an external provider who offer confidential and free counselling support services via telephone or face to face.

6.4 Safety Planning

Unilever will prioritise the safety of employees if they make it known that they have experienced or are currently experiencing domestic abuse. Line managers/HRBPs/Occupational Health may have to consider physical incidents such as violent partners or ex-partners visiting the workplace, abusive phone calls, intimidation or harassment of an employee by the alleged perpetrator, and these will need to be addressed in any safety planning.

When an employee discloses domestic abuse, they will also be encouraged to contact a specialist support agency (or suitably trained specialist who can undertake a DASH - Domestic Abuse, Stalking and Harassment, and Honour-based violence risk assessment) and advise appropriate referrals where necessary.

Unilever will work with the employee and relevant agencies (with the employee's consent) to identify what actions can be taken to increase their personal safety as well as address any risks there may be to colleagues, considering the duty of care for all employees. We will also organize inclusion trainings to increase capacity of line managers and HRBPs in reporting and administering support to employees who are victims of domestic violence and other forms of trauma, enabling them to facilitate a holistic safe workplace environment for all.

Where there may be an immediate threat to the victim or their colleagues in the workplace it may be necessary to act immediately. If in doubt, do not hesitate to call the police and/or seek advice from a domestic violence organisation. The first thing to check when carrying out a safety plan is whether the victim has a protection or restraining order and if it covers the workplace. Check what the order covers and that the company complies with the provisions contained in the order.

All relevant teams will be included in drawing up a safety plan in conjunction with the victim such as HR, OH&S, Facilities & Security. Measures might include but are not limited to:

- parking space review (if applicable)
- escort assistance
- improved building security & surveillance
- change in work location (where possible)
- never working alone
- reduction/ reallocation in tasks (where required)
- providing new contact details (such as email and phone)

7. Perpetrators of Domestic Abuse

If an employee approaches Unilever seeking support about their abusive behaviour, Unilever will provide information about the services and support available to them and will encourage the employee to seek support and help from an appropriate source.

If there is any impact to the workplace or the employee's ability to perform their role as a result of their own abusive behaviour, Unilever will take all appropriate actions in accordance with local law.

8. Line Managers' Roles

Line managers have a crucial role to play in enabling employees experiencing domestic violence to seek help. Unilever has provided **Domestic Violence Training** in the form of a degree pathway which you can find here:

<https://unilever.sharepoint.com/sites/PathwayResources/Shared%20Documents/Diversity%20&%20Inclusion/Unilever%20Domestic%20Violence%20Pathway%20COVID%20-v07Em.pdf?CT=1586432170520&OR=ItemsView>

Please ask your local HR team should you want/need a translation of the pathway as this is currently available in only in the following languages: English, Dutch, French, Spanish, German, Russian, Indonesian, Portuguese, Turkish & Chinese.

The role of the line manager is to:

- identify employees experiencing difficulties as a result of domestic violence by fostering an open management culture that enables team members to disclose sensitive issues;
- understand that disclosures cannot be forced, nor should abuse be presumed;
- provide support in the first instance, including specific advice on the options available, but also recognize the limitations of their role (managers are not professional counsellors or experts);
- protect confidentiality in all instances (excepting the requirements of child protection);
- refer the individual to the appropriate internal or external source of help and support, for example HR or the organisation's confidential point of contact or external agency;
- ensure that the safety of all employees in the team is protected; and
- enable the affected employee to remain productive and at work during a difficult period in their domestic life, for example by using the organisation's special leave policies and procedures.

9. Summary of Support for Individuals Experiencing Domestic Abuse

Unilever recognises that developing a life free from abuse is a process, not an event, and will provide ongoing support for employees who disclose abuse. We will respond empathetically, confidentially and effectively to any member of staff who discloses that they are experiencing domestic abuse.

Where domestic abuse has been reported, line managers will treat unplanned absences and distraction at work empathetically.

We may offer employees experiencing domestic abuse a broad range of support. This may include, but is not limited to:

- special paid leave of up to 10 days for relevant appointments, including with support agencies, solicitors, to rearrange housing or childcare, and for court appointments

- up to an additional 5 days paid special leave may be provided to someone escaping an abusive situation, subject to agreement with HR
- temporary or permanent changes to working times and patterns
- measures to ensure a safe working environment, for example changing a telephone number to avoid harassing phone calls
- flexible working
- access to counselling/support services in work time
- access to courses developed to support survivors of domestic abuse, or assertiveness/safety training.

***Unilever reserves the right to modify, replace or withdraw this Policy at any time without prior notice**