



Domestic Violence, Sexual Assault, and Stalking (DVSAS) Training

Immediate Response: Checklist for Managers and Victims

Managers:

- _____ Ensure that confidentiality is protected, unless to do so could result in physical harm, jeopardize the safety of the workplace, or there is another compelling need to disclose without the victim's consent. In cases where disclosure is made without the victim's consent, inform the victim.
- _____ If the perpetrator is also an agency employee, investigate the incident and determine if disciplinary action is required. Consult your agency policy and OGC for guidance.
- _____ If the victim suffers from declining performance or conduct issues that may be the result of domestic violence, sexual assault, or stalking, consider the impact of such crimes as a mitigating factor in determining appropriate discipline of the victim.
- _____ Consider a reference to the agency EAP for immediate support. Provide other resources for victims, such as local victim service providers and national hotlines.
- _____ Discuss with the victim the availability of the agency response team and whether they should be involved with the response.
- _____ Consider all possible workplace flexibilities that can be applied to manage the situation (to include various kinds of leave, FMLA, telework, etc.).
- _____ Consult your agency policy, the agency threat assessment team (if applicable), the agency response team (if applicable), and agency security personnel if a threat to the workplace is determined.
- _____ Create a safety plan (refer to your agency policy and/or OPM's Guidance for Agency-Specific DVSAS Policies for further information). This may include the application of certain accommodations at work to increase the safety of the victim and workforce.
- _____ If appropriate, communicate with local area law enforcement. Consult your agency policy and/or OPM's Guidance for Agency-Specific DVSAS Policies for information on when and how to communicate with local area law enforcement.
- _____ Consider steps to ensure the accountability of all those involved (appointing a POC, considering monitoring of the situation over time, etc.). Managers can consult their agency policy and/or OPM's Guidance for Agency-Specific DVSAS Policies for further information.



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Victims:

- ___ You can approach your manager and/or Employee Assistance Program coordinator for guidance and support.
- ___ Discuss a plan that will allow you to meet all work responsibilities and manage your personal situation safely; this may involve the use of work flexibilities, the application of certain accommodations at work, etc.
- ___ Consider sharing any legal documents, such as a restraining order, with your manager and agency security personnel.
- ___ Consider consulting your human resources department; they are a reliable source for workplace and external resources related to dealing with a DVSAS situation.
- ___ Consult outside resources for support, such as national hotlines, local support groups, or investigative services.