Appendix F

**Employer’s / Manager’s Response Form**

*This form can be used to approve your employee’s request, approve an alternative arrangement or decline a request*

*This form can be cut and paste into an email*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***TO:*** | | *Employee’s Full Name* | | ***on the*** | *Date* |
| ***in position of*** | | | *Job Position* | | |
| ***I*** | *Employer / Manager Name and Position* | | | | |
| ***have considered your request for a variation to your working arrangements*** | | | | | |

*EITHER*

|  |
| --- |
| ***I can confirm that I have approved your request for short-term flexible working*** |
| *Detail arrangements including place(s), days and times of work.* |

*OR*

|  |
| --- |
| ***I am unable to accommodate your original request. However, I am able to offer the following alternative arrangement, which we have discussed and you agreed would be suitable to you*** |
| *Detail arrangements including place(s), days and times of work.* |

*OR*

|  |
| --- |
| ***I am declining your request at this time for the following reasons as discussed with you.*** |
| *Detail the reasons* |

|  |
| --- |
| ***I am required to provide you with information about appropriate specialist domestic violence support services (if not already provided before giving this response):*** |
| *Details of appropriate specialist domestic violence support services* |

|  |  |  |  |
| --- | --- | --- | --- |
| ***Your new short-term working arrangement will commence from:*** | | | |
| ***Start Date*** |  | ***Finish Date*** |  |
| **Signed:** | | | |
| **PRINT NAME:** | | | |
| **Note to employee:**  If you have any questions on the information provided on this form, please contact me as soon as possible to discuss.  Please note that the change in your working arrangement will be a temporary change to your terms and conditions of employment.  If working from home is part of this arrangement then you are responsible to ensure your home environment is set up appropriately to work safely. | | | |

**Where to get help**

If you or someone else is in danger right now, call the police on 111.

If you think you or someone you know might be affected by domestic violence, you’re not alone – you can get help. Specialist organisations can help you understand what’s going on in your relationship and give emotional support. They can give you information about what you can do and tell you about services near you that might be able to support you.

**Family Violence Information Line                    0800 456 450           open every day, from 9am to 11pm**

[www.areyouok.org.nz](http://www.areyouok.org.nz)

This helpline is part of the ‘It's not OK’ campaign to reduce family violence in New Zealand, and is run by the Ministry of Social Development. The line gives self-help information and connects people to services where it’s needed. The website gives information about family violence and where to go for help.

**Women’s Refuge                                                     0800 743 833               open every day, 24 hours a day**

<https://womensrefuge.org.nz>

A bicultural organisation working with women and children to provide support through advocacy, safety plans, emergency accommodation, and ongoing support for victims and their family members. Women’s Refuge also gives training to organisations wanting to learn more about and improve their policies on family violence.

**SHINE                                                                                     0508 744 633            open every day, 9am to 11pm**

[www.2shine.org.nz](http://www.2shine.org.nz)

The helpline provides support, information, help with risk assessment and safety planning and referrals to local services. Shine supports adult and child victims – all genders – to become safe. Shine also works with men who have perpetrated family violence to motivate and support behaviour change. Shine provides a range of domestic violence training programmes. Shine’s DVFREE programme offers policy consultation and workplace domestic violence training.

**Safe-to-talk                                                        0800 044 334         open every day, 24 hours a day**

Safe-to-talk is a free, confidential and anonymous helpline for people affected by sexual violence. You can contact a trained specialist by phone or web chat. They can answer your questions, give you information about sexual harm, and refer you to specialists in your area. They can also provide information about how to help a friend or family member.

You can also visit these sites to find out more about domestic violence:   
www.justice.govt.nz   
[www.victimsinfo.govt.nz](http://www.victimsinfo.govt.nz)   
[www.health.govt.nz](http://www.health.govt.nz)