



Western

Centre for Research & Education on
Violence Against Women & Children

ADDRESSING DOMESTIC VIOLENCE IN THE WORKPLACE THROUGH COLLABORATION

Organizational Readiness Assessment [ORA]

dvatwork.ca

The Organizational Readiness Assessment (ORA) tool can assist your organization in assessing its readiness to support both those experiencing domestic violence, and those behaving abusively towards their intimate partner.

The ORA is meant to be used as a developmental tool to be completed at different points in time to measure organizational readiness to support workers who are impacted by domestic violence. **It allows users to assess their organization's readiness in eight key areas:** Workplace Culture; Senior Leadership Support; Occupational Health and Safety; Workplace Policies and Collective Agreements; Education and Training; Information and Awareness; Employee Assistance Programs (EAP) / Workplace Resources; and Support for Domestic Violence and Community Organizations. The more items that an organization can check off, the more confident they can be that they are responding supportively to workers in their organization who may be impacted by domestic violence.

For each of the eight areas of the tool, organizations will receive information indicating that they have reached one of four possible readiness levels:

- **Level 1:** Need to Get Ready
- **Level 2:** Low Readiness
- **Level 3:** Adequate Readiness
- **Level 4:** High Readiness

While the ORA is not a substitute for meeting legislation requirements, it has been developed with them in mind. Organizations working towards meeting their obligations under the Canada Labour Code (violence and harassment), should be achieving a level 3, or “Adequate Readiness” result from the ORA.

The ORA includes a ‘Tools and Resources’ section area that directs organizations to resources and supports to **help them find what they need** to provide effective responses to their workers impacted by domestic violence.

We hope the ORA can help you to measure your organization's progress toward effectively supporting workers who may be impacted by domestic violence.

The ORA was developed as part of a research study conducted jointly by the University of Toronto and the Centre for Research on Violence Against Women and Children (CREVAWC) at the University of Western, Ontario. The federal government issued a grant to CREVAWC to create organizational tools, training, and supports to assist Federally Regulated Employers to provide supports in the workplace for workers who are impacted by domestic violence. CREVAWC has worked in partnership with FETCO – Transportation and Communications employers and the Canadian Labour Congress to create all training and resources, including the ORA.

December 2020

For the following series of questions, we would like you to think about your organization's policies, practices, or actions that are happening currently that help create a supportive response to those who might be impacted by domestic violence (DV) in the workplace.

For the purposes of this survey, we borrow from the Centre for Research on Violence Against Women and Children for their definition of domestic violence as *"any form of physical, sexual, emotional or psychological abuse, including financial control, stalking and harassment. It occurs between opposite- or same-gender intimate partners, who may or may not be married, common law, or living together. It can also continue to happen after a relationship has ended."*

If you would like to participate in research related to your answers to the ORA, and receive a printed copy of your responses to the survey, please click on the link below to read the full study information and give your consent.

Don't forget to **SAVE** this file before closing it, so you don't lose your answers.

Organizational Readiness Assessment [ORA]

Actions my organization is doing today.

Areas:

- Workplace Culture
- Senior Leadership Support
- Occupational Health & Safety
- Workplace Policies & Collective Agreements
- Education & Training
- Information & Awareness
- Employee Assistance Program (EAP) / Workplace Resources
- Support for DV & Community Organizations

Click on the [Areas' titles](#) to go to specific sections inside the document.

Workplace Culture

Workplace Culture refers to the beliefs, values, norms and behaviours that determine how an organization’s employees and management interact with each other, customers, community partners, and other stakeholders.

Thinking about the culture at your organization, please check the actions below that are happening in your workplace today.

Level of readiness	Behaviour	Yes	No	I don't have enough information to answer
Low Readiness	There is an awareness that DV affects the workplace.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Low Readiness	We believe it is important to provide information about the effects and warning signs of DV.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Low Readiness	We do not condone any form of harassment and/or violence at work.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Adequate Readiness	We expect employees to support co-workers who are experiencing DV.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Adequate Readiness	DV is viewed as a workplace issue throughout the organization at all levels.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Adequate Readiness	Practices throughout the organization are intended to promote attitudes and beliefs that will ensure healthy relationships.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
High Readiness	We believe DV is an equity and diversity issue requiring awareness and attention.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
High Readiness	We encourage employees to offer resources to help workers behaving abusively in their intimate relationship.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
High Readiness	We recognize that certain groups are disproportionately impacted by DV (e.g. Indigenous peoples, women, people with disabilities, and trans people).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Level of readiness	Behaviour	Yes	No	I don't have enough information to answer
no level	My workplace is taking other measures in the area of Workplace Culture [please specify]: <div style="background-color: #cccccc; height: 40px; width: 100%; margin-top: 5px;"></div>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Need to Get Ready	I am not aware of any measures in the area of Workplace Culture that my workplace is taking to help those affected by DV in the workplace.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

End of Workplace Culture section

Senior Leadership Support

When answering the following questions, please think about the senior leaders in your organization (e.g. CEO, President, Executive Director, Senior Human Resources officers, or other senior leaders in your organization).

Level of readiness	Behaviour	Yes	No	I don't have enough information to answer
Low Readiness	I am aware that some senior leaders are involved with or are supporting our organization's response to DV in the workplace.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Adequate Readiness	Senior Leaders provide necessary resources to support DV related initiatives.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Adequate Readiness	There is open support for union (where applicable), peer-advocate programs, including permitting advocates to carry out their role on paid work time.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Adequate Readiness	Senior leaders support workplace initiatives to address DV, including policies, procedures, training, supports, and accommodations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Adequate Readiness	All senior leaders, middle managers and supervisors support and share a commitment to recognizing DV as a workplace issue that requires attention and action.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
High Readiness	Senior leaders support initiatives to address DV by allowing employees to fundraise and participate in community events during working hours.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
High Readiness	Senior leaders sit on the boards of organizations or are involved with community partners that work to address DV awareness.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
High Readiness	Broader organizational practices (e.g. hiring, compensation, promotion) are developed to counter inequities in the workplace.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
no level	My workplace is taking other measures in the area of Senior Leadership Support [please specify]: <div style="background-color: #cccccc; height: 20px; width: 100%; margin-top: 5px;"></div>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Level of readiness	Behaviour	Yes	No	I don't have enough information to answer
Need to Get Ready	I am not aware of anyone from our senior leadership team being involved with or supporting our organization's response to DV in the workplace.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

End of Senior Leadership Support section

Occupational Health & Safety

When answering the following questions, consider workplace health and safety.

My organization...

Level of readiness	Behaviour	Yes	No	I don't have enough information to answer
Low Readiness	Recognizes DV as an Occupational Health & Safety hazard.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Adequate Readiness	Includes DV in Occupational Health & Safety (workplace safety) policies and in collective agreements (where applicable).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Adequate Readiness	Includes DV considerations in the Workplace Harassment and Violence Risk Assessment.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<i>no level</i>	My workplace is taking other measures in the area of Occupational Health & Safety [please specify]: <div style="background-color: #e0e0e0; height: 20px; width: 100%; margin-top: 5px;"></div>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Need to Get Ready	There is no specific mention of DV in our workplace Occupational Health & Safety programs or communication(s).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

End of Occupational Health & Safety section

Workplace Policies & Collective Agreements

When answering the following questions, please think about workplace policies that exist in your organization currently.

Level of readiness	Behaviour	Yes	No	I don't have enough information to answer
Low Readiness	We are working on a domestic violence policy.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Adequate Readiness	Our violence and harassment policy includes detailed information on roles, responsibilities, and expected actions and procedures related to DV.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Adequate Readiness	Policies clearly state that help is available for workers who are experiencing DV.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Adequate Readiness	Our organization's DV policy includes paid and unpaid leave options and other collective agreement clauses (where applicable) that support workers who are experiencing DV.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Adequate Readiness	My organization provides referrals to external or community supports for workers who are experiencing DV, including counselling, legal support, financial aid, housing, etc.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
High Readiness	We have a policy that clearly states that addressing DV at work is everyone's responsibility .	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
High Readiness	Our policies and collective agreements (where applicable) related to DV attempt to address inequities in the workplace.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
High Readiness	My organization provides supports and accommodations for workers experiencing DV, including safety planning, financial aid, shift changes, compressed work week, location changes, etc.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
High Readiness	My organization provides supports for workers using abusive behaviour in their intimate relationship, including referrals to community programs, flexible hours or shift changes to attend support group meetings, or other measures deemed appropriate.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Level of readiness	Behaviour	Yes	No	I don't have enough information to answer
High Readiness	Our policies support behaviour change and hold workers using abusive behaviour in their intimate relationship accountable (e.g. a progressive accountability framework).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
High Readiness	We provide resources and supports for workers to safely perform their duties from a remote working location (e.g. those who work from home, or other remote locations).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
High Readiness	My organization has established a partnership with community-based support services to provide assistance with initial risk assessment and safety planning.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<i>no level</i>	My workplace is taking other measures in the area of Workplace Policies and Collective Agreements [please specify]: <div style="background-color: #e0e0e0; height: 30px; width: 100%; margin-top: 5px;"></div>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Need to Get Ready	My organization makes no reference to DV in organizational policies or collective agreements.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

End of Workplace Policies and Collective Agreements section

Education & Training

When answering the following questions, consider any form of workplace learning that is available to employees at your organization.

Level of readiness	Behaviour	I don't have enough information to answer		
		Yes	No	
Low Readiness	Our organization provides voluntary training on domestic violence.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Low Readiness	Our organization provides violence and harassment training that includes a mention of domestic violence as a form of workplace violence.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Adequate Readiness	All employees, including employers and designated recipients, receive DV training.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Adequate Readiness	Our organization provides training that shows how to recognize, prevent and respond to DV.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Adequate Readiness	Our DV training is jointly developed and reviewed with the applicable partner (e.g. policy committee, workplace committee, health and safety representative(s), union representative(s)).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Adequate Readiness	Our DV training is reviewed at least every 3 years.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
High Readiness	Our DV training recognizes how structural inequities (e.g. race, age, gender, (dis)ability, etc.) can impact workers experiencing domestic violence.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
High Readiness	We ensure that any individual or unit responsible for responding to disclosures of DV in the workplace receives regular, specialized training.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
High Readiness	DV training is offered in the language(s) other than English and French, commonly spoken by our workers (if applicable).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Level of readiness	Behaviour	Yes	No	I don't have enough information to answer
no level	My workplace is taking other measures in the area of Education & Training [please specify]: <div style="background-color: #cccccc; height: 40px; width: 100%; margin-top: 5px;"></div>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Need to Get Ready	I am not aware of any specific DV related training available at my organization.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

End of Education & Training section

Information & Awareness

When answering the following questions, consider communications, such as email, employee newsletters, posters, bulletins, webinars, or any other type of workplace communication.

My organization....

Level of readiness	Behaviour	Yes	No	I don't have enough information to answer
Low Readiness	Has brochures and/or information available for employees who would like to learn about DV.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Adequate Readiness	Displays information in hard copy or digital formats that are easily accessible throughout the organization that highlight warning signs of DV, referral information, and how to seek help.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
High Readiness	Has secure and private access (e.g. via VPN) to the organizational intranet where workers who are experiencing DV can safely access information or request assistance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
High Readiness	Has information about services and supports for specific groups (e.g. LGBTQ2+ people, people with disabilities, Indigenous peoples, racialized people, newcomers, etc.).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
High Readiness	Makes information available in multiple language(s) other than English and French commonly spoken by our workers (if applicable).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<i>no level</i>	My workplace is taking other measures in the area of Information & Awareness [please specify]: <div style="background-color: #e0e0e0; height: 20px; width: 100%; margin-top: 5px;"></div>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Need to Get Ready	Does not have any type of workplace communication related to DV displayed to help employees learn more about DV in the workplace and to access supports.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

End of Information & Awareness section

Employee Assistance Program (EAP) / Workplace Resources

Some workplaces have an Employee Assistance Program (EAP) to assist employees with a variety of issues (e.g. physical and mental health, balancing work/family/life issues, childcare resources, stress management, etc.). Other organizations may not have an EAP, but do provide other workplace resources and supports (e.g. through employee benefit plans) to assist employees.

When answering the following questions, think about the resources available at your organization currently.

Level of readiness	Behaviour	Yes	No	I don't have enough information to answer
High Readiness	My organization has an EAP or other workplace supports to assist workers impacted by DV.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
High Readiness	Our employee benefit plan includes coverage for ongoing mental health supports (e.g. counselling, and other psychological services).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
High Readiness	Our EAP or other workplace supports have specialized counsellors to support workers experiencing DV.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
High Readiness	Our EAP or other workplace supports have specialized counsellors to support workers using abusive behaviour in their intimate relationship to change their behaviour.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
no level	My workplace is taking other measures in the area of Employee Assistance Program / Workplace Resources [please specify]: <div style="background-color: #e0e0e0; height: 20px; width: 100%; margin-top: 5px;"></div>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Need to Get Ready	My organization does not have an EAP, or separate workplace supports or counselling for workers who may be impacted by DV.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

End of Employee Assistance Program / Workplace Resources section

Support for DV & Community Organizations

When answering the following questions, please check all activities that you think are happening at your organization currently.

My organization:

Level of readiness	Behaviour	Yes	No	I don't have enough information to answer
High Readiness	Shares information about external DV related events through the company Intranet, notice board, or other communication methods.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
High Readiness	Openly supports advocacy campaigns to end domestic violence.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
High Readiness	Gets involved in supporting DV related events by way of attendance or other forms of participation: 16 Days of Action, Dec 6th (National Day of Remembrance and Action on Violence Against Women), Sisters in Spirit, Trans Day of Remembrance etc.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
High Readiness	Encourages employee participation on community DV committees and organizations (e.g. shelters, women's groups, etc.) and provides paid time off to do so.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
High Readiness	Supports initiatives to address DV through philanthropic and/or Corporate Social Responsibility (CSR) initiatives.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
High Readiness	Develops relationships with community partners to assist with identifying and addressing internal and external risk factors related to DV (e.g. risk assessment and safety planning).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
High Readiness	Has formed ongoing relationships with community partners to collaborate on policies, training, supports, and other strategies to address DV.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<i>no level</i>	My workplace is taking other measures in the area of Support for DV and Community Organizations [please specify]: <div style="background-color: #e0e0e0; height: 20px; width: 100%; margin-top: 5px;"></div>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Need to Get Ready	I am not aware of any involvement between my organization and any community organizations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Resources

Workplace Culture

Make It Our Business Resources

<http://makeitourbusiness.ca/guidelines/guidelines-for-assessing-threats-and-managing-risks-in-the-workplace>

<http://makeitourbusiness.ca/content/guidelines-workplace/why-employers-need-take-action>

<https://canadianlabour.ca/issues-research/domestic-violence-work/what-to-do/>

CLC What to do

<https://canadianlabour.ca/issues-research/domestic-violence-work/what-to-do/>

Transforming our Communities - Report from the Domestic Violence Advisory Council for the Minister Responsible for Women's Issues, May, 2009

Access and Equity: Targeted Approaches for Diverse Women http://www.women.gov.on.ca/owd/english/ending-violence/dvac_report.shtml#TOC6

Safe Housing Partnerships – Access for Survivors

<https://safehousingpartnerships.org/intersection/equity-accessibility>

CLC Warning Signs

<https://canadianlabour.ca/issues-research/domestic-violence-work/warning-signs/>

Senior Leadership Support

Dec 6th – The National Day of Remembrance and Action on Violence Against Women

CAN government website brief:

<https://cfc-swc.gc.ca/commemoration/vaw-vff/remembrance-commemoration-en.html>

Information about the 16 Days of Activism Against Gender-Based Violence

<https://16dayscampaign.org/>

Women's Shelters Canada

<https://www.sheltersafe.ca/>

Sisters in Spirit Vigils

<https://www.nwac.ca/event/sisters-in-spirit-virtual-vigil/>

Trans Day of Remembrance

<https://egale.ca/trans-day-of-remembrance-2/>

Unifor Women's Advocate Program

<https://www.unifor.org/en/member-services/equality/women/unifors-ground-breaking-womens-advocate-program>

Language on Advocates

<https://canadianlabour.ca/issues-research/domestic-violence-work/model-language/>

Occupational Health & Safety

Report on Domestic Violence at the Workplace: Investigating the Impact of Domestic Violence Perpetration on Workers and Workplaces

http://dvatworknet.org/sites/dvatworknet.org/files/PAR_Partner_report-Oct-23-2017dl.pdf

WorkSafe BC – Addressing Domestic Violence in the Workplace a Handbook for Employers

<https://www.worksafebc.com/en/resources/health-safety/books-guides/addressing-domestic-violence-in-the-workplace-a-handbook-for-employers?lang=en>

CLC Safety Planning

<https://canadianlabour.ca/uncategorized/safety-planning/>

Workplace Policies and Collective Agreements

Template LOA and other collective agreement language; Short, generic description of peer-advocate programs--Adriane, USW Model language for CAs here: <https://canadianlabour.ca/issues-research/domestic-violence-work/model-language/>

CLC Model language for collective agreements

<https://canadianlabour.ca/issues-research/domestic-violence-work/model-language/>

Guidelines for developing a workplace policy – taken from Make It Our Business website

<http://makeitourbusiness.ca/guidelines/developing-a-policy>

Unifor Women's Advocate Program

<https://www.unifor.org/en/member-services/equality/women/unifors-ground-breaking-womens-advocate-program>

10 steps to creating a domestic violence policy for your workplace

<https://www.worksafefbc.com/en/resources/health-safety/information-sheets/domestic-violence-policy-10-steps-to-creating-a-domestic-violence-policy-for-your-workplace?lang=en>

Education & Training

DV at Work Training Supports

<https://www.dvatwork.ca/resources>

Training Supports from the Make It Our Business website

<http://makeitourbusiness.ca/training/training-options>

Canadian Labour Congress (CLC) Training Supports

<https://canadianlabour.ca/issues-research/domestic-violence-work/>

Canadian Centre for Occupational Health and Safety

https://www.ccohs.ca/products/courses/domestic_violence/

Information & Awareness

Women's Shelter's Canada

www.sheltersafe.ca

Domestic Violence Risk Assessment tool

www.worksafefbc.com/en/resources/health-safety/information-sheets/domestic-violence-risk-assessment-tool?lang=en

Ending Violence Association of Canada

endingviolencecanada.org/getting-help/

Community of Practice: Supporting Trans Women in VAW Shelters

endvaw.ca/wp-content/uploads/2019/05/Community-of-Practice-trans-women.pdf

WorkSafe BC Resource Toolkit

www.worksafebc.com/en/health-safety/hazards-exposures/violence/domestic-violence/resource-toolkit

Indigenous Women, Intimate Partner Violence and Housing

www.vawlearningnetwork.ca/our-work/issuebased_newsletters/Issue-25/index.html

DAWN Women with Disabilities and Violence

www.dawncanada.net/issues/women-with-disabilities-and-violence/
<https://www.dawncanada.net/issues/issues/we-can-tell-and-we-will-tell-2/tips-on-safety-planning>

Employee Access Program (EAP) / Workplace Resources

EAP Vendor-Matching Tool

<https://www.myshortlister.com/#features>

Support for DV and Community Organizations

Women's Shelters Canada

www.sheltersafe.ca

Moosehide campaign

<https://www.moosehidecampaign.ca/>

White Ribbon Campaign

<https://www.whiteribbon.ca/>

Ending Violence Canada

<http://endingviolencecanada.org/>

CLC Safety Planning

<https://canadianlabour.ca/uncategorized/safety-planning/>



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