



Barbara Warner

Workplace Domestic Violence Policy



OHIO DEPARTMENT OF HEALTH

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John R. Kasich / Governor

July 25, 2014

Governor Kasich:

The Barbara Warner Committee on Workplace Domestic Violence strives to implement your Executive Order that affirms the implementation of the Barbara Warner Workplace Domestic Violence Policy. The committee first convened in January 2009.

In this report, you will find the accomplishments of the committee, a listing of committee members and information about the materials that have been distributed to assist state employees regarding domestic violence intervention, crisis services and prevention.

During the coming year, we will continue to work with state agencies to ensure that state employees take the online, interactive domestic violence training module. The committee hopes to utilize the state's Enterprise Learning Management (ELM) module to fully deliver the online training for state agencies and support our ability to fully implement this training.

The committee continues to work with the Department of Administrative Services (DAS) and Employee Assistance Program (EAP) to ensure that Human Resources and EAP staff are prepared to respond to the calls that may result from participation in this training.

Sincerely,

A handwritten signature in black ink that reads "Debra Seltzer".

Debra Seltzer
Interim Chair, Barbara Warner Committee on Workplace Domestic Violence
Program Administrator, Sexual Assault and Domestic Violence Prevention Program
Ohio Department of Health



Barbara Warner

Workplace Domestic Violence Policy

In his Executive Order 2011-04K, one of the first issued by Ohio's Governor John R. Kasich, the governor affirmed the implementation of Ohio's "Barbara Warner Workplace Domestic Violence Policy." This policy was first established in 2008.

Domestic violence is a public health issue in Ohio, characterized by a pattern of control used by one person to gain power and control over family or household members. Domestic violence may include verbal, emotional, financial/resource, sexual and physical types of abuse. Domestic violence can affect people of all ages, gender, religion, income, race, culture, education and sexual orientation.

Additionally, domestic violence has had an increasing impact on the workplace. Domestic violence does not stay at home when employees go to work. Violence can affect employees in the workplace by interfering with the employee's ability to safely perform his or her work duties. Employees affected by domestic violence may also have attendance problems due to violence and this can result in an employee's low morale and productivity.

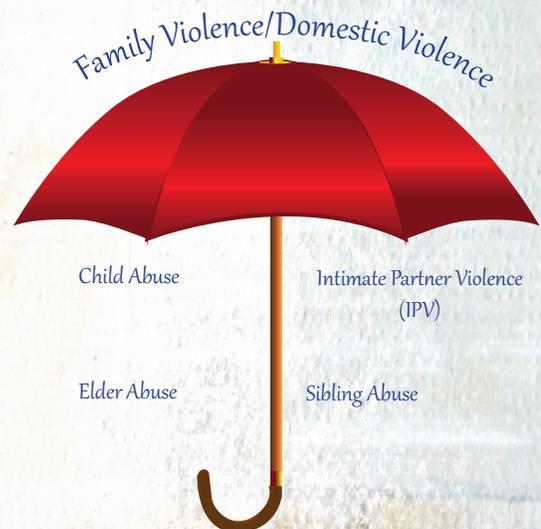
*******Note:*******

The term
“intimate partner violence”
is sometimes used
interchangeably with
“domestic violence”
in this report.
Domestic violence may
be broader, including
household members other
than intimate partners.



Barbara Warner

The policy is named after Barbara Warner to honor her memory. Barbara was an employee of the Ohio Department of Health and was a victim of domestic violence throughout the course of her marriage, and was eventually murdered by her husband on May 27, 1997. This Executive Order is critical because it sends the message that the State of Ohio is committed to having its employees work in healthy environments free from abusive behaviors. Ultimately, it is the hope that the Barbara Warner Domestic Violence Workplace Policy will provide guidance for management and employees on how to address and reduce the occurrence of domestic violence and its devastating impact on the workplace.



Accomplishments

In compliance with the Barbara Warner Workplace Domestic Violence Policy, issued pursuant to Executive Order 2011-04K:

- * The Barbara Warner Committee on Workplace Domestic Violence (BWDV) has met quarterly since its establishment in 2009. Debra Seltzer is currently serving as the interim chairperson pending final appointment. The membership list for the committee is attached on page 14.

Within the past year:

- * Online training on domestic violence was completed:
 - o 1,924 supervisors at the Ohio Department of Rehabilitation and Correction (ODRC) completed an expanded training, which included the basic required online training for supervisors as well as additional agency-specific content. This expanded training was prepared by the ODRC training team with input from BWDV Committee members.
 - o 9,822 employees at the ODRC completed the recommended online training with added agency-specific content.
- * Committee members have continued to work with the Department of Administrative Services (DAS) to ensure the online intimate partner violence training will be readily available to employees who are required to take the online training in accordance with the statewide policy. It is anticipated that the training will be live on ELM in the fall of 2014.
- * The training for Human Resources (HR) staff assigned to assist employees with domestic violence concerns was updated and the committee is prepared to offer in-person training to HR staff upon request.

- * Cards and posters were updated to represent changes since their original design.
- * The committee continues to follow-up to ensure initiatives, such as the domestic violence resource card distribution and training for new employees, are maintained.
- * A committee representative attended the Ohio Employee Assistance Program Annual Resource conference for Wellness Ambassadors on March 20, 2014 and provided information about domestic violence, the work of the committee, domestic violence as a health issue, and ways the Wellness Ambassadors can include a response to domestic violence in their wellness work. Domestic violence materials, handouts from the Attorney General's office for survivors of crime, and women's health information were available at a resource table.
- * Domestic violence awareness and resource materials were available at a resource table for the Ohio Employee Assistance Program Annual Resource Retreat held on June 3, 2014.
- * Community agencies worked with the Ohio Employee Assistance Program to expand domestic violence resources available through their website, including additional resources for batterers.

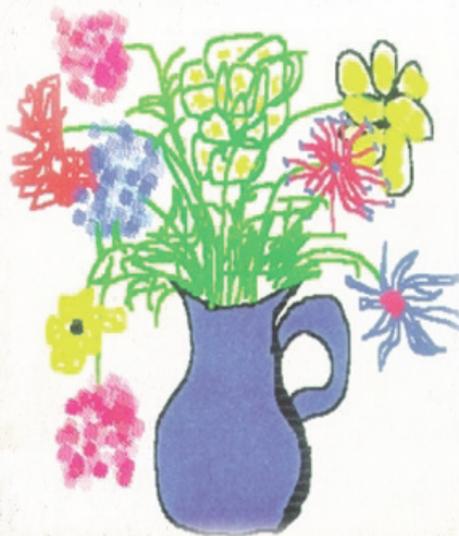
Additional successes:

- * In the summer of 2013, the Ohio Domestic Violence Network (ODVN), in collaboration with the Ohio Alliance to End Sexual Violence (OAESV), offered a proposal for funding to the Avon Foundation to create a workplace bystander intervention/prevention program. The case was made that ODVN and OAESV had the capacity to engage with workplace settings, in part, because of their history collaborating with ODH and the Governor's Office on the Barbara Warner Domestic Violence Committee. In October, they were notified that this proposal was funded out of hundreds that were submitted. This strong history of collaboration across governmental agencies and statewide non-profit agencies has garnered these and other resources to move our collective message about healthy individuals, relationships, workplaces, and communities forward. Through the creation of video vignettes and Web-based training materials, this project aims to connect rape crisis centers and domestic violence programs with business partners to work together to prevent sexual and intimate partner violence and build supportive responses to survivors.

- * The Ohio Department of Health continues to implement additional awareness and service projects to address the topic of domestic violence for agency employees. The domestic violence work group hosts an annual personal products collection drive, with donated items distributed to domestic violence shelters in the five counties in the central Ohio area. The work group also has raised funds to provide emergency assistance to ODH survivors of domestic violence. To date, twelve ODH employees have been helped by the fund. In addition to the financial assistance provided, the process of using the fund ensures survivors are connected to available local resources, and assures them that others care and help is available.

In prior years:

- * Online training on domestic violence was completed at the following agencies:
 - o Department of Aging
 - o Office of Budget and Management
 - o Ohio Department of Health
 - o State Library of Ohio
- * Survey responses from employees have been entirely positive and demonstrate an interest in more training for employees on this topic..
- * As a direct result of the training at the Department of Aging, there were two separate incidents in which employees who completed the training stepped forward to ask questions on behalf of co-workers who were potentially experiencing domestic violence. The individuals had been somewhat aware of the situations previously and had not taken the steps of coming forward with questions prior to the training.
- * The committee prepared additional resources for agencies where employees are interested in additional programming related to domestic violence, and will work with agencies to support options such as “lunch and learn/brown bag lunches,” and domestic violence awareness month activities.



Art by Barbara Warner

- * In May 2009, the committee sent a letter to all members of the Governor's Cabinet requesting each state agency to distribute the policy to their employees and, when possible, to provide a link to the statewide policy on their website. The committee followed up in April 2010 to confirm these activities had taken place.
- * Along with the Columbus Coalition Against Family Violence (CCAFV), the committee developed posters and resource cards containing information and referrals for state employees. The materials were posted to the DAS website adjacent to the domestic violence policy in June 2009. The committee encouraged state agencies to download and post the materials within their facilities as per the Executive Order.
- * In January 2010, through the generous donation of materials from the CCAV, 3,100 card holders and 62,000 resource cards were placed in every staff restroom at 25 state agencies. Cards are either Central Ohio-specific or have statewide resources for use in office locations outside of Central Ohio. Agencies have been contacted annually to ensure they have adequate supplies of the resource cards.
- * In conjunction with the Governor's Office and DAS, the committee secured permission to utilize interactive online training created by JP Morgan Chase for employees and managers. These short trainings allow employees to complete mandatory online training about domestic violence. The content was customized for State of Ohio employees. Additional information about the training plan is attached.
- * Human Resource directors at all state agencies had the opportunity to view the online, interactive domestic violence training module that will be provided to all state employees.
- * Human Resource directors identified the agency point of contact within their department for issues related to domestic violence, and those agency points of contact received an in-depth, four-hour training from the committee to prepare them to respond appropriately to calls or questions they may receive.
- * Employee Assistance Program staff received in-depth training from the Ohio Domestic Violence Network to prepare them to respond to an increase in domestic violence-related calls as state employees receive the training modules.
- * Representatives of the committee provided training presentations to state agencies upon request, including a presentation to a Human Resources (HR) Roundtable in spring 2009. The training sessions prepared HR staff for their expanded responsibilities as state employees receive training on the policy. Future trainings for HR staff are planned.

¹ In 2013 the Columbus Coalition Against Family Violence changed its name to The Center for Family Safety and Healing.

Acquisition and development of the online training program

The Barbara Warner Committee on Workplace Domestic Violence has been working since January 2009 to obtain and finalize development of an online employee training program on the impact of domestic violence on the workplace. The training is an online, interactive program that was originally developed by JP Morgan Chase & Co., in collaboration with the Columbus Coalition Against Family Violence (CCAFV). The State of Ohio is using the online training program with the permission of JP Morgan Chase & Co. through a lease agreement. This program has been modified to be more specific to the State of Ohio as the employer.

There are two online training programs available: *What Every Manager Should Know-The Impact of Domestic Violence on the Workplace* and *What Every Employee Should Know-The Impact of Domestic Violence on the Workplace*. The programs were customized for the State of Ohio by the DAS' Offices of Communications and Policy Development with additional technical support provided by CCAFV and the BWDV Committee. The Ohio Employee Assistance Program has also contributed a great deal of input throughout the customization of the various portions of the training program.

Mandatory training for state employees began the fall of 2011, and will continue until all current state employees have been trained. The online training will continue to be available to train newly hired state employees as required by the statewide policy.

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The online training program

The online training program will be completed by employees on an individual basis. Employees work through the training by responding to prompts and questions throughout. After the employee answers a question, the program lets the employee know whether or not the answer provided was correct. If incorrect, it shows the correct choice. The employee is unable to proceed to the next screen without selecting an answer.

The format of the training is a news reporter engaged in a dialogue with a domestic violence expert. The training begins by outlining the course objectives. In the next section, the news reporter provides basic statistics and facts about domestic violence and its impact on the workplace. The introductory segment concludes with a quiz to determine how much the employee knows about domestic violence.

The crux of the training is broken into three segments: *What is Domestic Violence*, *Recognizing the Signs and Responding Appropriately*. The segment on *What is Domestic Violence* provides the definition of domestic violence, explains the main aspects of domestic violence and then tests the employee's understanding of the dynamics of domestic violence. The *Recognizing the Signs* segment walks the employee through the physical, emotional and work performance signs of domestic violence. Finally, through a series of informative slides and interactive questions, the *Responding Appropriately* segment instructs employees how to have a conversation about domestic violence with a co-worker.

The modification of the training directs employees to "Agency HR contacts." The training has also been modified to include references to the Ohio Employee Assistance Program, where appropriate. A printable sheet of contact information, tailored for state employees, is also included. This printable sheet contains a list of "Do's and Don'ts" that should be used when speaking with a co-worker about domestic violence. The end of the training includes a survey customized to state employees. Employees will receive a certificate upon completion of the course.

There are two separate, but similar, tracks to the online training program, one for managers and one for employees. The difference between the tracks is that the manager track directs managers to contact their "Agency HR contacts" with questions or concerns, while the employee track directs employees to contact both managers and/or "Agency HR contacts," where appropriate.

Delivery of online training program

The roll-out of the online training is in progress, with the anticipation that the online training program will be available through the Enterprise Learning Management (ELM) module to state agencies, boards and commissions by fall of 2014. Members of the Committee serve as contacts for any agency with questions and will monitor and report on each agency's compliance.

Our committee would like to take the opportunity to thank the training staff of the Office of Budget and Management for providing technical support in customizing the online course. The assistance was greatly appreciated and critical for the next step of the roll-out of the course

Ongoing support of online training program

Each agency will be responsible for ensuring that all employees complete the online training. Additionally, as new employees are hired, agencies must ensure that new hires complete the training in accordance with the statewide policy.



Incidents in Ohio

According to the Attorney General's Office, in 2012, law enforcement responded to 68,277 domestic violence calls that involved 56,146 reported victims.

Prevalence at work

Women are much more likely than men to be victims of on-the-job intimate partner homicide. Spouses, boyfriends/girlfriends and ex-boyfriends/ex-girlfriends were responsible for on-the-job deaths of 321 women and 38 men from 1997-2009, according to the U.S. Department of Labor, Bureau of Labor Statistics.

According to a 2006 study from the U.S. Bureau of Labor Statistics, nearly one in four large private industry establishments (with more than 1,000 employees) reported at least one incidence of domestic violence, including threats and assaults, in the past year.

A 2005 phone survey of 1,200 full-time American employees found that 44 percent of full-time employed adults personally experienced domestic violence's effect in their workplaces and 21 percent identified themselves as victims of intimate partner violence.

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Impact at workplace

Regarding co-workers as victims:

- * 31 percent of respondents felt “strongly” to “somewhat obliged” to cover for a victim of domestic violence by performing his or her work or offering excuses for his or her absence.
- * 27 percent reported “extremely frequently” to “somewhat frequently” having to do the victim’s work.
- * 25 percent resented the victim because of the effect of their situation on the workplace.
- * 38 percent of respondents were “extremely” to “somewhat concerned” for their own safety when they found out a co-worker was a victim of domestic violence.⁴

Regarding the impact of intimate partner violence on perpetrator's work life:

- * 78 percent of survey perpetrators used workplace resources to express remorse or anger, check on, pressure, or threaten their victim.
- * 74 percent has easy access to their intimate partner’s workplace.
- * 21 percent of offenders reported they contacted the victim at the workplace in violation of a no-contact order.⁶

Stalking in the workplace

Stalking is the most prevalent form of abuse at work⁷ and poses a significant problem for workplaces. Stalking poses risks to the physical safety of victims, co-workers, and customers/clients, can lead to property damage, and can negatively affect productivity and morale. In addition, employers could be held liable if an employee uses work time and resources to engage in stalking.

² U.S. Department of Labor, Bureau of Labor Statistics. 2010. Occupational Homicides by Selected Characteristics, 1997-2009. Available at: http://www.bls.gov/iif/oshwc/cfoi/work_hom.pdf

³ U.S. Department of Labor, Bureau of Labor Statistics. 2006. *Survey of Workplace Violence Prevention, 2005*. Washington, DC. Available at: <http://www.bls.gov/iif/oshwc/osnr0026.pdf>

⁴ CAEPV *National Benchmark Telephone Survey*. 2005. Bloomington, IL: Corporate Alliance to End Partner Violence. Available at: http://www.caepv.org/getinfo/facts_stats.php?factsec=3

⁵ Ibid

⁶ Maine Department of Labor and Family Crisis Services study, released February 17, 2004.

⁷ Reeves, C. A., & O’Leary-Kelly, A. (2009). A Study of the Effects of Intimate Partner Violence on the Workplace. University of Arkansas, Fayetteville, AR.

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