

Creating Safe Environments in the Workplace for Victims/ Survivors of Violence

ADMINISTRATION TOOLKIT



This document was a collaboration of the Women's Fund of Omaha and the Human Resource Association of the Midlands (HRAM).

As a trusted expert in our community the Women's Fund of Omaha identifies the most critical issues affecting women and girls in order to raise awareness and drive change. We work collaboratively to ensure that together we are creating a community where women are free from violence-including sex trafficking, domestic violence and sexual assault.

The mission of HRAM, the largest affiliated chapters of the Society for Human Resource Management in the country, is to serve and advance the greater Omaha human resource community through professional development and networking opportunities. Building human resource professionals, one member at a time.

HRAM's vision is to elevate human resource's role as a valued strategic partner, through the values of: Integrity, Relationships, Education, Affordability and Advocacy. One of HRAM's core goals is to provide education to help create diverse and safe work environments for all employees.



Human Resource Association
of the Midlands



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A more in-depth Human Resources Toolkit can be found at www.OmahaWomensFund.org and www.HRAM.org.

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Introduction

Dear Employer,

I am honored to be one of your most productive managers. I appreciate your concern over my recent absences. **There is something I need to share with you but have been afraid to because I cannot jeopardize the livelihood and well-being of myself or my children.** The time has come, however, for me to explain a few things in light of the current circumstances. I hope that you will be supportive and understanding.

You took a big chance on me when you interviewed and hired me. You will never know what that meant to me or my family. I saw the questioning look on your face when you asked me about all of the different employers that I'd had in just five years. You mentioned that I had relocated to different states during that time too and discussed the change of climates from Maine to North Carolina, then back to Nebraska. I explained to you that I left each job for better opportunities. That was true. I didn't feel that I could share that we were living with a man who made us feel like we are walking on eggshells from day to day and moved us every time things didn't "work out" for him. I called him Jekyll and Hyde when we would get into fights; that only made things worse.

I know there were days when I came to work looking a bit frazzled and tired but I always showed up on time and gave you my best. What you didn't know about was all that I had lived through and all I am rebuilding from now. Emotionally I was still living through the times **I had been up all night because my husband of 13 years came home in a drunken rage after losing another job he'd had for two months. I did everything I could to protect the kids from him and get him off into another part of the house at times like these. I prayed that while they were doing their homework he would just pass out and leave us all alone. I didn't have time or money to "just leave." I had to work and get the paycheck that would keep a roof over our heads.**

Late at night there were times when I reflected on all of these incidents and when they occurred, staying because he said the kids needed a father, and he needed his family, and that he would go to counseling. He kept saying that things would change. I kept waiting, but I was SO tired. I finally left when he chased me through the house with a hunting knife – the notched kind that you use to gut a deer with. It was right before Christmas and thank God my youngest was still in school. My oldest witnessed the screaming and was running ahead of me out of the house. He made it to the neighbor's first to call 911 and get the police. I made it out in time for my husband to barricade the door because he knew he wasn't getting away with it this time.

We moved in with neighbors who graciously took us in and I continued to manage the store I worked at in the mall. I would tell no one. The kids needed to eat, the paychecks needed to keep coming. I needed to keep the minivan and put gas in it so I could keep working. And I did. NO ONE KNEW.

What you also didn't know is that I finally left to return to Omaha with my boys and everything that we could stuff into that mini-van. Except it was Easter night and the engine seized up on the way from Easter dinner with friends. They had the van towed for us the next morning and I was told

"the engine is seized up. We can put a used one in for \$1600." I didn't have it. We rented a small 4 x 4 van. It was a two-day journey back to Nebraska. We were officially homeless, carless and jobless but we would finally be free from abuse.

I knew that I would have to work so I selected carefully when I picked what I would cram into that little cube truck. I knew I would have to work. My credentials were good. I was a Veteran and had owned a business and worked in management. I could get a good job but my self-confidence was shaky. My voice was a whisper. Because really, how did it get to this point for me, for us?

We made it back to Nebraska. Thank God my sister took us in. It would be two months and working two jobs for up to 75 to 80 hours a week before I would earn enough for a down payment and first month's rent on an apartment. I went for the interview for the first job, sales and representing the Ralph Lauren Collection for you, Dear Employer. I put on that well-tailored Liz Claiborne Collection suit and never looked back.

I interviewed like our lives depended on it. Because they did. You hired me based on my experience. The job paid \$8.50 an hour and all of the FREE outfits I need for each season's collection. A gal's dream come true. It was a neat perk and I really appreciated it, but I couldn't feed those clothes to the kids. I got on food stamps for one month, then they told me I was making too much money. Three people. \$8.50 an hour, at 40 hours a week working for your company. You see, that's why I had to get a second job, although I never told you that. We would never have made it if I hadn't. At least through your employment we had health insurance.

So, I got the second job and started working nights and Sundays. We could get a two-bedroom apartment two months later. You will never know, Dear Employer how instrumental my job with you was in making that happen for the kids and me. You will never know how much I appreciate it.

You see Dear Employer, there are things you will never know about your employees who are living through domestic violence, unless they feel compelled to share these things with you. It's hard for me to even give it a name or say we lived through it. Maybe one day the value of an employee as an individual, their skills and their experience will outweigh the stigma of what they have lived through. Their struggle may be ongoing and you may not easily be aware or see the signs but please look a little closer Dear Employer. **Take the time to ask, "is everything okay", or "do you need to talk?" Be prepared to make referrals for assistance. It would mean the world to an employee like me and my family. In the cycle of violence, it could even mean the difference between life and death. You just never know.**

Thanks for your continued employment and support of me,

Signed,

Your Grateful and Resilient Employee

Introduction

This survivor's story is not unique. Her experience is representative of many victims/survivors of violence in the workplace: caught between seeking safety for herself and her loved ones and maintaining employment to feed, clothe and house herself and her family. Domestic violence, sexual violence, harassment, stalking, and trafficking can considerably impact employees' well-being and workplace performance. The many obstacles include working two jobs to make ends meet, moving multiple times to escape an offender, trying to function as a parent and an employee with anxiety, lack of sleep, self-doubt, and constant fear. **Living with violence is exhausting for victims/survivors.** They may miss work due to court appointments. They may struggle at work while experiencing the effects of trauma, such as depression, anxiety and fear. Further, the majority of victims/survivors know their offenders, which creates additional risk. An assailant is often familiar with many aspects of the victim/survivor's life, including place of employment and hours. This familiarity and accessibility gives the offender opportunities to exert power and control in the workplace.

Employers need to implement workplace support and trauma-informed policies to support survivors and avoid inadvertent complicity in the violence. Companies wanting to retain workers, maintain safe work environments, and support their staff will need to infuse awareness of domestic violence, sexual violence, harassment, stalking, and trafficking into their workplace cultures. Companies must provide prevention and intervention through policy, practice and education. Some violence occurs outside of the workplace and can impact employees' work. However, some violence occurs internally between employees. Workplace support must reflect both types of violence. Unfortunately, many victim/survivors feel unsafe disclosing violence. In a report by the US Employment Equal Opportunity Commission (EEOC), researchers found that **75% of all workplace harassment went unreported in 2015¹.** This research suggests that victims/survivors don't feel safe reporting the violence committed against them because of potential retaliation, disbelief, and/or possible misunderstanding around the reporting process. Their fears are founded. Over a quarter of domestic² and sexual violence³ victims report losing their jobs after the violence against them initially began.

Why should we use this toolkit?

When companies avoid addressing violence in the workplace, the safety and wellbeing of survivors and all employees are at stake. Survivors may lose their jobs, through termination or resignation, without the company ever recognizing why. An offender could approach your workplace and threaten the safety of everyone there. Survivors may fail to access the resources they need without people like you ready to provide them.

Additionally, workplace violence can inhibit productivity and increase costs of healthcare, turnover, and recruitment. **The costs of intimate partner violence exceed \$5.8 billion each**

¹ Golshan, Tara. "Study Finds 75 Percent of Workplace Harassment Victims Experienced Retaliation When They Spoke Up." Vox, Vox Media, 15 Oct. 2017.

² Hankwitz, Heidi. "Domestic Violence Statistics and Your Workplace." Crisis Prevention Institute, CPI, 2018.

³ "Effects of Sexual Violence." Rape Victim Advocates, RVA, 2018.

year. Employers pay most of the \$4.1 billion costs in direct medical and mental health care services.⁴ Further, violence impacts productivity. Employees cannot devote their attention fully to their work when they fear their abuser showing up at work or their harasser approaching their cubicle. Loss of productivity affects employee morale, costs, and profits.

The preemptive recommendations in this toolkit provide protections in the workplace; promote safe environments and communities; and train employers on how to apply a trauma-informed perspective when addressing employee problems, such as tardiness, changes in productivity and illness. Ultimately, this toolkit is a worthwhile investment for the future safety, financial security, and overall well-being of your organization.

What do we do with this toolkit?

The Administration Toolkit is for administrators, management, supervisors, human resources, employee assistance programs, and security departments. The Toolkit contains guidelines and advice on implementing the below recommendations on handling violence in the workplace. These recommendations are based in best practices in response to domestic violence, sexual assault, trafficking, sexual harassment, and stalking. You may also attend an optional training that will assist you in implementation of the toolkit.

- **Learn what violence looks like.** This toolkit contains general information on domestic violence, sexual violence, stalking, harassment and trafficking. These sections will include helpful language, warning signs of abuse, information on how violence impacts victim/survivors, and practical resources to assist victims/survivors.
- **Initially and annually assess your agency** for current or past employee victimization. You can find sample assessment questions in Appendix A.
- **Institute updated policies.** This toolkit includes policy considerations and a sample template.
- **Consistently implement policy prevention, and intervention strategies.** Avoid one-time training sessions as employees may fail to learn the nuances of violence prevention. Managers and supervisors need additional trainings and support to implement policies consistently.
- **Employ intervention strategies on the frontline**, between supervisors and staff. This toolkit provides strategies, tools, definitions, and resources for responding to violence and supporting victim/survivors and employees.
- **Provide employees at your company with the shorter, supplemental toolkit.**
- **Understand that it's not enough to know the signs of violence.** Administration and staff will need to bring empathy and compassion when assisting victims/survivors of violence. This toolkit is infused with survivor stories to provide insight into survivors' unique experiences and to challenge common misconceptions about domestic violence, sexual violence, stalking, harassment, and human trafficking.

⁴ “Intimate Partner Violence: Consequences.” *Center for Disease Control and Prevention*, U.S. Department of Health & Human Services, 22 Aug. 2017.

This toolkit is useful across industries, but some strategies will differ based on the size of your organization and your type of industry. For example, signs of human trafficking may look different at a trucking company as opposed to a hair salon. Administration, human resources, management and security departments should address all forms of violence specific to their industry.

Language

The term ‘victim/survivor’ is used throughout the toolkit because individuals experiencing violence identify in different ways.

The term of offender refers to the individual who caused the violence. This term is used in the sections on domestic violence, sexual violence, stalking and harassment.

The term “violence” is used to refer to domestic violence, sexual violence, harassment, stalking, and trafficking. Some sections of this Toolkit might apply more to one or a few types of violence as opposed to all types of violence. Further, these forms of violence often intersect. For example, stalking is a strategy offenders of sexual harassment use. Additionally, victim/survivors of domestic violence often experience sexual violence.

A Note About Violence

Categories of violence do not exist in silos. Victim/survivors often experience multiple, complex, intersecting traumas. A survivor may identify with just one form of violence, but victim/survivors commonly experience multiple forms of violence, trauma, and adversity. For example, a person might identify as a victim/survivor of domestic violence because they have experienced physical abuse; however, they might have also experienced emotional abuse, financial abuse, and other forms of coercion and control. Their partner may also have forced them to have sex, which constitutes rape regardless of marital status. The victim/survivor may also have a history of childhood emotional, physical, and/or sexual abuse.

The victim/survivor may also live in poverty or experience microaggressions and discrimination daily because of their gender, sexual orientation, race, or ethnicity. These forms of trauma impact people physically, emotionally, psychologically, and spiritually. Remember that many survivors experience some or all of these traumas, but do not necessarily connect to the labels associated with these traumatic events. For example, someone could experience child abuse but not identify as a victim or survivor of child abuse. Consider the ‘whole’ person when approaching victim/survivors about their experiences.

Prevalence and Impact

Prevalence and Impact

Domestic violence, sexual violence, stalking, harassment, and human trafficking are public health problems, affecting millions of people in the United States and the Omaha metro area. These issues harm both individuals and society.

Individual victim/survivors bear the impact of violence, which includes anxiety, PTSD, physical health problems, job loss, and occasionally death. However, society also suffers because of violence. When survivors cannot reach their full potential in the workplace, everyone misses out on the positive impact of their contributions to society. Additionally, violence has financial costs for businesses and taxpayers.

The rates of violence are significant.

National Statistics

- 1 in 3 women, 1 in 6 men⁵, and 1 in 2 nonbinary people⁶ experience some form of contact sexual violence during their lifetime.
- Nearly 23 million women and 1.7 million men have suffered from attempted or completed rapes at some point in their lives⁷.
- An estimated 6.8 million men were forced to penetrate another person during their lives⁸.
- More than 27% of women and 11% of men have experienced contact sexual violence, physical violence, and/or stalking by an intimate partner⁹.
- 1 in 6 women and 1 in 19 men were stalked at some point during their lifetimes.¹⁰

Violence in Nebraska

Every month in Nebraska 900 individuals are sold for sex, often multiple times, as a result of active online commercial sex markets.¹¹

"I feel like I'm invading his/her privacy if I ask about possible domestic violence."

---It is not that you are asking the question—it is how you ask the question.

⁵ "Findings from the National Intimate Partner and Sexual Violence Survey." Center for Disease Control and Prevention, U.S. Department of Health & Human Services, 2012.

⁶ "Sexual Assault and the LGBTQ Community." Human Rights Campaign, HRC, 2018.

⁷ "Findings from the National Intimate Partner and Sexual Violence Survey." Center for Disease Control and Prevention, U.S. Department of Health & Human Services, 2012.

⁸ "Findings from the National Intimate Partner and Sexual Violence Survey." Center for Disease Control and Prevention, U.S. Department of Health & Human Services, 2012.

⁹ "Intimate Partner Violence: Consequences." Center for Disease Control and Prevention, U.S. Department of Health & Human Services, 22 Aug. 2017.

¹⁰ "Findings from the National Intimate Partner and Sexual Violence Survey." Center for Disease Control and Prevention, U.S. Department of Health & Human Services, 2012.

¹¹ "Nebraska's Commercial Sex Market." The Women's Fund of Omaha, 2017.

In a year, 16,240 people receive direct services from domestic violence and sexual assault programs in Nebraska. In addition, 43,979 calls are made to 24-hour sexual assault and domestic violence crisis lines¹².

Violence can impact workplace productivity.

In a study of 1,000 sexual harassment victim/survivors, 80% left their jobs within 2 years of the harassment, leading to costs for their companies in employee turnover and recruitment¹³

In 2008, 37.5% of total national healthcare costs were related to sexual and domestic violence. Most of these costs were paid by employers of the victim/survivors¹⁴.

The annual cost of lost **productivity due to domestic violence equals \$727.8 million, with victims taking more than 7.9 million paid workdays as a result of violence.**¹⁵

Offenders in the Workplace

41 percent of batterers have job performance problems and 48 percent of batterers have difficulty concentrating on the job because of their abusive behaviors.¹⁶

12.7% of callers responding to online commercial sex ad ads originated from local businesses.¹⁷

22% of buyers admitted to paying for sexual acts while traveling for business.¹⁸

To calculate the probable cost of domestic violence in your company go to Texas Health Calculator at <https://www2.texashealth.org/dv/>

The Calculator indicates that if your company has 500 employees, 50% of them are female, and they are paid an average of \$15.00 per hour, **the annual cost of violence to your company is \$95,707.**

¹² "2016 Statewide Report." Nebraska Coalition to End Sexual and Domestic Violence, NCESDV, 2016.

¹³ Merchant, Nilofer. "The Insidious Economic Impact of Sexual Harassment." Harvard Business Review, Harvard Business Publishing, 29 Nov. 2017.

¹⁴ "OVW Recovery Act Grants Provide Critical Support." National Sexual Assault Coalition Resource Sharing Project, NSAC, Jan. 2012.

¹⁵"Financial Costs." *Corporate Alliance to End Partner Violence*, Corporate Alliance to End Partner Violence, 2018.

¹⁶"Who We Serve." *Men Stopping Violence*, Men Stopping Violence, 2018.

¹⁷ Data collected February 2015 - October 2016. Four thousand numbers were collected in response to decoy ads on Backpage.com, placed by BPD and sent to market research company CSS Direct. Of these 4,000 numbers, 2,765 matched with identifiable records. Of these 2,765 phone numbers, 352 (12.7%) were identified as known business lines.

¹⁸ Demand Abolition National Buyer Survey with Dr. Martin Monto from University of Portland (respondents represent a diverse cross section of 1,000 men). 22% admitted to purchasing, of that 22% admitted to purchasing sex while traveling for business or professional reasons. *Survey conducted January-February 2015.

29 of your employees will experience victimization. Of those 29, 38% will experience a violence-related injury. As a result, your company will pay \$50,888 in medical care costs and \$26,338 in mental health care services.

Your employees will miss 154 total work days because of domestic violence, resulting in a productivity loss of \$18,480¹⁹.

Violence can impact an employee's health and well-being

99% of sex trafficking survivors experience negative mental health consequences from their victimization, and 98% experience negative physical health ramifications.²⁰

90% of sexual assault victim/survivors have symptoms of acute stress in the immediate aftermath. For many of these victim/survivors, that acute stress will morph into PTSD.²¹

Among women admitted to an emergency room for violence-related injuries, 37 percent experienced abuse at the hands of an intimate partner.²²

Over half of the killings of American women relate to intimate partner violence, with the vast majority of victims dying at the hands of current or former romantic partners.

The CDC analyzed the murders of women in 18 states from 2003 to 2014, finding a total of 10,018 deaths. Of those, 55 percent were intimate partner violence-related, meaning they occurred at the hands of a former or current partner or the partner's family or friends. In 93 percent of those cases, the culprit was a current or former romantic partner. The report also disproves the strangers-in-dark-alleys narrative common to televised crime dramas. Strangers perpetrated just 16 percent of all female homicides, a lower percentage than acquaintances and just a slightly higher percentage than parents.

In one of three cases, the couple had argued right before the homicide occurred. About 12 percent of the deaths were associated with jealousy. The majority of victims were under the age of 40, and 15 percent were pregnant. About 54 percent were gun deaths.²³

¹⁹ "Texas Health Resources: Domestic Violence Cost Calculator." Texas Health Resources, Texas Health Resources, 2005.

²⁰ Lederer, Laura J., and Christopher A. Wetzel. "The Health Consequences of Sex Trafficking and Their Implications for Identifying Victims in Healthcare Facilities." *Annals of Health Law*, vol. 23, no. 1, 2014, pp. 61–87.

²¹ Spector, Nicole. "The Hidden Health Effects of Sexual Harassment." NBC, NBC Universal, 13 Oct. 2017.

²² "Statistics." *Hope for Domestic Violence*, Center for Disease Control, 2013.

²³ <https://www.npr.org/sections/thetwo-way/2017/07/21/538518569/cdc-half-of-all-female-murder-victims-are-killed-by-intimate-partners>

Section 1: Workplace Planning

Prevention

Policies on responding to violence have a greater positive impact when companies build awareness and education into their workplace cultures. Offering a workshop on violence once a year or during orientation does not ensure that employees integrate that information into their knowledge, skills and values. You should implement prevention strategies throughout the year. Examples of prevention:

- Training on violence and resources in the community during employee orientation and throughout the year
- Following all violence prevention training with reminders, tips, and education through posters, brochures, newsletters, or paychecks
- Reaching out to survivors of domestic violence, sexual violence, stalking, harassment, and trafficking to share their stories or requesting a local service provider working with victims/survivors to speak during a brown bag lunch
- Fundraisers that involve employees in the coordination of the event
- Jobs, internships, skills training, and other opportunities for survivors
- Offer activities for Awareness Months:

January: Sex Trafficking Awareness

January: Stalking Awareness

April: Sexual Assault Awareness (including sexual harassment)

April: Child Abuse Awareness

October: Domestic Violence Awareness

Websites for the awareness months offer brochures, posters and other informational materials that you can disseminate throughout each awareness month.

Assessment

Conducting workplace assessments will encourage safe disclosure and reporting. These assessments will both send the message that ‘we can talk about violence here’ and offer your company a snapshot of the prevalence of violence that employees have experienced or are currently experiencing.

Assessment Language

You must use explicit language as people often give negative responses to ambiguous terms. For example, an individual may not identify with a term like ‘harassment,’ but affirm that they have routinely heard crude, sexual jokes. It’s common for victim/survivors of violence to have flashbacks or experience other physical or emotional side effects when they read or hear about violence. **It’s crucial that you offer community resources at the end of your survey and include the contact information for your EAP or a similar resource.**

Create an assessment from the included list of sample questions. The sample assessment in Appendix A includes questions on all forms of violence. The second sample assessment in Appendix B includes questions specific to harassment. Companies have frequently started using the CDC Kaiser Permanent Adverse Childhood Experiences Study to test for employees’ experiences with sexual abuse, childhood neglect, and other issues prior to the age of 18. You can find this assessment in Appendix C.

Assessment Implementation

You should make your company’s assessment voluntary and confidential. You can offer assessments through survey monkey or hard copy. You can also hire a third party to conduct focus groups if you would like more specific information on employee experiences. You will need to decide whether the assessment results will lead to a report that the company will share with all employees or just with administration and human resources. For each assessment, you should offer an explanation about why the company is asking these questions and what will happen with the information provided.

If you decide to assess for violence with your employees, you should expect the possibility of high rates of violence. Research indicates that 1 in 3 women and 1 in 6 men will experience sexual violence in their lifetimes.²⁴ If reported rates of violence at your company fall lower than these statistics, your employees may not feel comfortable disclosing their past abuse or may not identify their experiences as abusive.

²⁴ “Findings from the National Intimate Partner and Sexual Violence Survey.” Center for Disease Control and Prevention, U.S. Department of Health & Human Services, 2012.

Policy

In this section we will discuss policy considerations to support employees who may have experienced violence as well as information for anti-violence policies.

Many companies have adequate policies but lack adequate implementation. For policies to have positive impacts, companies must consistently apply those policies.

Policy Considerations to Support Victim/Survivors of Violence

Companies must create environments supportive of the unique needs of survivors of violence. Policies institutionalizing support for victim/survivors will both encourage reporting and discourage turnover. Examples include:

- Flexibility in start/stop times and breaks throughout the day, when needed
- Change in work site or work station for victim's safety
- Escort to and from transportation
- Call screenings
- Allowing telework or other schedule changes
- Allowing time flexibility for medical appointments, mental health appointments, and court/legal appointments
- Confidentiality policy that protects victim/survivors. All information victim/survivors share about their experiences with violence should be secure once they tell their supervisor(s) or administrator(s)
- Policy to protect victim/survivors if their performance suffers as a result of their victimization, such as a hold on performance reviews until the victimization stops

A model for workplace policy is provided in Appendix D.

Workplace Violence/Harassment policy

A basic anti-violence or harassment policy should include a statement against violence/harassment, a list of unacceptable behaviors, and procedures for reporting abuse. While most anti-violence policies focus on harassment, it is best to make your policy as inclusive as possible. Below you can find some potential inclusions for workplace policies:

1. **Don't just teach employees how NOT to behave.** Instead of teaching how not to act, teach how to act. You should include civility and respect in all training on violence. Unlike compliance training, civility training focuses on teaching skills, such as conflict resolution and interpersonal skills. This type of training does not need to replace compliance training but can complement it.
2. **Catch small behaviors before they get more serious.** Disrespect often precedes harassment and other forms of violence. Addressing uncivil behaviors when you first notice them indicates a no tolerance level for more abusive actions.
3. **Institute bystander training.** Bystander intervention training helps employees identify unwelcome and offensive behavior; encourages employees to take responsibility and "do something" instead of standing by, gives employees the skills and confidence to

intervene to stop violence; and demonstrates the company's commitment to ending harassment and other forms of violence.

4. **Set clear guidelines on the reporting process.** You should include multiple reporting options, including third party reporting. Review your reporting process consistently and post it throughout the workplace.
5. **Outline disciplinary responses proportionate to the offense.** You may want to create a 'zero tolerance' approach to convey your concern about violence, however, this approach can translate into a monolithic perspective. Violence encompasses many different behaviors that warrant different responses. For example, it is appropriate to fire an employee for sexual assault, but it may not be appropriate to fire a worker for telling a sexist joke. In fact, terminating employees for minor behaviors may lead to fewer reports because the targeted person may not want the offender fired.
6. **Eliminate forced arbitration clauses.** Forced arbitration prohibits victim/survivors from taking their cases to court, instead requiring them to settle through a private, third-party process. These clauses result in faster, cheaper processes for companies, but hide possible systemic harassment from the public. Avoiding arbitration clauses in your policy ensures victim/survivors the right to take their charges to court. Eliminating these clauses also shows that the company's transparency about workplace abuse. Accountability is critical to ending harassment and other forms of violence in the workplace.
7. **Conduct assessments on an annual basis.** You should conduct annual assessments for violence experienced by employees. You should also conduct an assessment prior to implementing policy changes and using the toolkit. See the assessment section of toolkit for more information.
8. **Reward managers for creating safer environments.** Managers should receive initial rewards if reports of violence increased. Increased complaints typically indicate that employees feel safe disclosing violence and trust that the systems in place will respond to their abuse.
9. **Protect employees who report.** Ensure that no one retaliates against the person reporting. You may want to re-visit, publicize, and ensure implementation of your whistleblower policies.
10. **Promote more women.** Research shows a correlation between women in management and lower rates of violence. Research indicates that more women in leadership also helps reduce gender inequality in other ways, like greater equity with pay and promotions.²⁵
11. You benefit when you **understand where violence, particularly human trafficking, may exist within your supply chain.** Suppliers, contractors, or subcontractors may engage in trafficking or other forms of violence. The risk of human trafficking increases among vulnerable, low-income groups performing unskilled labor, such farm workers or employees in under-regulated factories.

²⁵ Bell, Myrtle P., et al. "Discrimination, Harassment, and the Glass Ceiling: Women Executives as Change Agents." *Journal of Business Ethics*, vol. 37, no. 1, Apr. 2002, pp. 65–76.

- 12. Institute anti-trafficking policies and procedures.** See Appendix M for more guidance.
- 13. Institute policies that govern the use of company devices and the company internet server.** Expressly prohibit the viewing of pornography at work, as watching pornography in front of others without their consent constitutes sexual harassment. A peak time to solicit sex online is 2pm, during regular work hours.²⁶ As a result, you should prohibit the use of online websites, like backpage.com that traffickers use to facilitate sex trafficking.
- 14. Understand your risk level.** Some companies have a higher risk for violence than others. Risk factors for sexual harassment include lack of diversity, a workforce of younger workers, significant power disparities between employees, “high value” employees, workplaces with frequent crude sexual discourse, isolated workplaces, workplaces that rely on customer service or client satisfaction, male-dominated workforces, and industries with low-wage jobs. These risk factors do not cause violence, but the EEOC recommends that employers maintain extra awareness and consider proactive action if any of these risk factors are present at their companies²⁷
- 15. Ask survivors of violence to review your policies during your annual policy review.** Survivors' have unique perspectives based on their lived experiences. Survivors may have suggestions for your policies not included in this guide that would better ensure safety at your specific workplace.

Is our policy working?

It is sometimes difficult to measure the success of policies or the effectiveness of trainings. To begin evaluation, you should take the temperature of your current environment (see assessment section). Companies can also measure the effectiveness of their policies by hiring researchers to measure policy effectiveness.

An increase of complaints can indicate an increase in employees' willingness to report, an increase in trust in company complaint processes, and increased feelings of safety.

Survivors' have unique perspectives based on their lived experiences. Survivors may have suggestions for your policies not included in this guide that would better ensure safety at your specific workplace.

²⁶ This finding is based on data collected in Boston and Seattle. [Boston online deterrence campaign - 255,305 search impressions (ads displayed in response to purchased key word searches). Search behavior (incl. time of day) captured via Google Analytics. Seattle Against Slavery in partnership with Demand Abolition collected data in April 2015. Peak time has continued to be confirmed through ongoing data collection from Seattle Against Slavery. This data has been further confirmed according in an initial study by the Organization of Prostitution Survivors (OPS) and BEST, January 2015, in which 72% of prostitution survivors who responded said that clients contacted them between 12pm and 5pm to set up meetings. The second study indicated that the top time for clients to contact them was after 5pm. The time of 12pm-5pm is listed as the second peak time.

²⁷ Feldblum, Chai R., and Victoria A. Lipnic. “Select Task Force on the Study of Harassment in the Workplace.” U.S. Equal Employment Opportunity Commission, EEOC, June 2016.

Supervision

When supervisors, employers, and human resources professionals see warning signs of violence, they must recognize those signs and respond to them. You may feel ill-equipped to approach your employees about violence or ask them questions that seem too personal.

Remember that it is not intrusive to question an employee's welfare—it shows concern and sends the message that safe disclosures can take place. Asking about these topics is appropriate; however, your content and tone affect how comfortable the victim/survivor may feel. Consider the following suggestions when determining how to approach a potential victim/survivor.

- **Do not make assumptions about the violence.** Avoid relying on rumors when gathering information. Your most accurate source is the victim/survivor.
- **Do not give advice.** Making decisions for the victim/survivor replicates the offender's behaviors of control. You should treat victim/survivors as the experts of their own lives. For example, a victim/survivor of domestic violence might remain in their relationship because leaving would increase the risk of harm to themselves, their children, or their families; however, staying in an abusive relationship might seem counterintuitive to those with no knowledge of the situation.
- **Do not attempt to rescue the victim/survivor.** They are resilient and understand best how to ensure their safety.
- **Speak to the employee privately and when you both have time to discuss the situation.** A private setting ensures that no other employees will overhear your conversation. You also don't want to initiate a conversation about violence that you are unable to finish.
- **Remember that victim/survivors often first deny the violence.** Disclosing violence to another person can feel dangerous because the offender may have threatened to harm the victim/survivor if they disclose the violence. The victim/survivor might also feel shame even though the violence is not their fault. Supervisors should consider asking these questions a second, third, or fourth time if they continue to notice signs of violence.
- **When asking about potential violence, offer your concern:** "I have noticed that you have bruises on your arms and seem distracted lately. I'm concerned about you. Would you like to talk about anything?" or "You seem upset lately. Can I help?"
- **Do not blame or shame victim/survivors for the violence.** The offender may have already made the victim/survivor feel at fault for the violence or like the violence is no big deal. Emotional abuse is a common strategy offenders use to maintain power and control over their victims. Instead, tell the victim/survivor that they do not deserve the violence and that you want to help ensure their safety.
- **Ask the victim/survivor how you can help.** Try to take steps to help the victim/survivor however you can. Suggestions you can make include: asking the victim/survivor if they would like a daily security escort to their transportation, asking them if they would like their address, email, and/or phone number removed from the company website, asking

them if they would like a new workstation, or asking them if they need different scheduling. Refer to the safety planning section for more information.

- **If victims/survivors face immediate danger, ask them if you can work with your security department or contact law enforcement.** Working with security and/or law enforcement could help mitigate any potential harm to the victim/survivor or staff at your office.
- **If the victim/survivor does not face immediate danger, safety planning with a trained professional may help them.** Refer the victim/survivor to their local domestic/sexual violence agency. Contact information for national and local hotlines are provided in the Resources section of this document.
- **Other resources to help supervisors discuss violence with workers:**
 - Supervisors Can Make a Difference: Video demonstrating a supervisor addressing domestic violence with an employee: <https://www.workplacesrespond.org/resource-library/supervisors-can-make-difference/>
 - Guide for Supervisors: Information for Supervisors on Preventing and Responding to Domestic Violence, Sexual Assault and Stalking in the Workplace Supervisor/Manager Response. You can find this guide in Appendix E.

What to ask victims/survivors of violence:

Has someone hurt you?

Are you currently being hurt by someone?

Is there someone from a past relationship who is hurting or threatening to hurt you?

Is someone making you feel unsafe?

Has your partner (wife, boyfriend, spouse, etc.) ever hit you?

What to say to victims/survivors of violence

This is not your fault.

I believe you.

You are not alone.

I understand that this might be difficult to talk about.

What is happening to you is wrong.

What NOT to say to victims/survivors of violence

This isn't a big deal.

Why don't you just tell them to stop?

Why are you staying in such a violent relationship?

Think of the harm this is causing your children.

I feel like I need to say something if you don't.

He might not be so abusive if he wasn't drinking.

Did you do something to provoke him?

Can't you just go to a shelter?

You need to get a protection order.

Unless you have the training to provide advocacy and support to victims/survivors of domestic violence, sexual assault, trafficking, or stalking, avoid offering advice about the violence. If you feel that the employee is at risk, talk to them about local services that have trained professionals who can provide assistance.

Safety planning

Safety planning is a tool that victim/survivors can use to protect themselves and their loved ones from abuse. While safety planning, survivors identify tools to maintain safety while remaining in violent situations or after leaving those situations. Safety planning is an integral part of services for victim/survivors of violence. It is often one of the first services that advocates provide at domestic/sexual violence programs.

Considerations for safety planning in the workplace

Safety planning involves identifying actions to increase the safety of employees experiencing violence. While only trained professionals should safety plan with survivors, you may occupy the best position to safety plan with victim/survivors in the workplace. **Always center the victim/survivor while safety planning and follow their lead in whether to use these suggestions.** The victim/survivor knows best which strategies to employ to stay safe. For more information on safety planning and an example safety plan, visit the National Domestic Violence Hotline website at <http://www.thehotline.org/help/path-to-safety/>. Below are some workplace safety planning suggestions adapted from Safety Planning at Work, a document created by the Western Centre for Research & Education on Violence Against Women & Children.

- Ask the victim if they have any protection orders or restraining orders. Find out if they included the workplace in those orders. If the victim/survivor has a protection order or restraining order, ask for a copy. Make sure that you and your co-workers follow all the conditions of the order (i.e. not allowing the abuser to enter the workplace).
- Ask for a description or a recent photo of the abuser. Ask the survivor if you can show those images to security and reception so they know who to watch for and screen.

- Make sure the employee does not work in visible or easily accessible locations. For example, make sure the victim/survivor does not sit at the front reception desk or near visible windows.
- Make sure all records and directories accessible to the public do not include the victim/survivor's contact information.
- Offer to have a co-worker or a supervisor screen the victim/survivor's calls.
- Give the victim/survivor a new phone number.
- Block the abuser's emails from your email system.
- Install a panic button in their work area.
- Give the victim/survivor a well-lit, priority parking spot near the building.
- Escort the victim/survivor to and from their vehicle or public transportation.
- Give the victim/survivor a cell phone with a pre-programmed 911 security feature.
- Provide the employee with information about resources for support in the workplace and community.
- Ask the employee to document all incidents of abuse in the workplace. Ask them to document how the abusive behavior affects their work. Work with them to address possible workplace performance issues.
- Talk to the employee about human resources practices and policies, including scheduling policies, that could help them. Work with them to arrange a less predictable schedule to protect them from harassment and abuse. Offer a flexible schedule, different from a shift change or other work arrangements.
- Identify opportunities for paid time off, so the victim/survivor has the resources to rebuild their life.
- Follow up with the victim/survivor. Check on their progress and well-being.

If both the victim and abuser work at the same workplace:

- Ensure the abuser cannot access the victim in the workplace. Do not schedule both employees for the same shifts. If possible, schedule them to work at different sites.
- Hold the abuser accountable for any unacceptable behavior in the workplace. Use disciplinary procedures to deal with that abuse. Speak with the victim/survivor about how

they would like the disciplinary process to go, depending on what would ensure their safety and comfort in the workplace.

- Call the police if the abuser engages in violence or other criminal activity such as stalking or unauthorized electronic monitoring in the workplace.
- Once the employee has told you about the abuse, make sure that employee faces no negative repercussions.

Protection orders

A protection order is an order from a judge that provides a victim/survivor with protection from violence. An employer has duties to fulfill once they learn that an employee has obtained a protection order. If an employee chooses to share this information, employers should respond supportively to enhance the victim/survivor's safety and security. Three different types of protections orders exist:

A Domestic Abuse Protection Order applies to people who have had close relationships (relatives, spouses or former spouses, people who have dated or lived together, etc.). A judge will grant this order if sufficient evidence exists that someone 1. attempted, threatened, or caused bodily injury, or 2. intimidated the other person by credible threat, or 3. engaged in sexual contact or sexual penetration without consent.

A Harassment Protection Order does not depend upon the relationship between the individuals but requires several telephone or personal contacts that seriously terrify, threaten, or intimidate the victim and serve no legitimate purpose.

A Sexual Assault Protection Order does not depend upon relationship. To qualify for a Sexual Assault Protection order, someone must have subjected or attempted to subject the other person to sexual contact or sexual penetration without consent.

What should an employer do once an employee obtains a protection order?

- **Listen:** Allow the employee to confidentially express themselves and disclose information about their situation only to the extent that they feel comfortable.
- **Express concern:** Let the employee know that their situation concerns you and that the employer wants to enhance their safety.
- **Ask how the employer can help:** Allow the employee to express their needs. Collaborate with the employee to develop a plan of action for the employer.

What if they have decided to remain in the relationship?

Victims/survivors fully understand the risk of both staying or leaving the relationship. The lethality risk increases when a victim/survivor attempts to leave the relationship. The best way to offer support is with safety planning, referring them to your local domestic violence center and avoiding judgement. It is important to keep the lines of communication open.

- **Discuss options** that may help the employee. Options may include offering time off or a reasonable workplace accommodation, like relocating their workstation to a safer area.
- **Respect** the employee's personal choices. The employee may decline assistance or make a decision that the employer might not expect. You must respect their decisions because every victim/survivor has a unique case and faces different risks.
- **Consider adjusting their job duties.** Discuss with the employee whether the Protection Order may affect or limit the completion of job duties in any way. Ask if the violence or threats they have experienced necessitates a temporary or permanent revision of job duties. Examples include:
 - A greeter or receptionist at a retail business, restaurant, or office might need to temporarily work in a non-public area of the establishment.
 - An employee who works at a desk might need a new phone extension. They also might need all their calls routed into a voicemail system.
- **Take additional precautions to help ensure the employee's safety at work.** The employee may need accommodations to enhance their safety at work. Examples include:
 - Relocating the employee's workstation.
 - Arranging for an escort to walk the employee to and from their vehicle or bus stop.
 - Accommodating telecommuting or other schedule changes, such as fluctuating work hours.
 - Securing access to their address and other confidential information.
- **Ask the employee if you can help them document inappropriate contact.** Examples include harassing calls, emails, or job site visits. Such documentation might help an employee establish that their perpetrator has violated a Protection Order. Also, an employer may consider confidentially documenting that the employee exhibits bruises or other forms of abuse.

For more information on Protection Orders, including how to file one, see Appendix F.

Trauma-informed work environments

The majority of your employees have experienced a traumatic event in their lifetimes. Traumatic events include experiences in combat, natural disasters, losses, severe or chronic medical conditions, as well as any experiences of abuse or neglect. Your employees may have also suffered historical trauma, trauma carried through generations, or insidious trauma, which includes the adversity and stress resulting from racism, sexism, homophobia, classism, ableism or poverty. Often, individuals experience an interconnection of several forms of trauma.

Guiding Principles of Trauma-Informed Care²⁸

1. Safety - Throughout your organization, staff and clients should feel physically and psychologically safe.

Workplace Examples: Well-lit parking lots, escorts to parking lot before and after work, flexibility in desk/work station location, predictability in how policies are implemented, promotion of staff well-being, availability of supervision, awareness of trauma, and education on violence. Respect employees' mental health needs, including giving paid leave for mental health crises and covering counseling in your health insurance policies.

2. Trustworthiness and transparency - You should conduct operations and decisions with transparency and the goal of building and maintaining trust among staff, clients, and family members of those receiving services.

Workplace Examples: Elimination of forced arbitration in sexual harassment cases, implementing policies regarding violence consistently, and offering belief-based responses.

3. Peer support and mutual self-help - Using these tactics will help you build trust, establish safety, and ensure empowerment of victim/survivors.

Workplace Examples: Include survivors and their stories when training on violence prevention or launching awareness campaigns.

4. Collaboration and mutuality – Throughout your organization, encourage true partnering and leveling of power differences between staff and clients and among organizational staff, from direct care staff to administrators. Healing happens in relationships and in the meaningful sharing of power and decision-making. Everyone in your organization has a role to play in a trauma-informed approach.

Workplace Examples: Include survivors in all decisions regarding reporting or responding to violence (i.e. reporting to police). Respectfully listen to reports and validate the person's experiences with violence.

²⁸ "Trauma-Informed Approach and Trauma-Specific Interventions." Substance Abuse and Mental Health Services Administration, SAMHSA, 27 Apr. 2018.

5. Cultural, historical, and gender issues - Actively work to move past cultural stereotypes and biases (e.g., based on race, ethnicity, sexual orientation, age, geography). Offer gender responsive services, leverage the healing value of traditional cultural connections, and recognize and address historical trauma.

Workplace examples: Understand the possible vulnerabilities and risks people face based on their race, ethnicity, age, disability status, sexual orientation, and gender identity. Recognize that those vulnerabilities and risks intersect and build off of one another. Fully implement policies that prevent gender-based violence or harassment, defined by the EEOC as ‘unwelcome behavior that is based on race, color, religion, sex, national origin, age, disability or genetic information.’

Risk Reduction²⁹

Assess for threat

To protect against workplace impacts of violence, you can assess for threat. Constant threat assessment may be necessary because threat levels fluctuate. You can gather information to identify indicators of abuse. If you do not have an agency representative trained in threat assessment, consider consulting with one or joining a local threat assessment chapter.

For more information on Threat Assessments for violence in the workplace, contact the Association of Threat Assessment Professionals/Great Plains Chapter at:
<http://www.atapworldwide.org/?53>

Employee-Centered Responses to a Potential Threat

If an employee knows a potential perpetrator, that employee typically has the greatest insight into the potential perpetrator's behavior. That employee can provide substantial guidance in protections for themselves and the workplace. Upon learning that an employee faces a potential threat, you should immediately work to develop a partnership with the threatened employee to create a safe and effective response guided by the employee's needs. If an employee does not know a potential perpetrator, assess the level of danger and take protective action.

You should tailor your response to the unique circumstances of each situation. In some instances, you might need only a few precautions beyond existing protocol. Other cases require a higher level of assessment and planning, including the creation of a resource or response team.

You should apply the following principles when working with an employee to assess a potential threat:

- Ask about and assess facts relevant to the workplace threat. To preserve the employee's privacy, limit personal questions about the history between the victim and the perpetrator. Try to only ask the employee questions that help reveal any potential risk.
- If possible, keep any information the victim provides you confidential. Only share specific facts with employees who need specific information to implement workplace safety measures.
- Do not advise the employee about personal safety issues outside of work. If the employee has a relationship with the perpetrator; do not tell the employee what to do about the relationship.
- Refer the employee to qualified local services to ensure that the employee receives appropriate information and assistance, including safety planning

²⁹ The following section was adapted from Workplaces Respond to Domestic Violence & Sexual Violence: A National Resource Center and Futures Without Violence

- Distribute a Safety Card. Example card can be found at:
https://www.workplacesrespond.org/wp-content/uploads/2017/01/FWV_workplace_safetycard_fin_hirez-binder.pdf
- Do not blame or hold a victim responsible for a perpetrator's threats or violent actions.

Other Accommodations

- Asking the affected employee to provide relevant details about the potential perpetrator, such as a picture, a physical description, a license plate number, or information on their vehicle's make and model. This information could help security personnel and reception staff to identify the perpetrator before an incident occurs.
- Relocating the affected employee to another work area or altering their work schedule until the direct threat ends.
- Removing the affected employee's contact information from directories and websites.

Section 2: Definitions of Violence

Domestic Violence

Domestic violence, also known as intimate partner violence, is a pattern of behavior in any relationship that is used to gain or maintain power and control over an intimate partner. It is not always easy to determine in the early stages of a relationship if one person will become abusive. Domestic violence usually intensifies over time. Abusers may often seem charming, caring and kind initially, but gradually become more aggressive and controlling as the relationship continues. Domestic violence can vary in frequency and severity from one episode that might or might not have lasting impact to severe episodes over several years. There are four main types of domestic violence. They include: emotional abuse, sexual violence, stalking and physical violence by a current or former intimate partner (i.e., spouse, boyfriend/girlfriend, dating partner, or ongoing sexual partner).

Physical violence is the intentional use of physical force. Physical violence includes, but is not limited to, pushing; grabbing; biting; shaking; hair pulling; hitting; burning; use of a weapon; driving recklessly; restraining or preventing someone from leaving; or using size or strength against another person. Physical violence also includes coercing other people to commit any of the above acts.

Sexual violence is any attempted or completed sexual contact or activity that is not consensual. Acts are not consensual if the victim does not give absolute consent or if the victim is not able to consent.

Sexual violence is discussed further in the “Sexual Violence” section of this document

Stalking is a pattern of repeated, unwanted, attention and contact that causes fear or concern for one's own safety or the safety of someone else (e.g., family member or friend). ***Stalking is discussed further in the “Stalking” section of this document***

Emotional Abuse is communication that intends to harm another person mentally, or to exert control over another person. Emotional abuse can include psychological aggression (e.g., name-calling, humiliating); coercive control (e.g., limiting access to transportation, money, friends, and family; excessive monitoring of whereabouts); threats of physical or sexual violence; control of reproductive or sexual health (e.g., refusal to use birth control; coerced pregnancy termination); exploitation of victim's vulnerability (e.g., immigration status, disability); or presenting false information to the victim/survivor with the intent of making them doubt their own memory or perception.

For more examples of domestic violence, see the Power & Control Wheel in Appendix G.

Offender Behaviors

- Exhibits jealousy, obsession, extreme anger, and possessiveness
- Demands compliance from the victim/survivor in everything they say and do
- Uses children to have power over the victim/survivor
- Constantly restricts money
- Restricts victim/survivor from seeing family/friends
- Restricts partner from specific activities (church, clubs, work, school)
- Disrespects, belittles, or humiliates their partner

Signs from Victim/Survivor

- Is anxious and afraid of their partner
- Is required to check in to report where they are at or what they are doing
- Is subjected to frequent phone calls
- Is not allowed to have a debit or credit card
- Frequently fatigued
- Chronic pain problems
- Frequently misses work

Impact on Victim/Survivor

- Depression, Anxiety, and Post-Traumatic Stress Disorder
- Fatigue, nightmares
- Mistrust of themselves or others
- Low self-confidence
- STIs and pain during sex
- Unwanted Pregnancy
- Chronic pain
- Digestive problems, including stomach ulcers or IBS
- Heart problems
- Problems with the immune system
- Migraines
- Bruises, cuts, or broken bones
- Injuries to organs and other areas of the body

Helpful responses

- Do not blame or shame
- Do not give advice. Instead, listen, be supportive, and ask how you might help.
- Avoid judgement. Victims/Survivors may choose to stay in the relationship for a variety of reasons, including fear, love, faith, or the well-being of their children.

Survivor Story

I was 23 years-old when I moved from rural Nebraska to the big city of Chicago. I'd been dreaming about the adventure of living outside of Nebraska. I had lived a very sheltered life. I grew up on a farm. My parents were very active in a strict, conservative, rural congregation. I attended a parochial grade school for 8 yrs., and then a very small local high school.

I'd been in the city for a little more than a year. Professionally, I was working with foster kiddos. I met him as I was waiting in line to hear a band play after having an extra lousy week. He was very kind and respectful.

In the following weeks, he and I shared several long telephone conversations. He explained he was a police officer, did security gigs on the side, single, with no children. He had been a minister and youth pastor, but he had to let it go because of his increasing responsibilities with the Police Force. He believed in living life to the fullest, serving others, women's rights, protecting children and most importantly, living and growing in faith.

I was very comfortable with him and we laughed a lot together. He was kind, considerate and generous on a level I had never known. I began experiencing joy in my life, something I had been desperately seeking. Eventually, we got married and moved back to Nebraska to help care for mom, who had cancer and we had a child together.

Then things began to change. He started getting annoyed when I mentioned I had talked to some friends about something he said or something we did. He said I talked too much, he needed to be able to trust me. I was making him feel unsafe. This was the beginning of his dance to gain power and control.

I began to accept the firsts. The first time he swore at me. The first time he called me at work and screamed so loud my coworkers could hear him. The first time he broke something in front of me. The first time he wouldn't stop when I told him he was hurting me. The first time he left marks on me from the force of his hands.

He became disappointed by my skills he once praised. He was disgusted that I still wasn't "in shape". Important items in my home disappeared and I couldn't find them or understand how they were suddenly gone. I was getting little sleep. I was working full time and a new mom. Even if she would sleep, he wouldn't let me sleep.

Somedays I would come home from work and everything was sunshine. Other times, everything was wrong and it was all because of something I had done. He had me convinced that I was losing my mind. I felt like I was going through the motions-- nothing but a shell. His behavior was becoming more erratic, his abuse more frequent.

He called me at work and threatened to take our daughter., I called a friend, embarrassed, but knowing she would help me. I picked up my daughter from daycare and went into hiding.

After a few months, reluctantly I moved back in. He had completed my multiple requests. He sought counseling, completed abuse classes, started medication, went to Church. Both the church and my family reminded me I should work with him to save our marriage, our family.

There was a honeymoon period and in a few months the rest of the cycle continued. I was scared. No longer about my life, but that if I died, my daughter would be subject to his abuse. I was also very fearful of him hurting my friends and family. I didn't want them involved in my escape, he had already told me he would kill them. I didn't want him to blame them for my escape.

I moved my essentials out, fearfully, during a 2-hour window I knew he was out of town. I filed for a divorce and prayed I was making the right choice by trusting my gut. My family and the church refused to support my decision and labeled my actions as a lack of faith.

A few months after my daughter and I escaped, he started an apartment complex on fire. After his arrest, the investigator shared information she discovered. He was never a police officer. All of the stories about his family were false. He had a history of assault and abuse. He had at least 4 previous wives and one of them died in a suspicious fire.

Workplace responses to my violent relationship has varied. I worked for a state agency. **Eventually I did share my experience with a female administrator. She was amazing. She shared her personal experience with domestic violence and she was super supportive of me, even asking for a picture of him so the front desk could be aware. She also told other administrators, supervisors, and other staff how important it was not to shame me, which helped me feel safe.** Unfortunately, the same employer included my number and personal information in their contact book, despite my requests not too.

I was able to escape with both my life and my daughter—for that I will always be grateful.

Domestic Violence Resources

Resources

Safety Planning -Appendix F

Internet Tips- Appendix H

Power and Control Wheel—Appendix G

Protection Orders –Appendix F

Stalking

Stalking is a pattern of behavior that makes victim/survivors feel afraid, nervous, harassed, or in danger. Stalking occurs when someone repeatedly contacts someone, follows them, sends them things, talks to them when they don't want them to, or threatens them. Stalking behavior may cause victims to fear for their safety or the safety of family members. People might not consider unwanted gifts or phone calls stalking; however, when these behaviors are repetitive, they may feel threatening to a person.

Stalking can be difficult to recognize and investigate. When people think of a stalker, they usually imagine a stranger following every move they make. However, stalking victims typically know their offenders. Victims/survivors of stalking may deny or initially minimize the stalking behaviors. Victims/survivors may feel responsible for the stalking, avoid talking about stalking or feel embarrassed by being a target of stalking.

Offender Behaviors

- Frequently phones the victim/survivor
- Sends repeated unwanted emails, texts, and letters
- Follows the victim/survivor either physically or through technology like GPS
- Sends unwanted gifts or flowers
- Threatens violence to victim or self
- Uses social networking sites to track victim/survivor
- Spreads rumors about the victim/survivor
- Calls victim/survivor's employer
- Waits at places victim/survivor frequents
- Damages victim/survivor's property
- Makes false complaints to employers/police
- Causes identity theft
- Waits for the victim/survivor to enter or leave a building
- Takes things of the victim/survivor's

Signs from Victim/Survivor

- Is hypervigilant
- Is frequently fatigued
- Misses work or arrives late
- Gets easily startled
- Harms self
- Drinks and does drugs at higher rates
- Is unable to concentrate

Impact on Victim/Survivor

- Fatigue/difficulty sleeping/nightmares
- Difficulties with short-term memory
- Flashbacks
- Depression and Anxiety
- Extreme emotions, including feelings of fear, anger, and powerlessness
- Isolation
- Low self-esteem
- Self-blame
- Fear

Helpful responses

- Do not minimize or misconstrue stalking as flattery. Stalking is a serious form of violence
- Believe the victim/survivor
- Assist the worker with documenting the stalking behaviors
- Document the stalking whenever you witness it
- Assist with reporting the stalking to the police
- Contact an advocacy agency

Survivor Story

I was 26 and had been in Omaha for only a few months when he was hired at the nonprofit where I worked. He was 38, polite, athletic and he quickly made a habit of stopping by my desk to chat about my progress training for an upcoming 5k run. We became friends and even ran together after work a couple of times. He even brought his young daughter along in a jogging stroller. Although he was married, he soon made it known that he thought I was beautiful and smart, and he showered me with attention. I was desperate for friendship and enjoyed the attention, but I was uncomfortable with the constant stream of compliments. As we became closer friends I began to worry that my colleagues would think something else was going on, and I began to distance myself. When he started bringing me flowers at work, I was mortified and asked him to stop. He laughed and said that's just how it is in his culture and I should get used to it. **One night, I was out for a run on the trail near my house and he was there waiting for me.** He offered to give a ride back to my house, but when I got in the car, he went the opposite direction and said he wouldn't take me home until I begged.

I started getting strange calls on my phone from his wife - he said she had found my business card in his pocket. Soon she started using other numbers to call me. At that point I told my boss that his wife was harassing me, and she just laughed uncomfortably about how "crazy" this woman must be. Then his wife started calling my colleagues' extensions at work and asking questions about me, which further fueled rumors. I felt trapped, like I had somehow brought this on myself by naively engaging in the friendship and letting it go too far. I didn't want to be responsible for him losing his job. I was also afraid I would lose my job, and I became very cold in my demeanor toward him. He began to push harder - one night I was working late and when I left and got into my car, he was waiting for me. He approached and forced his upper body through my open window, trying to kiss me. Soon after, he caught me in my office alone and cornered me, holding me down and biting my neck as I fought to get him off of me. He left a huge bruise, which I had to cover with scarves and turtlenecks in the middle of July.

I was completely mortified by the rumors flying at work and felt really helpless. I felt like the more I denied them, the guiltier I looked. **I didn't know how to stand up for myself and I didn't understand that I was being stalked** and harassed, because a lot of behavior looked like things that our culture depicts as "romantic." The flowers, the incessant attention, the refusal to heed my requests that he stop - **I still believed that these were all "normal" things that men did when they really wanted to win someone over.** I felt let down by my boss who didn't do anything to end the rumors and didn't talk to me about it. It put a huge strain on what had been a great working relationship. I feel like we both lost trust in each other.

Eventually I gathered the courage to be extremely harsh with him, and he moved on to "befriend" another young woman at work. After I left that job some months later, he sent messages via Facebook and LinkedIn. I changed my personal email address and blocked him on social media. He found out where I was working and tried to call me at work from his son's phone, but I had caller ID and did not answer. I only ever saw him one time after that, when I was riding my bike and he called out to me, but I kept riding as fast as I could.

Stalking Resources
Resources
Internet Tips—Appendix H
Stalking Tips –Appendix I
Protection Orders –Appendix F

Sexual Violence

The term sexual violence refers to sexual contact or behavior that occurs **without the explicit consent of the victim**. Whether attempted or completed, any of these examples constitute sexual assault.

Anyone can commit sexual assault, but most perpetrators know their victims. Approximately 7 out of 10 of sexual assaults are committed by someone known to the victim, like intimate partner sexual violence or acquaintance rape.³⁰

What is consent?

Consent is when someone freely gives permission, agrees to, or says yes to sexual activity with another person or persons. For an activity to be consensual, all people involved must be able to freely consent to sexual activity. Consent is an ongoing conversation and partners should continually check in with each other throughout sex to make sure that their partner is still consenting. Consenting to one activity does not mean you consent to all activities. Consenting to an activity at an earlier time does not automatically indicate that you consent again. At times, sexual contact may be sexual violence, but the criminal justice system might not recognize it as sexual violence based on criminal statutes.

Consent is extremely complex and may look different depending on the individuals' relationship, previously established boundaries, etc. Because of this complexity, it is impossible to concretely define what consent looks like across all interactions. The chart below includes examples of consent and non-consent; however, this chart is not an all-inclusive list of indicators. Some of these examples might not apply to specific situations.

Possible Indicators of Consent	Possible Indicators of Non-Consent	Possible Indicators that A Person Cannot Give Consent
<ul style="list-style-type: none">● “Yes”● “Let’s try it”● “That feels awesome”● “I’m enjoying this”● “I want to keep doing this”● Head nod or other body language	<ul style="list-style-type: none">● “No”● “Maybe later”● “I don’t want to do this”● Silence● Pushing away● Turning head or body away● Physically non-responsive● Being someone’s partner, spouse, or boy/girlfriend does not automatically indicate consent	<ul style="list-style-type: none">● Either they are intoxicated or substantially more intoxicated than their partner● They are incapacitated● There is a power dynamic (i.e. teacher/student, employer/employee)● Their offender threatens them● Their offender coerces them (i.e. threatens to tell lies about or break up with them, uses language like “Don’t you want to make me happy” etc.)

³⁰ “Perpetrators of Sexual Violence: Statistics.” *Rape Abuse & Incest National Network*, RAINN, 2018.

Offender Behaviors

- Non-consensual oral, anal, vaginal, or digital penetration of the victim's body, also known as rape
- Forcing a victim to perform sexual acts, such as oral sex, touching the perpetrator, or penetrating the perpetrator's body
- Unwanted sexual contact, including intentional touching of the victim or making the victim touch the perpetrator, either directly or through the clothing, on the genitalia, anus, groin, breast, inner thigh, or buttocks
- Non-contact unwanted sexual experiences, including unwanted sexual incidents that are not physical that occur without the victim's/survivor's consent. Examples include unwanted exposure to sexual situations, threats of sexual violence to accomplish some other end, and unwanted filming or dissemination of sexual photographs of another person
- Stalking behavior toward victim before the violence, such as following them around or watching from across the room, continuously buying them drinks, etc.

Signs from Victim/Survivor

- Is persistently sad, lacks energy, changes in sleep or appetite, withdrawing from normal activities, or feeling "down"
- Is anxious or worries about situations that did not seem to cause anxiety in the past
- Avoids specific situations or places
- Misses meetings or has weaker performance
- Increases use of drugs or alcohol
- Shows signs of physical abuse, such as bruises
- Isolates themselves
- Has difficulty concentrating
- Is hypervigilant
- Denies experiences
- Changes self-care, such as paying less attention to hygiene and appearance than normally
- Exhibits a decrease in performance, such as missing meetings

Impact on Victim/Survivor

- Depression, Anxiety, and/or PTSD
- Self-harming behaviors, thoughts of suicide, or suicidal behaviors

- Low self-esteem
- Sexually transmitted infections (STIs)
- Substance use or abuse
- Phobias
- Low self-esteem
- Pregnancies
- Guilt, shame, and embarrassment
- Self-blame
- Distrust of others
- Extreme emotions, including fear, anger, and sadness
- Isolation
- Nightmares and flashbacks
- Changes in sleeping or eating patterns, including the development of eating disorders

Helpful responses

- Tell the victim/survivor that you believe them
- Let them know that it's not their fault. This is critical because victim/survivors are often made to think that they 'asked for it' and feel responsibility or guilt for the violence.
- Tell the victim/survivor it takes courage to disclose the sexual violence.
- Help victim/survivor report the assault to law enforcement

Survivor Story

How would you react if you came face to face with a convicted murderer in your bedroom at 4:00am wielding a very large knife? That was the situation that I found myself in 20 years ago. I saw my attacker running from my living room into my bedroom wearing a mask and holding a knife.

Adrenaline immediately surged through me, and my first instinct was to grab his arms to try to defend myself. I tried to grasp for his arms, in the dark, I reached too high, missing his wrist, and grabbed the knife instead. It immediately cut my thumb in half.

I was told to shut up as he held the knife to my neck, and covering my eyes, he demanded that I was not to look at him. I would later find out that he was a serial rapist and he had committed 8 rapes the summer of 1993.

I lived in a world where I thought that rape would never happen to me, but this was happening, what should I do now? My mind was trying to sort it out, as he stole my money and jewelry, I knew that this would be the last night of my life. He was going to kill me.

My choice was to do what he said and hope that he wouldn't kill me. I listened to my inner voice and tried to stay calm and gather as much information as I could in case I made it out alive. I used my senses: touch, smell, and hearing. He had a moustache; he smelled of alcohol, he was wearing sweatpants.

Police, crime scene investigators, pictures, statements, rape kits. Yes, I reported it, I survived it, and I lived through the aftermath. The guilt, isolation, lack of family support, the raised eyebrows, sleeping with all the lights on, panic, the fear, the years of counseling, and the feeling of not knowing if this guy was lurking around the next corner.

The Omaha Police Department investigated for six months before taking Thomas Freeman into custody in Colorado Springs, CO.

Approximately one year later we went to court. Each survivor testifying on the horrible acts of violence that changed our lives forever.

Self-defense never sleeps and I became hyper sensitive. I don't know where I would have been without the WCA (Women's Center of Advancement) crisis hotline, the county attorney's office, and the Omaha Police Department. **I tell other survivors, “Don’t try to go it alone. Don’t ignore the feelings inside. They will come back to haunt you”.**

Sexual Violence Resources

Resources

What to do if I or Someone I Know is Raped—Appendix J
Protection Orders- Appendix F

Sexual Harassment

Sexual harassment covers a variety of behaviors that create an environment that is intimidating, hostile, or offensive. Sexual harassment can be perpetrated by anyone but can be especially harmful when it occurs by a person in authority over the victim.

In the workplace, the Nebraska Equal Opportunity Commission defines sexual harassment as “unwelcome conduct based on race, color, religion, sex (including pregnancy), national origin, marital status, age (40 or older), and/or disability.” The harassment must be unwelcome and severe enough that it’s hostile and abusive or that the harassment is a condition of the victim’s employment or promotion. It is also harassment if a victim is retaliated against for filing a discrimination charge, participating in an investigation, opposing a practice made unlawful by one of the discrimination laws, or refusing to do something that is unlawful.³¹

Anyone can commit sexual harassment in the workplace: supervisors, co-workers, customers, contractors or anyone else the victim interacts with on the job. While legally, behavior needs to fit certain criteria to qualify as sexual harassment, all sexual behavior that makes another person feel uncomfortable is sexual harassment and can be harmful.

Quid pro quo harassment occurs if someone is being harassed by a supervisor or person in a position of authority over the victim. Quid pro quo harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to such conduct is a term or condition of an employee’s employment, or when submission to or rejection by an employee is used as the basis for employment decisions affecting that employee.

Examples

- Supervisor who fires or denies promotion to a subordinate for refusing to be sexually cooperative
- Supervisor offers preferential treatment/promotion if subordinate sexually cooperates

When does harassment violate the law?

First, unlawful harassing conduct must be unwelcome and based on the victim's protected status.

Second, the conduct must be:

- Subjectively abusive to the person affected; and
- Objectively severe and pervasive enough to create a work environment that a reasonable person would find hostile or abusive.³²

Whether an instance or a pattern of harassing conduct is severe or pervasive is determined on a case-by-case basis, with consideration paid to the following factors:

³¹ “Laws & Guidance.” U.S. Equal Employment Opportunity Commission, EEOC, 2018.

³² “U.S. Equal Employment Opportunity Commission: Enforcement Guidance.” U.S. Equal Employment Opportunity Commission, EEOC, 28 June 2010.

- The frequency of the unwelcome discriminatory conduct
- The severity of the conduct
- Whether the conduct was physically threatening or humiliating, or an offensive utterance
- Whether the conduct unreasonably interfered with work performance
- The effect on the employee's psychological well-being
- Whether the harasser was a superior within the organization

Offender Behaviors

- Uses demeaning or inappropriate terms or epithets
- Uses crude language
- Discusses sexual activities
- Tells jokes concerning sex, disability, or other protected classes
- Comments on physical attributes
- Displays sexually suggestive or racially insensitive pictures
- Unnecessarily touches others
- Uses indecent gestures
- Sabotages victim's work
- Engages in hostile physical conduct

Signs from Victim/Survivor

- Is suddenly or frequently absent or tardy
- Has reduced productivity and struggles to meet deadlines
- Avoids certain people
- Is frequently anxious
- Declines professional development opportunities
- Shows increased alcohol or drug use

Impact on Victim/Survivor

- Depression, Anxiety, and stress
- Difficulty concentrating on work, therefore, decreased productivity
- Increased absenteeism
- Anger
- Mistrust of co-workers, supervisor or company
- Increased illness
- Lack of motivation

- Reduced confidence
- Isolation

Helpful responses

- **If You See Something—Say Something!** Bystander Intervention
 - Distract the offender when witnessing the sexual harassment
 - Validate the victim/survivor's experience of harassment
 - Report the abuse
 - Help the victim/survivor report the abuse
 - Confront the offender (if it does not compromise the safety of the bystander)
- Avoid complicity in the abuse (i.e. laughing at a sexual remark, ignoring a co-worker receiving unwanted sexual contact)
- Tell the victim/survivor it isn't their fault
- Believe the victim/survivor when they disclose the abuse.
- Ask how you can help.
- Assist the victim/survivor in reporting the abuse to their supervisor or the EEOC.
- Assist in filing for a harassment protection order. More information on protection orders can be found in Appendix F.
- Learn more about your rights regarding sexual harassment in Appendix K.

Survivor Story

I was 27 years old when I got a job at a temp agency. Because I had an extensive criminal history I had to take whatever kind of job I could get to sustain myself. The temp agency out of Iowa dispatched me to a factory where they assembled food products. I did not know anyone else that worked there. I did not speak Spanish fluently, so it was hard to make any friends or talk to anyone else there. However, it was easy work.

There were supervisors and inspectors that walked around all day watching everyone. One particular supervisor started coming up to me to watch my work. At first, he would stand there and watch me from the side. **Over a short period of time he would start standing closer and closer to me. Pretty soon, he would come up behind me and start touching my butt. The first time it happened, I was shocked. I couldn't believe it. In hindsight, I froze.** After he did that I started watching him. He seemed to be playful with a lot of the male workers. So, I thought that maybe he was just being funny.

He would ask me for rides home from work but I didn't give him one. He always stared at me. I did not report what was going on to anyone. I thought I could deal with it on my own by not dealing with it. I started drinking more. I even started going to my car on my breaks to take shots out of a bottle. Looking back, that was a poor coping skill. I have been abused a lot during my life and never dealt with it.

Sexual harassment was not even on my mind. I did not want to rock the boat because I needed the job. I was ready to accept and do whatever job I could get. I think there was probably other victims because this man was in a position of power and he abused it. I know that I would not have felt comfortable reporting it to anyone because this man was buddies with all the other higher ups. I thought that they would believe him over me, especially since I was a temp and they were actual company employees. I felt dirty and like I was perceived as a nobody. **I felt disrespected and like I was being bullied.**

I ended up quitting the job. After that I never saw this man again. I just moved on with my life and fell deeper into my alcoholism

Sexual Harassment Resources

Resources

Protection Orders – Appendix F

What to do about sexual harassment in the workplace—Appendix K

Human Trafficking

Trafficking is a complex and often poorly understood crime. Cases that seem like sexual assault or domestic violence are often actually instances of trafficking. Warning signs, behaviors, and definitions in the domestic violence and sexual violence sections of this document could be helpful in understanding sex trafficking.

Sex Trafficking

Sex trafficking is a form of commercial sexual exploitation and occurs when someone facilitates a sex act for money or something else of value and does so either using force, fraud, or coercion, or involving a minor (an individual under 18 years old). Sex trafficking can also include sexually explicit performances or the production of pornography. Sex traffickers often use violence, threats, lies, and other forms of coercion to compel victim/survivors to engage in commercial sex acts against their will. Victim/survivors may be trafficked for a few days, weeks, or years.

- **Force:** Force refers to any form of dominance. Traffickers use force both to recruit their victims and to maintain control over them. Traffickers may use tactics like rape, physical abuse, food and sleep deprivation, or drugs to control and create dependency. They will make every effort to ensure that victims remain under their control.
- **Fraud:** Traffickers may lure victims with the promise of a good job, high pay or a better life. Traffickers may also exchange food, shelter, travel, protection or safety for dependency to their victim. Traffickers frequently use fraudulent promises, such as love, or a safe relationship to compel the victim into doing what they want.
- **Coercion:** Traffickers use many tactics such as threats, lies, blackmail, intimidation, humiliation, and debt bondage to coerce victims into sex trafficking. These tactics instill fear in victims and create a sense of obligation for victims to do acts they would not otherwise do. Traffickers might be nice to victims one moment and violent the next, creating a climate of fear through psychological trauma.

How are individuals introduced to sex trafficking?

There are varied circumstances in which sex trafficking occurs. Victims/survivors may be...

- Romantically involved with someone who then forces or manipulates them into commercial sex
- Enticed with a promise of employment, such as modeling, or dancing. They may be promised education, economic security, marriage, a loving relationship, safety, or stability
- Sold for sex by a family member
- Missing from care (runaway) or homeless youth in need of safety or basic necessities

Sex Buyers

The purchasing of sex contributes to commercial sexual exploitation and sex trafficking. If you are a sex buyer and you purchase a trafficking victim, you are committing violence against the victim. This is true regardless of whether you knew the individual you bought was trafficked.

Labor Trafficking

Labor trafficking occurs when an adult or minor is subjected to forced labor/services. Traffickers accomplish this by inflicting or threatening injury, destroying or controlling personal identification, threatening deportation or financial harm, exploiting functional impairment, and/or creating debt bondage. Victims then believe they have no other choice but to continue working for that employer. Traffickers may also lure victims through promises of high-paying jobs or educational opportunities. Traffickers are often employers; however, many victims are trafficked by a third party such as a family member or friend.

Labor trafficking victims typically work in low-wage jobs. It occurs in both regulated and unregulated industries and in both hidden and public industries. Labor exploitation and trafficking occur on a continuum. Labor exploitation can range from less than pay promised or withheld pay to illegal deductions, hazardous work environments, or no meal breaks. Labor trafficking can range from demoralization and deprivation to threats or use of violence, intimidation and control.

Offender Behaviors

- Rape
- Physical abuse
- Food and sleep deprivation
- Control through drugs
- Promises of good jobs, high pay, etc.
- Exchange food, shelter, travel, protection, or safety for victim's dependency
- Make fraudulent promises, such as love or a safe relationship
- Threats
- Lies
- Blackmail
- Intimidation
- Humiliation
- Debt bondage
- Behave nicely one moment and violently the next

Signs from Victim/Survivor

- Seems disconnected from family, friends, community organizations
- Has sudden or dramatic changes in behavior
- Seems disoriented or unaware
- Has difficulty focusing

- Is persistently fearful, depressed, or anxious
- Is rarely alone, cannot speak for themselves, or is unable to freely leave
- Expresses fear to leave employer
- Works excessive hours, but is paid very little
- Does not possess personal identification, personal money or and/or personal items
- Has tattoos that appear possessive
- Possesses excessive amounts of cash, hotel key cards, and multiple cell phones

Impact on Victim/Survivor

- Extreme emotional stress, including shame, grief, fear, distrust
- Post-traumatic stress disorder, anxiety, depression, nightmares and problems sleeping, hypervigilance, dissociation and disconnection
- Numbing their pain and fears with drugs and alcohol
- Memory loss
- Hostility
- Drug and alcohol addiction
- Self-harming behaviors
- Suicidal ideation
- Health problems, including traumatic brain injury, bruising, burns, cuts, headaches, broken teeth, gastrointestinal conditions, malnutrition, STIs, genital trauma
- Trauma bonding with trafficker or other victims

Helpful responses

- Ask questions
 - Do you feel safe?
 - Can you leave your job if you want to?
 - Can you come and go as you please?
 - Have you been hurt or threatened if you tried to leave?
 - Has your family been threatened?
 - Do you live with your employer?
 - Where do you sleep and eat?
 - Are you in debt to your employer?
 - Do you have your passport/identification? Who has it?
- Believe the information that is being shared with you. Try to build trust and not determine facts.
- Be patient and understand that people who have experienced trauma are not always able to share all that has happened to them all at once.
- Understand that behavior is expression of need and do not be quick to judge, label, diagnose or be punitive.

- Report to the Trafficking Hotline or contact law enforcement
- Avoid judgement, shame and blame
- Ask how you can help

Survivor Story

In May of 2000, when I was 26, I worked in retail. I was promoted and transferred to another state. This would be the furthest I had lived from my family and friends. It was there I met a guy, I will call Mr. X.

Mr. X and I worked in the same building. After about six weeks of him pursuing me, we went on our first date. It seemed like a dream date. A concert, talking in the park and then a long walk. It was amazing. The next day, he moved in.

Shortly after that, things changed. He wanted to be with me ALL the time. SO much in fact that he managed to break into my email account and sent an email to all my friends and family saying that I had met a wonderful man and no longer needed anyone else. And then he deleted all their contact information.

Then began the beatings. During one such episode, my cell phone was broken and I needed to get a new one. He took me to the phone company and we got a new phone. We were now on a shared plan and he had access to all the information regarding the incoming and outgoing calls.

The beatings became daily. He never hit me in places that could be seen by others. He took a knife and shredded a bunch of my clothing. He had me followed whenever he was not around. Because he had connections with law enforcement, he had background checks run on myself and my friends. I could not call or visit my family if he was not there. I went from being an outgoing and friendly person to an isolated and worried person.

He suggested we put our money together because it would be easier to pay bills. So, we got a joint checking account. Every pay day he began to take all the money out and would spend it at strip clubs or to rent porn. This is when I realized he had a strong addiction to porn. Sex became about role playing or reenacting what we saw in a porn video. Our weekend dates became trips to the strip clubs and sex shops around town. **To “earn” my money back I would have to perform for him. When that was not enough, I had to turn tricks, performing for others. We would travel to strip clubs and sex shops along I-70. He would force me to have sex with him while others watched; watch him have sex with others, or I would have to have sex with others while he watched. Then I could pay rent.**

I was not bound by physical chains and I was not locked in my home. My prison was a psychological and emotional one. The physical beatings were secondary to all of that.

The first time he had ever hit me in my face, I felt trapped and I cut my arms so deep I had to go to the ER. While there, nobody asked me about what lead up to the cutting. They were worried I was suicidal and that became their focus. I was not. I just wanted to get away. But I could not tell them that because he was in the room with me the whole time.

Eventually we moved back to Omaha because of a job transfer. And we got engaged. But the violence did not stop. The difference to me was that I was closer to my family and friends. I was no longer isolated and alone. When another job transfer came up for him to move the east coast, I decided to attempt leave him. I knew that with the violence escalating, he might kill me. I was not ready to die.

That last morning before he moved, I awoke to him strangling me and shouting he loved me and if he could not have me, nobody could. I thought 'this cannot be the day I die'. He began smashing everything in the apartment and I left. I called my mom and, along with my sister, grandmother and several of my mom's coworkers, we were able to get my things moved out. That was July 26th, 2002.

I did not call a hotline or visit an agency. Yes, those services existed, but I did not feel that I could call them. It wasn't safe for me to. I certainly did not call the police. He made it very clear that was not an option. I did not call my family and directly ask for help. But it was no secret what was happening. **The warning signs were all around. The abuse was not so hidden.**

Survivor Story

At a young age I became a victim of sex trafficking and was trafficked by a man who claimed to love me and wanted a better future for us. My trafficker used manipulation and threats to control me. While being trafficked, I was allowed to keep my full-time job in order to keep up appearances and not raise suspicions, however as time went on my trafficker became more and more possessive and controlling.

I was finally able to get away from him and break free, but once this "freedom" came about, new trouble began. He started to watch me outside of my work, while constantly calling and texting. And once he felt he was losing control over me he began to blackmail me. He threatened to send nude photos he had of me to my boss and he made sure to show me that he had my boss's personal information. I became so frightened of losing my job and having everyone see me in that manner.

I finally decided to go to my boss before my trafficker did. I sat down in front of my boss and explained the threatening situation: my trafficker was an ex and that he would not leave me alone. I was feeling shame for the nude photos and the thought of opening up and saying I had been forced to do these acts was too much for me to handle. My boss reassured me that in no way would this affect my position and that if my trafficker did send any such items, that my he and I would be going to the police immediately.

I was extremely relieved to hear that I wouldn't lose my job, but the most relieving part was actually having the support of my boss and not feeling like I needed to be embarrassed. At that point I was still nervous about any phone call or email received and I was on edge the majority of the time I was at work. But, none of my coworkers asked for details-- instead they all somewhat understood it was a dangerous situation and everyone, especially my boss, made sure I was comfortable at work and that I was never alone.

Helpful Resources

Resources

Trafficking Power & Control Wheel—Appendix L

Protection Orders—Appendix F

Recommended Human Trafficking Policies: BEST—Appendix M

Section 3: Resources

Nebraska/Omaha Resources

Resource	Trauma	Phone/Website	Services	Language
Women's Center for Advancement (WCA)	Domestic violence Sexual Assault Stalking Trafficking	402-345-7273 http://wcaomaha.org/	24/7 hotline, navigation through systems, counseling, legal aid, financial training, career services, on-going support	English Spanish
Heartland Family Services/Safe Haven	Domestic violence Sexual Assault Stalking Trafficking	800-523-3666 http://heartlandfamilyservice.org/housing-financial-stability/domestic-violence-sexual-assault/	24/7 hotline, advocacy, crisis counseling, emergency shelter, therapy, transitional housing, support groups for women and men, other	English Spanish
Catholic Charities (The Shelter (Omaha) & Phoenix House (Council Bluffs))	Domestic violence	402-558-5700 (Omaha) 712-328-0266 (Council Bluffs)	24/7 hotline, emergency shelter, support and advocacy	English Spanish
Nebraska Coalition to End Sexual & Domestic Violence	Domestic violence Sexual assault Stalking Trafficking	402-476-6256 http://www.nebraskacoalition.org/	Statewide referrals to different local agencies	English Spanish
Salvation Army	Trafficking	888-373-7888	Crisis intervention, medical care, legal aid, employment assistance, case management, substance abuse treatment, childcare	English Spanish
Nebraska Equal Opportunity Commission	Harassment	800-382-7820 http://www.noeoc.gov/complaint/complaint.html	Sexual harassment reports and investigations	English Spanish Others as requested

National Resources

Resource	Contact	Services	Language
National Domestic Violence Hotline	1-800-799-7233 www.thehotline.org	Tools and immediate support for survivors of <u>domestic abuse</u> , crisis information services, referral services, and connection to local resources	English Spanish 170+ languages
National Sexual Assault Hotline	1-800-656-4673 www.rainn.org	24-hour, toll-free phone service that automatically and anonymously links callers to the nearest RAINN-associated rape crisis center with a counselor able to respond to the call. More than 1,100 local partnerships are associated with RAINN to provide <u>sexual assault</u> victims with free, confidential services. Instant messaging support and legal definitions.	English Spanish 140+ languages
Love is Respect	loveisrespect.org or text LOVEIS to 22522	Online resource for youth and young adults on dating violence, sexual violence and stalking. Has advocates available 24-7 to respond to questions and provide support via online chat, hotline and texting	English Spanish
GLBT National Domestic Violence Hotline	1-888-843-4564	Offers peer counseling on a variety of issues, including <u>domestic violence</u> within the LGBT community.	
FindLaw	http://statelaws.findlaw.com/family-laws/domestic-violence.html	Legal definitions of <u>domestic violence</u> and <u>stalking</u>	
WomensLaw.org	https://www.womenslaw.org/	State-specific legal information about <u>domestic violence</u> and <u>sexual assault</u> written in plain language Assistance for working with lawyers, law enforcement, court forms Email/text guidance and personalized support	English Spanish

Websites & Online Support

Resource	Website	Services
After Silence	http://www.aftersilence.org/	Message board and chat room for sexual violence and abuse survivors to come together online, designed to support, empower, validate, and educate survivors and their loved ones
Pandora's Project	http://www.pandys.org/	Online community for sexual abuse and domestic violence survivors to chat, find resources, and share their stories
Rainbow Hope	http://www.rainbowdomesticviolence.itgo.com/	Online support group for lesbian survivors of abuse and their partners
GLBT National Help Center	https://www.glbthotline.org/	Peer counseling for the LGBT community on a variety of issues, including domestic violence
Time's Up	https://www.timesupnow.com	Information on sexual harassment
Male Survivor	http://www.malesurvivor.org	Online community for male victims of sexual assault, also hosts conferences around the country
1:6	https://1in6.org/	Anonymous online chatting for male survivors of sexual violence and sexual abuse. Offers online chatting with trained advocate or support group, as well as resources and local referrals
Email Legal Hotline	https://hotline.womenslaw.org/	Safe, accessible service through which victims, friends, family, and advocates can request personalized and anonymous support. Hotline advocates respond to every email in English or Spanish, tailoring responses to answer each person's specific needs.

Training Resources for Businesses

The Women's Fund of Omaha	SaraE@wcaomaha.org	http://www.omahawomenfund.org/	Referrals to different training opportunities across Nebraska for sexual violence, domestic violence, stalking, sexual harassment, and trafficking
Women's Center for Advancement (WCA)	info@omawahomensfund.org	https://wcaomaha.org/prevention-education/	General or workplace-specific trainings on sexual violence, domestic violence, stalking, sexual harassment, and trafficking

Trafficking Training Resources for Businesses

Training	Organization	URL	Description
BEST Basics BEST Leaders BEST Groups	Businesses Ending Slavery & Trafficking (BEST)	Training.bestalliance.org	Training for employees to identify human trafficking and prevent exploitation within a workplace situation
SOAR Training	Office on Trafficking in Persons	https://www.acf.hhs.gov/otip/training/soar-to-health-and-wellness-training	Training for health and social services professionals on how to identify and respond to potential trafficking victims
Blue Lightning	U.S. Customs and Border Protection	https://www.cbp.gov/border-security/human-trafficking/blue-lightning	Training for airline personnel on how to identify and respond to potential traffickers and trafficking victims
Truckers Against Trafficking Training	Truckers Against Trafficking	http://truckersagainsttrafficking.org/	Training for truckers, travelers, and others in the travel industry on how to identify and respond to potential traffickers and trafficking victims
Coalition on Human Trafficking	Hotel/Motel Anti-Trafficking Training	http://notrafficking.org/hotels/	Training for hotel and motel workers on how to identify and respond to potential traffickers and trafficking victims
If You See Something, Say Something Training Video	Michigan State Police	https://www.clickondetroit.com/news/michigan-state-police-releases-chilling-video-highlighting-signs-of-human-trafficking	Training video for workers who may come into contact with trafficking. Training promotes awareness of signs that workers might typically ignore.

Legal Definitions and Support

Legal Definition	Website
Sexual Assault (NE & IA)	https://www.rainn.org/public-policy-action
Domestic Violence (NE & IA)	https://www.womenslaw.org/laws
Stalking (NE & IA)	http://victimssofcrime.org/our-programs/stalking-resource-center/stalking-laws/criminal-stalking-laws-by-state
Sexual Harassment (NE)	http://www.neoc.ne.gov/education/pdf/SexualHarrassmentEmployment.pdf
Sexual Harassment (IA)	https://das.iowa.gov/sites/default/files/hr/documents/aaeeo/eo_aa_policy.pdf
Trafficking (NE)	https://nebraskalegislature.gov/laws/statutes.php?statute=28-830
Trafficking (IA)	https://www.legis.iowa.gov/docs/code/2015/710A.pdf

Appendix

Appendix A: Sample Survey Questions for Violence

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This is a survey to assess workers' experiences with different forms of gender-based violence. These questions do not encompass all experiences or behaviors linked to a specific form of violence but are intended to provide an overview of that form of violence.

Each question should be listed as written, with two boxes, one saying "yes" and one saying, "yes, within the past year."

Sex Trafficking/Sexual Exploitation

1. Has anyone (including a family member or romantic or sexually partner) forced you to sell sexual acts for money, including but not limited to, taking sexual pictures of you, forcing you to masturbate in front of others, forcing you to manually or orally touch someone's genitals, forcing you to allow others to perform sexual acts on you, or forcing you to have anal or sexual intercourse?
2. Has anyone ever coerced or manipulated you into traded sex* for money (i.e. by someone threatening to harm you, your loved ones, or themselves, or telling you they or someone they know was in financial trouble)?
3. Have you ever traded sex for money and another individual received the compensation?
4. Have you ever been romantically or sexually involved with someone who asked you to have sex for money and then ultimately received the money from that sex act?
5. Has anyone ever made promises for a better future with you, or told you that you would receive a modeling or dancing job, but ultimately asked you to sell sex for money?
6. Has anyone ever coerced you into selling sex for money through intimidation or violence?
7. Have you ever been in a period of your life where you sold sex for money, but had no control over that money and/or weren't allowed to come and go as you pleased, and/or receive medical care?
8. Have you ever had to trade sex for shelter, transportation, food or other basic needs?
9. Have you ever had to trade sex for drugs/alcohol?
10. Did you ever sell sex as a minor?

Sex includes any of the sex acts described in question 1

Sexual Assault

1. Has anyone* ever touched or fondled your genitals against your will, or forced you to touch or fondle their genitals, either orally or with their hands?
2. Has anyone ever forced you to have sexual or anal intercourse against your will (including penetrating you with an object or forcing you to penetrate them with an object)?
3. Has anyone ever taken sexual photos or videos of you against your will?
4. Has anyone ever exposed their genitals to you, forced you to masturbate in front of them, or masturbated in front of you against your will?
5. Have you ever had sexual encounters involving any of the above acts that weren't voluntary and mutually agreed upon?
6. Have you ever had sexual encounters involving any of the above acts where you didn't say or show through your actions that you wanted to be involved in the sex acts?
7. Have you ever had sexual encounters involving any of the above acts because you were threatened, were intimidated, or felt financial pressure to?
8. Have you ever had sexual encounters involving any of the above acts because the other person(s) manipulated you to, (i.e. threatened to break up with you, brought up that you'd had sex before, said they would be upset if you didn't, threatened to reveal your sexual orientation or gender identity)?
9. Have you ever had sexual encounters involving any of the above acts while you were drunk, high, unconscious, or asleep?
10. Have you ever had sexual encounters involving any of the above acts where the other person(s) violated previously agreed upon or assumed conditions of the sexual encounter, including, but not limited to, any of the above sexual acts or taking off a condom during a sexual act?

* "Anyone" includes romantic or intimate partners*

Child Abuse

1. When you were a child*, did any parent, guardian, or caregiver intentionally or recklessly fail to provide you with food, clothing, shelter, or medical care?
2. When you were a child, did any parent, guardian, or caregiver ever withhold love, comfort, or affection?
3. When you were a child, did any parent, guardian, or caregiver ever fail to educate you or attend to your educational needs/?
4. When you were a child, did anyone non-accidentally physically harm you? This includes, but is not limited to, punching, beating, kicking, breaking your bones, biting, shaking, throwing, stabbing, choking, burning, using a weapon, hitting (with a hand, stick, strap, or other object), or otherwise harming you?
5. When you were a child, did anyone ever verbally belittle you, demean you, or threaten to physically or sexually harm you?
6. When you were a child, did anyone deliberately expose you to sexual activity?
7. When you were a child, did anyone ever force you to take off your clothes to look at you or have others look at you?

8. When you were a child, did anyone ever touch your genitals, perform oral sex on you, or have or force you to touch their genitals, or perform oral sex on them?
9. When you were a child, did anyone have sexual or anal intercourse with you, or sexually assault you?
10. When you were a child, did anyone have or force you to watch or perform in child pornography?

Child includes anyone under age 18

Stalking

1. Has anyone ever repeatedly harassed or contacted you when you didn't want them to?
2. Has anyone ever repeatedly made threats against you, your family, or your friends; or attempted to use these threats to control you?
3. Has anyone ever initiated repeated, unwanted communication with you, whether through phone calls, emails, text messages, social media, or gifts?
4. Has anyone ever repeatedly arrived at certain locations they knew you'd be at without your knowledge and/or against your wishes?
5. Has anyone ever repeatedly driven by or hung out at your home, school, or work?
6. Has anyone repeatedly entered onto your property against your will?
7. Has anyone ever repeatedly followed or watched you without your knowledge and/or against your wishes (this includes via GPS, software tracking systems, by monitoring your phone or computer use or through video cameras)?
8. Has anyone ever posted threatening or personal information about you on the Internet or through a public forum?
9. Has anyone ever used other actions to control, track, or frighten you?
10. Did any of the above behavior or similar behavior, ever lead to you feeling anxious, nervous, isolated, stressed, or depressed?

Domestic Violence

1. Has an intimate partner, former partner, or sexual partner ever called you names, insulted you, shamed you, cursed at you, used degrading language, or belittled you (i.e. telling you that you can never do anything right, that you're a bad parent, or putting down your accomplishments)?
2. Has an intimate partner, former partner, or sexual partner ever accused you of cheating, behaved possessively, been distrustful of you, questioned who you spent time with, accused you of flirting, been jealous of who you spent time with, or equated jealousy with love?
3. Has an intimate partner, former partner, or sexual partner ever given you threats, including, but not limited to, threats to hurt you, your family, your children, or take away your children?
4. Has an intimate partner, former partner, or sexual partner ever controlled all the money in your household, taken your money, or refused to give you money for expenses?
5. Has an intimate partner, former partner, or sexual partner ever controlled in any way, including, but not limited to controlling who you could see, where you could go, who you could talk to, if

you could drive, how much you could access the internet, what you could do, how you could dress, or otherwise prevented you from making your own decisions?

6. Has an intimate partner, former partner, or sexual partner ever expected you to meet all their needs and take care of everything, emotionally, sexually, and/or domestically?
7. Has an intimate partner, former partner, or sexual partner ever threatened to physically harm you, or actually physically harmed, you, including, but not limited to punching, beating, slapping, shoving, kicking, breaking your bones, biting, shaking, throwing, stabbing, choking, burning, sexually assaulting you, hitting (with a hand, stick, strap, or other object), breaking or striking objects, attacking you with a weapon, destroying your property, or otherwise harming you, your children, or your pets?
8. Has an intimate partner, former partner, or sexual partner ever seemed to have a dual personal, switching from explosive behavior and moodiness to congeniality?
9. Has an intimate partner, former partner, or sexual partner ever blamed you for their problems, their shortcomings, their feelings (i.e. "you're hurting me by not doing what I want" or "You control how I feel.") or almost anything?
10. Has an intimate partner, former partner, or sexual partner ever blamed you for their violent behavior, told you that you deserve their violent behavior, or attributed their behavior to concern for you?
11. Has an intimate partner, former partner, or sexual partner ever looked or acted in a way that scared you?
12. Has an intimate partner, former partner, or sexual partner ever prevented you from going to work or attending school, refused to let you attend either, harassed you at either, or kept you up all night so you would perform badly at work or school?
13. Has an intimate partner, former partner, or sexual partner ever monitored your movements, in person, through phone calls via the internet, through friends or colleagues, through car mileage, or through GPS tracking?
14. Has an intimate partner, former partner, or sexual partner ever forced you to have sex when you were asleep, sick, or tired, or forced you to consistently take a submissive role in sexual situations, or consistently sexually serving them while not reciprocating?

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Appendix B: Sample Survey Questions – Assessment of Sexual Harassment Experiences in the Workplace

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These survey questions are largely based off of available research on best practices for workplace surveys, sexual harassment surveys, and sexual harassment prevention. This is not a completed survey, but an exploration of different questions to address different issues in workplace sexual harassment.

Employer Attitudes

1. Has your employer spoken out against sexual harassment?
2. Do you believe your employer tolerates sexual harassment?
3. Has your supervisor spoken out against sexual harassment?
4. Do you believe your supervisor tolerates sexual harassment?
5. Do you believe your employer cares about addressing sexual harassment?

Workplace Policies/Procedures

6. Has your employer or supervisor clearly defined sexual harassment in a way you understand?
7. Do you know your workplace's policy on sexual harassment?
8. How often do you attend trainings on sexual harassment?
9. Have you heard sexual harassment discussed in other trainings not specific to sexual harassment (i.e. workplace productivity, building effective teams, establishing a positive work environment)?
10. Do you have access to information on reporting sexual harassment?
11. Would you know who to report to if you experienced sexual harassment?
12. Would you know what protections you would receive if you experienced sexual harassment?
13. Do you understand the complaint process for reporting sexual harassment?
14. Do you believe this complaint process is effective?
15. If you experienced sexual harassment in the workplace, do you believe you would report it?
16. If you have experienced sexual harassment in the workplace, did you report it?

Respondent Experiences with Sexual Harassment

1. Has anyone referred to you as a girl, hunk, doll, babe, or honey?
2. Has anyone whistled or cat-called you?
3. Has anyone made kissing sounds, howled, or smacked their lips at you?
4. Has anyone made sexual facial expressions at you, such as winking, throwing kisses, or licking their lips?
5. Has anyone made sexual comments to you?
6. Has anyone turned a work discussion toward sexual topics?
7. Has anyone given you sexually suggestive signals?
8. Has anyone made unwanted sexual gestures around you?

9. Has anyone used sexual innuendos or told sexual stories?
10. Has anyone made unwanted sexual comments about you online?
11. Has anyone asked you about your sexual fantasies, preferences, or history?
12. Has anyone asked you personal questions about your sexual or romantic life that made you uncomfortable?
13. Has anyone made sexual comments about your clothing, anatomy, or looks?
14. Has anyone told lies or spread rumors about your sex life?
15. Has anyone hung around you to a point that made you uncomfortable?
16. Has anyone sent you unwanted letters, telephone calls, or materials of a sexual nature?
17. Has anyone given you unwanted personal gifts?
18. Has anyone pressured you for personal interactions?
19. Has anyone pressured you for a date?
20. Has anyone pressured you for sexual favors?
21. Has anyone ever made sexual acts a condition of your employment/pay/position?
22. Has anyone stared at you?
23. Has anyone looked you up and down (elevator eyes)?
24. Has anyone given you a massage you did not ask for or request a massage from you?
25. Has anyone touched your clothing, hair, or body?
26. Has anyone stood close or brushed up against you?
27. Has anyone deliberately touched, leaned over, cornered, or pinched you?
28. Has anyone hugged or kissed you without asking?
29. Has anyone touched or rubbed themselves sexually around you?
30. Has anyone tried to rape or sexual assault you?
31. Has anyone raped or sexually assaulted you?

“Anyone” applies to both co-workers and clients of your employer

Respondent Observations of Sexual Harassment

1. Have you heard anyone refer to another co-worker as a girl, hunk, doll, babe, or honey?
2. Have you heard anyone whistle or catcall at another co-worker?
3. Have you heard anyone make kissing sounds, howl, or smack their lips at another co-worker?
4. Have you heard anyone make sexual facial expressions at another co-worker, such as winking, throwing kisses, or licking their lips?
5. Have you heard anyone make sexual comments about another co-worker?
6. Have you heard anyone give another co-worker sexually suggestive signals?
7. Has anyone make unwanted sexual comments about another co-worker online?
8. Have you heard anyone ask another co-worker about their sexual fantasies, preferences, or history?
9. Have you heard anyone ask another co-worker personal questions about their sexual or romantic life?
10. Have you heard anyone make sexual comments about another co-worker’s clothing, anatomy, or looks?

11. Have you heard anyone tell lies or spread rumors about a co-worker's sex life?
12. Have you heard of anyone giving a coworker unwanted personal gifts?
13. Have you heard of anyone hanging around a co-worker to a point that made them uncomfortable?
14. Have you heard of anyone sending a co-worker unwanted letters, telephone calls, or materials of a sexual nature?
15. Have you heard of anyone pressuring a co-worker for personal interactions?
16. Have you heard of anyone pressuring a co-worker for a date?
17. Have you heard of anyone pressuring a co-worker for sexual favors?
18. Have you heard of anyone making sexual acts a condition of a co-worker's employment/pay/position?
19. Have you seen anyone looking a co-worker up and down (elevator eyes)?
20. Have you seen anyone staring at a co-worker?
21. Have you seen anyone giving a co-worker a massage they did not ask for or request a massage from that co-worker?
22. Have you seen anyone touch a co-worker's clothing, hair, or body?
23. Have you seen anyone stand deliberately close or brush up against a co-worker?
24. Have you seen anyone deliberately touch, lean over, corner, or pinch a co-worker?
25. Have you seen anyone hug or kiss a co-worker without asking?
26. Have you seen anyone rub or touch themselves sexually around a co-worker?
27. Do you know of a co-worker who's experienced attempted rape or assault at work?
28. Do you know of a co-worker who's been raped or sexually assaulted at work?

Sexual Harassment General

1. Do you feel safe from sexual harassment at work?
2. Have you experienced sexual harassment at work?
3. Have you sexually harassed someone else at work?
4. Do you think sexual harassment is a problem at your workplace?

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Appendix C: The CDC Kaiser Permanent Adverse Childhood Experiences Study³³

Companies have begun widely using the CDC-Kaiser Permanent Adverse Childhood Experiences (ACE) Study for a variety of purposes. This study comes from one of the largest investigations of childhood abuse and later-life well-being ever conducted.

The CDC continues ongoing surveillance of ACEs by assessing the medical status of study participants via periodic updates of morbidity and mortality data. The study results indicate a significant impact of child abuse, neglect, and adversity and their effects on well-being throughout the lifespan. These experiences are even correlated with early death. This brief survey will offer insight into the prevalence of violence that your employees may have experienced through the age of 18.

During your first 18 years of life:

	Yes (1 point)	No (0 points)
1. Did a parent or other adult in the household often or very often swear at you, insult you, put you down, or humiliate you OR act in a way that made you afraid that you might be physically hurt?		
2. Did a parent or other adult in the household often or very often push, grab, slap, or throw something at you OR ever hit you so hard that you had marks or were injured?		
3. Did an adult or person at least 5 years older than you ever touch or fondle you or have you touch their body in a sexual way OR attempt or actually have oral, anal, or vaginal intercourse with you?		
4. Did you often or very often feel that no one in your family loved you or thought you were important or special OR your family didn't look out for each other, feel close to each other, or support each other?		
5. Did you often or very often feel that you didn't have enough to eat, had to wear dirty clothes, and had no one to protect you OR your parents were too drunk or high to take care of you or take you to the doctor if you needed it?		
6. Were your parents ever separated or divorced?		
7. Was your mother or stepmother often or very often pushed, grabbed, slapped, or had something thrown at her OR sometimes, often, or very often kicked, bitten, hit with a fist, or hit with something hard OR ever repeatedly hit at least a few minutes or threatened with a gun or knife?		

³³ <https://www.cdc.gov/violenceprevention/acestudy/about.html>

8. Did you live with anyone who was a problem drinker or alcoholic or who used street drugs?		
9. Was a household member depressed or mentally ill, or did a household member attempt suicide?		
10. Did a household member go to prison?		

Now add up your “Yes” answers: _____ This is your ACE Score.

For more information on the ACES, visit

<https://www.cdc.gov/violenceprevention/acestudy/index.html>

Appendix D: Model Workplace Policy on Domestic Violence, Sexual Violence, and Stalking³⁴

Workplaces Respond to Domestic and Sexual Violence: Model Workplace Policy

I. Purpose

Purpose Statement: Utilize a clear purpose statement to articulate the workplace culture the employer seeks to create and set broad goals for the policy.

[Employer] institutes this policy as part of its commitment to a safer and more supportive organizational climate and to the prevention and reduction of the incidence and effects of domestic violence, sexual violence, and stalking [hereinafter “violence”] at the workplace. [Employer] recognizes that domestic violence, sexual violence, and stalking present unique issues for its workforce.

Domestic violence, sexual violence, and stalking are workplace issues even if incidents occur elsewhere. Domestic violence, sexual violence, and stalking cross economic, educational, cultural, age, gender, racial, and religious lines and occur in a wide variety of contexts. Therefore, the organization will take every appropriate measure to prevent and/or address such violence in the context of:

- Subordinate/superior relationships;
- Heterosexual and same-sex **intimate partner relationships**
- **Intimate Partner Relationships**
 - According to the Center for Disease Control and Prevention, an intimate partner is a person with whom one has a close personal relationship that can be characterized by emotional connectedness, regular contact, ongoing physical contact and/or sexual behavior, identity as a couple, or familiarity and knowledge about each other’s lives., including marital, cohabiting, or dating;
- Heterosexual or same sex non-intimate partner relationships, such as between coworkers;
- Parent/child relationships; and
- Violent acts of others that could potentially occur within the workplace.

The purposes and goals of this policy are to:

1. Support a comprehensive workplace education and training program to prevent violence and promote healthy relationships for employees and their families;

³⁴ <https://www.workplacesrespond.org/resource-library/modelpolicy/>

2. Create a supportive and healthful work environment that helps employees to avoid the use of violence in any context;
3. Institutionalize responsive policies and procedures to assist employees who are impacted by violence, including the provision of training on this policy to employees and management;
4. Provide assistance to employees who are perpetrators of violence and take disciplinary action to hold them accountable for violent behavior; and
5. Provide immediate assistance and support to victims of violence, such as information and referrals to community resources, to facilitate safety and support for victims and fellow employees.

II. Definitions

1. Survivor or victim

An individual who is currently subject to, or has in the past been subjected to, domestic violence, sexual violence, stalking or other forms of violence.

2. Perpetrator

An individual who commits or threatens to commit an act of domestic violence, sexual violence, or stalking, including **unwarranted violence against animals**.

3. Domestic Violence

Domestic violence is a pattern of coercive behavior, including acts or threatened acts, that is used by a perpetrator to gain power and control over a current or former spouse, family member, intimate partner, or person with whom the perpetrator shares a child in common. Domestic violence includes, but is not limited to: physical violence, injury, or intimidation; sexual violence or abuse; emotional and/or psychological intimidation; verbal abuse; threats; harassment; stalking; or economic abuse and control.

4. Sexual Violence

Sexual violence is a range of behaviors, including but not limited to: sexual harassment; a completed non-consensual sex act (i.e., rape); an attempted non-consensual sex act; abusive sexual contact (i.e., unwanted touching); and non-contact sexual abuse (e.g., threatened sexual violence, exhibitionism, verbal harassment).

Some or all of these acts may also be addressed in [Employer]'s **Sexual Harassment Policy**. Sexual violence is any sexual act or behavior that is perpetrated against someone's will when someone does not or cannot consent. Victims of sexual violence may know the perpetrator(s), such as a coworker or a supervisor, and/or may be involved in a dating or marital relationship with the perpetrator, or the perpetrator may be unknown to the victim. Consent is not given when a perpetrator uses force, harassment, threat of force, threat of adverse personnel action, coercion, or when the victim is asleep, incapacitated, or unconscious.

6. Stalking

Stalking refers to harassing, intimidating or threatening conduct that causes the victim to fear for his or her safety or the safety of a family member, or would cause a reasonable person in a similar situation to fear for his or her safety. Stalking conduct includes, but is not limited to: following or spying on a person; appearing at a person's home or work; engaging in unwanted, harassing, or threatening phone calling, emailing, texting, etc.; waiting at places in order to make unwanted contact with the victim or to monitor the victim; leaving unwanted items, presents, or flowers for the victim; and posting information or spreading rumors about the victim on the internet, in a public place, or by word of mouth. Stalking may occur through use of technology including, but not limited to: email; voicemail; text messaging; and use of GPS and social networking sites.

7. Protection or Restraining Order

Protection orders, sometimes called restraining orders or stay away orders, allow **a victim to petition the court**

Check Your State's Law

Some states have enacted laws that allow employers to apply for protection orders to prevent violence, harassment, or stalking of their employees. for protection from a perpetrator, as well as establish custody and visitation guidelines and provide for other forms of support, like rent or mortgage payments, which last for the duration of the order. Protection orders may also be issued in criminal cases as a condition of probation or condition of release particularly in a domestic violence, sexual violence, dating violence, or stalking related crime. In addition, some states have enacted laws that allow employers to apply for protection orders to prevent violence, harassment, or stalking of their employees.

8. Workplace-Related Incidents

Workplace-related incidents of domestic violence, sexual violence, dating violence, and stalking include acts, attempted acts, or threatened acts by or against employees, the families of employees, and/or their property, that imperil the safety or well-being of any person associated with an employee of [Employer], regardless of whether the act occurred in or outside the organization's physical workplace. An employee is considered to be in the workplace while in, or utilizing the resources of the employer, including but not limited to facilities, work sites, equipment, or vehicles, or while on work-related travel.

9. Non-Workplace Incidents

Non-workplace incidents of domestic violence, sexual violence, dating violence, and stalking include acts, attempted acts, or threatened acts by or against any person or animal that occur anywhere outside a company's physical workplace, and/or while an employee is not engaged with or traveling for the employer.

10. Workplace Safety Plan

A strategy developed in collaboration with a victim and victim service provider to implement workplace safety options, including but not limited to: handling of court protection orders;

procedures for alerting security personnel of threats or incidents; temporary or permanent adjustments to work schedules, locations, contact information, change in parking spots, and requests for escorts to and from workplace facilities.

III. Persons Covered by this Policy

Persons covered by this policy include full and part-time employees, interns, contractors, volunteers, or temporary workers engaged by [Employer] or in any workplace location.

IV. Statement of Confidentiality.

Confidentiality is critical in ensuring that employees experiencing violence can obtain assistance, protect their safety, and preserve their jobs. A clear and comprehensive confidentiality policy can create a culture in which employees feel safe disclosing information in order to seek assistance without fear of reprisal.

[Employer] recognizes and respects an employee's right to privacy and the need for confidentiality and autonomy. [Employer] shall maintain the confidentiality of an employee's disclosure regarding violence to the extent allowed by law, and unless to do so would result in physical harm to any person, and/or jeopardize safety within the workplace. When information must be disclosed to protect the safety of individuals within the workplace, [Employer] shall limit the breadth and content of such disclosure to information reasonably necessary to protect the safety of the disclosing employee and others, and to comply with the law. [Employer] shall provide advance notice to the employee who disclosed information, to the extent possible, if the disclosure must be shared with other parties in order to maintain safety in the workplace or elsewhere. [Employer] shall also provide the employee with the name and title of the person to whom [Employer] intends to share the employee's statements, and shall explain the necessity and purpose regarding said disclosure.

V. Employer Responses to Violence

A. Responses to Victims

i. Non-Discrimination and Non-Retaliation

[Employer] will not discharge or in any manner discriminate or retaliate against an employee because of the employee's status as a victim of domestic violence, sexual violence, or stalking, if the victim provides notice to the organization of the status, or the organization has actual knowledge of the status.

[Employer] will not retaliate against a victim of domestic violence, sexual assault, or stalking for requesting leave or a reasonable accommodation (see Section 5(A)(ii)), regardless of whether the request was granted.

ii. Leave and Other Reasonable Accommodations and Assistance

[Employer] recognizes that victims of domestic violence, sexual assault, stalking and dating violence may need time off to obtain or attempt to obtain a protection or restraining order or any other legal assistance to help ensure his or her health, safety, or welfare or that of his or her child. [Employer] will work in collaboration with the employee to provide reasonable and flexible leave

options when an employee or his or her child is a victim of domestic violence, sexual assault, and/or stalking. [Employer] will work with employee to provide paid leave first before requiring an employee to utilize unpaid leave.

An employee must provide reasonable advance notice to the employer of the need to take time off unless advance notice is not feasible. [Employer] may require the employee to provide documentation or other certification verifying that the employee was a victim of violence. To request Leave, employee should contact [person].

[Employer] will maintain the confidentiality of a person who requests leave under this policy, to the extent allowed by law.

[Employer] will also provide reasonable accommodations for a victim of domestic violence, sexual violence, or stalking who requests an accommodation for the safety of the victim or to maintain his or her work performance while at work. Reasonable accommodations may include the implementation of safety measures, include a transfer, reassignment, modified schedule, changed work telephone, changed workstation, installed lock, assistance in documenting the violence that occurs in the workplace, an implemented safety procedure, another adjustment to a job structure, workplace facility, or work requirement in response to the violence, or referral to a victim assistance organization. [Employer] will assist an employee to enforce his or her protection order, if applicable.

iii. Access to Unemployment Insurance Benefits

[Employer] recognizes that in certain situations it is no longer feasible for an employee who is a victim of violence to continue working for [Employer]. In such circumstance, [Employer] shall provide to employee information regarding access to unemployment insurance benefits. [Employer] has designated [person] to provide accurate information regarding unemployment benefits for victims of violence.

iv. Work Performance

[Employer] recognizes that employees who are victims of violence may experience temporary difficulty fulfilling job responsibilities. If [Employer] becomes aware that an employee's work performance or conduct has been impacted by domestic violence, sexual assault, and stalking, [Employer] will offer support to the employee and work in collaboration with the employee to address the issues, in accordance with established policies within the workplace. [Employer] may develop a work plan with employee, provide leave and other accommodations as specified in Section 5(A)(ii), provide referrals to support or advocacy agencies, advise employee of his or her rights regarding unemployment insurance as specified in Section 5(A)(iii), and maintain a separate and confidential record of employee's status as a victim of domestic violence, sexual assault, and stalking to ensure to victim that his or her rights and privileges of employment are not impacted or compromised as a result of the violence.

v. Protection and Restraining Orders

[Employer] recognizes that a victim of violence may seek an order of protection, or may receive a protection or restraining order, as part of his or her efforts to become safe and as part of his or

her workplace safety plan. [Employer] recognizes that the workplace may or may not be included on an order as a location from which a perpetrator must remain away. If an employee chooses to disclose the existence of a protection or restraining order to [Employer], [Employer] may, wherever possible, assist the employee to enforce his or her order, shall archive said order in a confidential and separate file from employee's personnel file, and, if applicable, may assist employee to gather documentation from the workplace, such as emails or voice messages, that could support the employee's efforts in the justice system or otherwise to obtain or maintain safety from a perpetrator.

B. Reporting by Employees with Information About Violence

Employees who have information about or witness an act of violence perpetrated by an employee, or who have information about or witness violence against an employee, are required to report all information to the designated person in [Employer] organization.

[Employer] will not retaliate against, terminate, or discipline any employee for reporting information about alleged incidents of violence, as defined in this policy that may have been committed by any other employee, including a member of management. Prohibited acts of retaliation include, but are not limited to, demotion or withholding of earned pay, as well as acts of personal retaliation, such as those related to an employee's immigration status or sexual orientation, for example.

Any employee who believes he or she has been subjected to adverse action as a result of making a report pursuant to this policy should contact [person]. See Section 7 regarding reporting of violations of this policy.

C. Responses to Workers Who Commit Violence

If [Employer] receives information that alleges or suggests that an employee has committed an incident of workplace-related or non-workplace violence, as defined in this Policy, or if any manager receives information that any employee has engaged in any incident of workplace-related or non-workplace violence, then the matter shall be referred to the designated executive for the purpose of investigating the information or allegation. [Employer] shall conduct an immediate investigation of the information or allegation, which investigation shall be completed within 45 days of receipt of the information or allegation concerning the alleged incident of violence.

Every employee shall have a duty to cooperate with the investigation, and failure to do so will result in disciplinary action being taken against the uncooperative employee up to and including termination. Additionally, every employee has the duty to be truthful and must disclose all information known to the employee when requested to do so by an appropriate person in the organization or the person designated by the organization to investigate an alleged incident of violence. Any employee who fails to be completely truthful or who withholds information shall be subject to disciplinary action up to and including termination.

At the conclusion of the investigation conducted by [Employer], the investigator shall report her or his findings to the designated official. If the investigator concludes, by a preponderance of the evidence, that the employee has engaged in a workplace-related incident or non-workplace

incident, as defined in this Policy, then that employee shall be subject to disciplinary action up to and including termination. The employee might also be required to participate in counseling or other remedial measures. Employees are prohibited from utilizing any workplace resources, such as work time, phones, email, computers, fax machines or other means to threaten, harass, intimidate, embarrass or otherwise harm another person.

An employee who is subject to a protection or restraining order, or a named defendant in a criminal action as a result of a threat or act of domestic violence, sexual violence, or stalking must notify the [Employer] Human Resources Department immediately regarding the existence of such criminal or civil action. Failure to disclose the existence of such criminal or civil actions in these circumstances will result in disciplinary action, up to and including termination from employment.

VI. Reporting by Employees Who are Victims

Employees who are victims of domestic violence, sexual assault, and stalking, and employees who are concerned about coworkers who might be victims are encouraged to provide a report to [Employer]. [Employer] has designated [person] as the person to whom such reports should be made. [Employer's] designated employee shall provide community referrals and resources to employees in order to assist employees with their concerns or experiences regarding violence.

VII. Reporting Violation of Policy

A person who wishes to report a violation of this policy should also contact [person]. [Employer] will not subject employees who report violence or report a violation of this policy to work-related or personal retaliation, as described in Section 5(B). Any allegations of violations of this policy will be immediately investigated in accordance with the timeline and procedure outlined in Section 5(C).

Attachments to Consider

- List of local resources, such as domestic and sexual violence service providers.
 - List of all other referenced or related workplace policies.
-

Other Considerations

Does your organization conduct business or have employees in more than one state?

Different states and localities have different laws and workplace protections for victims of violence, and you may need to adapt your policy accordingly.

Is your organization covered by the Family Medical Leave Act (FMLA)?

If so, how will your existing policy about requesting and taking FMLA leave affect violence-related leave in this policy?

Many states have laws that excuse an employee's absence from work if the employee (or their family member) is a victim of a crime and needs to miss work to meet with a prosecutor or police, to testify, or to respond to a subpoena, etc. These laws vary considerably from state to state.

How will these laws affect any provisions for violence-related leave in your policy?

Does your organization have a sexual harassment policy?

If so, how will your existing sexual harassment policy and procedure for investigating complaints take into account sexual harassment, sexual violence or sexual assault that may occur and implicate this policy?

Is your workplace unionized?

If so, have you spoken to the union officers or steward about this policy? How will this policy work with provisions of the collective bargaining agreement?

What if an employee who is a victim has a disability?

How will you incorporate the requirements of federal and state disability law?

Who are the relevant people in your organization who should be involved with finalizing and implementing this policy?

- Human Resources
- Legal
- Employee Assistance Program
- Security
- Union
- Law enforcement

Who are the local sexual assault, stalking and domestic violence service providers and shelters in your area?

Contact your state, county, city, or tribe's domestic violence and sexual violence service providers.

Appendix E: Guide for Supervisors³⁵

Workplaces Respond to Domestic and Sexual Violence: Guide for Supervisors

Information for Supervisors on Preventing and Responding to Domestic and Sexual Violence, and Stalking in the Workplace

Supervisors can play a critical role in both preventing and responding to the impacts of domestic violence, sexual violence, and stalking on the workplace. Effective workplace responses to domestic and sexual violence, stalking, and dating violence depend on knowledge about how these forms of violence are defined and how they impact victims/survivors and the workplace. The Guide for Supervisors provides information on some of the ways supervisor can play a role in promoting a safe and resilient workplace and support employees who are experiencing domestic and sexual violence, or stalking.

I think one of my employees is a victim of violence. What should I do?

- Obtain facts, not rumors or gossip. The employee is the best source of information but consider carefully how you approach him or her.
- Utilize the Interact with a Virtual Employee on this site to explore a variety of responses to a virtual employee who you suspect is a victim of violence.
- Speak to the employee privately and provide the work-related basis for your inquiry and concern. It is best not to make assumptions about an employee's personal life. For example, state "I have noticed you aren't acting like yourself, is something going on that you would like to talk about?" versus "I think you may be having trouble at home, is that why you have been late to work recently?"
- If the employee discloses the violence, ask "How can I help you?"
- Convey the message: "You do not deserve this violence" and offer to support the victim's efforts to achieve safety.
- Provide a list of community-based service organizations to assist the employee. As the employer, it is not your job to be an expert on violence, and you should not counsel the employee about what to do. If you have used the Model Workplace Policy on this site, you may have already identified these resources in your community!
- Are there any immediate safety concerns for the employee and the workplace? Consult with the victim, your security and human resources personnel, your legal counsel, and as appropriate, the union and law enforcement to determine an appropriate course for ensuring that your employees and workplace(s) are secure.
- Would workplace accommodations facilitate the employee's safety and security at work? See the Model Workplace Policy on this site for examples of workplace accommodations that might assist employees who are victims.
- Explain your workplace's policy on leave for victims of violence. You may be required by state law to provide time off for an employee who is a victim of crime or who has experienced violence. Even if you are not legally required to provide time off, can you

³⁵ <https://www.workplacesrespond.org/resource-library/guide-for-supervisors/>

offer leave or other accommodations, so an employee can take care of personal issues related to the violence?

- Explain other personnel policies in your workplace that address these issues, if any. Review and adapt the Model Workplace Policy to craft a jurisdiction specific workplace policy on these issues.
- Explain to the employee-victim that, to the extent possible, his or her personal information will be kept confidential. A victim's personal information should be kept confidential and separate from the employee's personnel file. Employees who are privy to such confidential information should be informed that disciplinary action will ensue for breaching a victim's privacy.
- Employers should share an employee's confidential disclosures about violence only on a "need to know" basis. The list of individuals who must be informed for security reasons should be developed with a victim's input and consent. If additional individuals must be informed of the violence or threat of harm, the victim should be advised before the information is disclosed.

I think one of my employees is a perpetrator of violence. What should I do?

- If you believe that an employee is or may be a perpetrator of violence, you should make all reasonable efforts to determine whether this is true. Consult a lawyer and human resources about the best way to obtain this information, and to get advice about your (and the employee's) rights and obligations. For instance, if the employee is using work time and resources to perpetrate a crime, this could create legal liability on your part. If the employee is abusing another of your employees, this may implicate your company's sexual harassment policy as well.
- You should also assess whether this employee may be a danger to other employees or guests on your premises. Seek advice on enhancing workplace safety from your security personnel or local law enforcement. See Why Is This a Workplace Issue? on this website.

If my employee has an order of protection against another employee, what am I supposed to do?

- For information on this question and other issues pertaining to protection orders and your workplace, see the Protection Order Guide in this toolkit.

Can I require an employee to go to counseling?

- If you wish to send one or more employees (victim, perpetrator, witness) to counseling, consult your legal counsel and human resources to determine whether this is permissible under the terms and conditions of employment.

May I refuse to hire someone who is a victim of violence?

- First, consider why you believe this person to be a victim and whether his or her status as a victim will actually affect the ability to be a good and productive employee. Determine whether some workplace accommodation might address your concerns.
- Consult an attorney regarding your rights and obligations since, in some circumstances, this could constitute discrimination against individuals. Some jurisdictions have statutes specifically barring employment discrimination against a violence victim, including prohibiting sanctions against a victim in retaliation for the behavior of the perpetrator in the workplace. For more information on these laws, visit Legal Momentum.

May I refuse to hire someone who is a perpetrator of violence?

- Knowingly hiring a perpetrator of violence could potentially result in legal liability for an employer. Some courts have held employers liable for violent acts by employees where the danger was foreseeable. Some jurisdictions have laws prohibiting discrimination against people with criminal records or certain types of criminal records. In addition, other laws govern employers' obligations at the time of hiring. It is important to consult an attorney to determine your rights or obligations in such cases.

What if I need to terminate an employee who is a victim?

- Employment is a major component of victim's economic security and is often critical in his or her efforts to become physically and psychologically safe. Consider whether you can provide workplace accommodations, or a performance plan, that will allow the victim to stay safe but continue working. Several states now promote "Employer Intercession Services" through which employers encourage employee/victims to cooperate with criminal justice proceedings and agree to minimize the loss of any employment benefits for doing so. Consult an attorney and human resources to determine your rights and obligations in such cases, as there are many relevant federal, state and local laws that may govern this situation. For instance, several jurisdictions have enacted laws specifically prohibiting employers from terminating or otherwise discriminating against employees simply because they are victims of violence. For more information on these laws, visit Legal Momentum.
- Some employees who quit or are terminated because of the violence against them may be eligible for unemployment insurance benefits. Eligibility for unemployment insurance benefits is based on each state's laws. To determine what laws may apply in your jurisdiction, visit Legal Momentum.

What should I do if I'm asked for a reference for a perpetrator of violence who is or was an employee?

- Consult an attorney to determine your legal rights and obligations. The answer to this question may be fact-specific, and depend on what you know, how you know it, whether the perpetrator has been held civilly or criminally liable and other considerations.

What can I do to improve my response to domestic and sexual violence, stalking, and dating violence in the workplace?

- Evaluate your workplace using the Initial Evaluation of your Workplace Programs.
- Create a workplace policy on domestic and sexual violence, stalking, and dating violence. Review and adapt the Model Workplace Policy on this website.
- In your policy, include specifics about leave and accommodations for victims of violence.
- Post information in public areas in the workplace about domestic violence, sexual violence, stalking, and dating violence and furnish a list of community resources available to victims.
- Include information about resources for victims in paychecks, employee manuals, staff meetings, trainings, etc.
- Implement comprehensive training annually on domestic and sexual violence, stalking and dating violence. See How to Create an Education Program.
- Develop relationships with your community-based programs such as rape crisis centers and domestic violence shelters. Invite advocates to the workplace to offer lunch-and-learns or other educational opportunities.
- Create a multidisciplinary response team to address issues of workplace violence as it arises. Include human resources, security personnel, EAP programs, legal, union representatives, managers, and other key employees and ensure that each employee receives proper education about violence.
- Review your personnel policies annually.
- Provide training for supervisors, managers, and human resources personnel to encourage open communication with employees, and to encourage disclosures of potential safety issues.
- Protect the privacy and confidentiality of all employees. For example, do not post company directories with employee information online, if possible.
- Conduct annual safety audits of your workplace environment.
- Implement and enforce “no tolerance” policies for pornography, sexual or gender objectification images, etc., in the workplace.
- Create a workplace culture that encourages coworkers to become active bystanders to prevent violence. See www.nsvrc.org for more tips on Bystander Interventions!
- Respond swiftly and effectively to reports or allegations of violence. This sends a message to all employees that you take violence seriously and that workplace safety is a top priority.

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Appendix F: State of Nebraska Judicial Branch: Frequently Asked Questions for Filing a Protection Order³⁶

This page provides you with some general information regarding how to file for a protection order. Contact an attorney for legal advice and more complete information.

What is a protection order?

An order from a judge to protect people from abuse, sexual assault, or harassment.

What does a protection order cost?

There are no costs unless a judge decides that you lied or asked for the protection order for inappropriate reasons.

What types of protection orders are there?

A Domestic Abuse Protection Order is for people who have been in close relationships (relatives, spouses or former spouses, people who have lived or are living together, etc). It is granted because someone attempted, threatened, caused bodily injury, or intimidated the other person by credible threat, or engaged in sexual contact or sexual penetration without consent.

The second type of protection order is a Harassment Protection Order. It does not depend upon relationships, but requires a number of telephone or personal contacts that seriously terrify, threaten, or intimidate the victim and serve no legitimate purpose.

The third type of protection order is a Sexual Assault Protection Order. It does not depend upon relationships and is granted because someone subjected or attempted to subject the other person to sexual contact or sexual penetration without consent.

Note: None of these types of protection orders are for the purpose of protecting property.

Can I get custody of my children?

If you qualify for a Domestic Abuse Protection Order, you may get an order for custody, which may last up to 90 days. Be sure to include information which will tell the judge how your children have been affected by the abuse. Temporary child custody cannot be granted in a Harassment or Sexual Assault Protection Order.

³⁶ <https://supremecourt.nebraska.gov/self-help/protection-abuse/faq>

How do I get the forms for a protection order?

You need to talk to the district court clerk or go online. You can also access a guide to filling out the forms. Additionally, you can access a website that will walk through how to fill out the forms for a Domestic Abuse or Harassment Protection Order step by step. This program is known as A2J. For additional assistance please contact the local domestic violence or victim witness program in your area.

What do I do with the forms?

Complete the forms and give them to the district court clerk. The clerk cannot give you legal advice, if you need additional assistance please see “The Protection Order Form Guide”. Once the forms are completed the clerk gives the forms to the judge.

What happens after the judge signs the protection order?

The order is not in effect until a sheriff or deputy gives a copy of it to the person from whom you are requesting protection. That person will be given a copy of all of the papers that you have filled out. However, you may request a confidential address if you are afraid to reveal it. The restrained person can ask the judge in writing for a hearing so that both sides can tell the judge their side of the story. You must appear for this hearing. If you do not appear, the judge will likely dismiss the protection order. If the judge sets a hearing, the clerk will let you know the time and date. It is important that the clerk know how to get in touch with you. Domestic abuse prevention agencies or Victim Witness agencies can help you plan to remain safe while making sure that the clerk can find you. Please contact your local program if you need assistance with this.

How long does a protection order last?

An “ex parte” protection order lasts until you go to court. At court, the judge decides if the protection order will be canceled or continued for one year. If the other party never asks for a hearing, then the protection order remains in effect for a year. A Sexual Assault or Domestic Abuse Protection Order may be renewed for 1 year, and yearly thereafter. The petitioner will need to file the Petition and Affidavit to Renew that states the reason(s) the renewal is being requested.

Can I request a hearing?

If you requested a domestic abuse protection order and the ex parte was granted, you, as the petitioner, can request a hearing. If you wish to have a hearing, please contact the clerk of the district court in the county where you filed your petition. If your order does not

prevent the restrained person from owning or buying a firearm, and you would like for a federal law to prohibit this person from owning or buying a gun, a hearing is required.

If this is not the case, you are NOT required to request a hearing.

Do I need to bring anything to court?

No, it is not required, but you should bring any proof of abuse or harassment with you, such as

- Photographs of injuries (and if possible the person who took the photographs).
- Threatening notes, email, phone messages. NOTE: information from a cell phone or other device should be printed, as it may need to remain on file with the court.
- A witness who saw or overheard the abuse, even though in some courts only the parties are allowed to testify.

It may be helpful to have someone from a local domestic abuse or victim witness program come with you for support, although that person cannot act as your lawyer, unless licensed as such. Although not required, you may also benefit by hiring a lawyer.

What do I do after the court hearing?

If you are given a protection order, you should carry a copy of the order with you at all times. This protection order is good in every state, so take it with you if you travel or move to another state.

What if the protection order is not obeyed?

If the person violates the protection order, call the police. Per state law, this person will be arrested and jailed for the violation.

What if I move out of the county where the protection order was issued?

Contact law enforcement in your new place of residence and advise them that you have an order.

What should I do if I feel that I need immediate help?

Depending on how threatened you feel, contact your local domestic violence program and/or victim witness program or dial 911 for an emergency.

Other facts:

- You can get a protection order even if you are not a U.S. citizen.
- You are free to change your mind and ask the court to dismiss the protection order. However, the judge decides whether it will be dismissed to make sure that you were not forced to change your mind. Until the judge dismisses the order, it is still valid.
- If you do not speak English, ask for a court interpreter before any hearing. You may wish to bring an adult who is bilingual to assist with interpretation outside of the hearing. The court can supply an interpreter only for hearings, not to help you fill out the forms.
- You are not required to have a lawyer but having one may be a good idea, especially if you have children and you expect the other party to seek custody. If the other party has a lawyer and you do not, you may be at a disadvantage.

Appendix G: Domestic Violence Power & Control Wheel³⁷



Note: The power and control wheel included in this section is the most commonly used version. There are separate versions for LGBT, Native American, and Teen relationships among others available online

³⁷ <https://www.theduluthmodel.org/wheels/understanding-power-control-wheel/>

Appendix H: Internet Safety Tips from the Minnesota Coalition for Battered Women³⁸

Computers create records of everything you do on the computer and on the internet.

- If you are in danger, try to use a safe computer where someone abusive does not have direct access, including remote (hacking) access. For example, it may be safer to use a computer in a public library, at a community technology center (go to www.ctcnet.org for a national directory), at a trusted friend's house, or at an internet cafe.
- If you think your activities are being monitored, you are probably right. Abusive people are often controlling and want to know your every move. You don't need to be a computer programmer or have special skills to monitor someone's computer activities. There are many ways to monitor activities that anyone can easily access and use.
- Computers can provide a lot of information about what you look at on the internet, the emails you send, and other activities. It is not possible to completely delete or clear all computer "footprints."
- If you think you may be monitored on your home computer, you might consider no home internet use or only using your home internet to surf for things that are more "safe." For example, if you are planning to flee to California, don't look at classified ads for jobs and apartments or bus tickets for California on a home computer or any other computer your abuser has physical or remote access to. Use a safer computer to research an escape plan.
- Remember, e-mail is not a safe or confidential way to talk to someone about the danger or abuse in your life. Instead try to use a "corded" phone to call 911 or a domestic violence hotline. Corded phones are more private than cell phones. the National Domestic Violence Hotline number is 800-799-SAFE.
- Your phone's location is trackable. To turn off location services on your phone, go to settings and turn off "location services." This may look different depending on your phone. If you are unsure of how to disable location services on your phone, contact your phone provider and they can walk you through the process, step-by-step.

³⁸ <https://www.wadvocates.org/resources/internet-safety-tips/>

Appendix I: Tips for Stalking Victim/Survivors from the Stalking Resource Center³⁹

Stalking is a dangerous crime that affects an estimated 7.5 million women and men each year. Stalking— generally defined as a pattern of behavior directed at a specific person that would cause a reasonable person to feel fear—is a crime under the laws of all 50 states, the District of Columbia, the U.S. territories, and the federal government. As many as 1 in 4 women and 1 in 13 men have experienced stalking victimization at some point during their lifetime and most often the stalker is someone the victim knows—an acquaintance, a relative, or a current or former intimate partner. Stalking is unpredictable and dangerous. No two stalking situations are alike. There are no guarantees that what works for one person will work for another, yet victims can take steps to increase their safety.

What to Do If You Are Being Stalked

1. Trust your instincts. Victims of stalking often feel pressured by friends or family to downplay the stalker's behavior, but stalking poses a real threat of harm. Your safety is paramount.
2. Call the police if you feel you are in any immediate danger. Explain why even some actions that seem harmless—like leaving you a gift—are causing you fear.
3. Keep a record or log of each contact with the stalker. Be sure to also document any police reports.
4. Stalkers often use technology to contact their victims. Save all emails, text messages, photos, and postings on social networking sites as evidence of the stalking behavior.
5. Get connected with a local victim advocate to talk through your options and discuss safety planning. Call the National Domestic Violence Hotline at 1–800–799–SAFE.

³⁹ <http://victimsofcrime.org/our-programs/stalking-resource-center/help-for-victims>

Appendix K: What to do About Sexual Harassment in Employment – Nebraska Equal Employment Opportunity Commission⁴⁰

Q: What is sexual harassment?

A: Any unwelcome verbal or physical conduct of a sexual nature constitutes sexual harassment in employment when:

1. It is made an implicit or explicit condition of your employment.
2. Employment decisions (transfer, promotion, dismissal, demotion, reassignment) are based on your response.
3. It creates an intimidating, hostile or offensive work environment.
4. It interferes with your work performance.

Q: Do I have any rights in this area?

A: Sexual harassment is a violation of federal and state laws. You have the right to expect your employer to provide a safe work environment free of sexual harassment.

If harassment occurs and adverse employment consequences follow, you have a right to have those actions corrected. If you are fired, for example, you have a right to reinstatement and back pay if your appeal is sustained. If some situations you may be entitled to additional money damages. Other Possible remedies, depending upon the circumstances, include promotion and constructive seniority.

Q: Who can I talk to about what happened?

A: In spite of a strong, natural reluctance to talk to anyone about the problem—TALK TO SOMEONE IMMEDIATELY! Discuss the problem with an objective person, possibly someone you work with. Perhaps they, too, might have experienced sexual harassment. If there is no one available, perhaps a supervisor or friend would be helpful.

Whatever you do, DO NOT IGNORE THE PROBLEM! If you feel strongly enough or angry enough, contact your EEO/Affirmative action Office, your union representative or one of the Commission offices listed in this pamphlet.

⁴⁰ <http://www.neoc.ne.gov/education/pdf/SexualHarrassmentEmployment.pdf>

Q: Maybe it was something I did, or wore?

A: It is unlikely that sexual harassment occurred because of your looks, or dress habits, or actions. Statistics indicate that sexual harassment occurs against individuals from all economic, racial religious and age groups. Most victims of sexual harassment tend to be women between the ages of 21 and 45, but sexual harassment can happen to any employee.

Q: Can I do anything about it?

A: List the names and job positions of witnesses, especially supervisory employees, and specify date and location of the incident.

Notify in writing, either YOUR SUPERVISOR or, if that is not practicable, the Affirmative Action Officer, or the Personnel Director. Provide that person with copies of the information you have gathered. BE SURE TO KEEP THE ORIGINAL. Indicate your insistence that some action be taken. If you work in a union shop, duplicate the above procedures and submit the same material to your union representative. Be sure to request a written response.

If the problem is not corrected immediately, you should file a formal complaint with the Nebraska Equal Opportunity Commission or the U.S. Equal Employment Opportunity Commission within 300 days of the incident.

Q: What will the State of Nebraska do about sexual harassment on the job?

A: State of Nebraska Personnel policy prohibits sexual harassment of any employee. Managers are being trained to deal with sexual harassment problems and are held accountable for a work environment free of sexual harassment.

The State of Nebraska realizes that sexual harassment can be a very expensive problem that should be dealt with promptly. Statistics indicate that many individuals who experience sexual harassment never made their employer aware of the problem. Once employers know of the problem, it is their responsibility to deal with it.

Q: Should I quit?

A: No. It is reasonable to expect that most employers will listen seriously to your complaint. Offer to help your employer deal with the problem—indicate that you are aware

of your obligations as an employee to conduct yourself properly and also that you are aware of your employer's obligation to provide you with a work environment free of sexual harassment.

Q: What do I do if my employer fires me for complaining?

A: Firing an employee for complaining is illegal. Statistics show that only a small percentage of employees report harassment incidents to their employers. An even smaller percentage of them are fired for doing so.

However, if you are fired, you should immediately file a formal complaint. If you have already filed a complaint based upon the actual harassment, be sure to file an amended complaint based on retaliation.

Q: Can I collect unemployment if I quit or am fired because of sexual harassment?

A: It's possible. More and more individuals are being awarded unemployment compensation when they lose their jobs due to sexual harassment. You must file a claim at the unemployment office, stating that sexual harassment is the reason you lost your job. An investigation will be conducted.

Q: How can I keep the incident from happening again?

A: By dealing with the person or problem promptly and forcefully THE FIRST TIME! Never make excuses or give the harasser the impression that you may be interested at a later date.

Sexual harassment is an unlawful practice and, if not immediately corrected, should be reported to one of the agencies listed in this pamphlet. It is a problem that can be corrected only if people refuse to tolerate it any longer.

To File A Complaint

The Complainant may state a complaint in a letter or use a complaint form. The complaint form may be obtained from the nearest NEOC office. Complaints should be notarized, if possible, and must be sent to NEOC within 300 days of the alleged discriminatory act.

After A Charge Is Filed:

The Commission will review your charge and contact you by mail or in person. The Commission will investigate your charge and if it finds it is justified, the Commission will try, by conciliation, to end the discrimination. If the conciliation fails, the case is sent to Public Hearing.

It Is Unlawful to Retaliate:

It is forbidden by law to punish you for filing a charge, for acting as a witness or for assisting a complaint.

Appendix L: Trafficking Power & Control Wheel⁴¹



⁴¹ <https://humantraffickinghotline.org/resources/human-trafficking-power-and-control-wheel>

Appendix M



EMPLOYMENT POLICIES

BEST can help your organization build inclusive workplace policies designed to promote a culture that takes a stand against sex trafficking. An organization has two options:

- A. Create one central policy addressing all activities that are prohibited
- B. Address sex trafficking and sex buying within existing policies

OPTION A: CREATE ONE CENTRAL POLICY*

Update company handbooks or internal policies to make clear what activities are prohibited.

After consulting with an attorney, require contractors (e.g., consultants and other independent contractors) to comply with similar restrictions.

SAMPLE LANGUAGE for Sex Trafficking Policy:

Our organization condemns all forms of sex trafficking, and any employee who engages in any sex trafficking activity, whether on company or personal time, will be terminated immediately.

SAMPLE LANGUAGE for Sex Buying Policy:

It is strictly against our organization's policy for any employee to engage in any sex buying activities of any kind during company time, while working on company business, or while engaged in any work-related activities (including during business travel), or using any company or work properties or resources whatsoever (including, without limitation, company credit cards, expense accounts, buildings, parking lots, grounds, equipment, computers, storage devices, software, websites, social media channels, networks, vehicles, and phones). This prohibition applies regardless of whether the activity is legal or tolerated in a particular jurisdiction, foreign or domestic.

EXAMPLE: AMAZON

"It is against Amazon's policy for any employee or Contingent Worker to engage in any sex buying activities of any kind in Amazon's workplace or in any work-related setting outside of the workplace, such as during business trips, business meetings or business-related social events. When Amazon suspects that an employee has used company funds or resources to engage in criminal conduct, the company will immediately investigate and take appropriate action up to and including termination. The company may also refer the matter to law enforcement."

OPTION B: UPDATE EXISTING POLICIES*

Update existing company policies to make clear what activities are prohibited. After consulting with an attorney, require contractors (e.g., consultants and other independent contractors) to comply with similar restrictions.

Travel Policy

Prohibit the purchase of sexual services while traveling as a representative of the organization.

SAMPLE LANGUAGE:

While traveling on business for the company, employees are prohibited from engaging in any sex buying activities of any kind.

Entertainment & Business Expense Policy

Prohibit the use of business expense accounts for the purchase of sexual services.

SAMPLE LANGUAGE:

Employees are prohibited from using corporate credit cards or expense accounts or from submitting expense reimbursements in any manner related to sex buying activities.

MORGAN STANLEY

In order to create a more equitable environment for female employees, Morgan Stanley adopted a no strip club policy in 2004.

Work Time Policy

Prohibit the use of work time to purchase sexual services.

SAMPLE LANGUAGE:

Employees are prohibited from engaging in any sex buying activities of any kind during company work time, while working on company business, or while engaged in any work-related activities.

Work Properties Policy

Prohibit the use of work properties (including buildings, grounds, computers, vehicles, and phones) to purchase sexual services.

SAMPLE LANGUAGE:

Employees are prohibited from using any company or work properties or resources whatsoever (including, without limitation, buildings, parking lots, grounds, computers, storage devices, software, websites, social media channels, networks, vehicles, and phones) to engage in any sex buying activities.

EXAMPLE: SIMON CORPORATION

"Computers and computer networks provided by the Company to employees should not be used to knowingly, recklessly, or maliciously post, store, transmit, view, download, or distribute any abusive, libelous, defamatory, obscene, or pornographic materials of any kind constituting a criminal offense, giving rise to civil liability, or otherwise violating any laws or Company policy."

EXAMPLE: CARLSON

"The Company and its employees shall strictly comply with all applicable laws and regulations regarding the prevention of the commercial sexual exploitation of children, including the prevention of the use of its premises for such exploitation."

Reporting Policies & Procedures

Clarify the process for employees to report suspected, planned, or actual violations. If possible, enable employees to self-report through an existing Employee Assistance Program; ensure that EAP counselors are trained. Include a commitment not to retaliate against employees who report.

SAMPLE LANGUAGE for Reporting Policy:

Employees are required to report any potential or suspected violation of this policy that comes to his or her attention and to participate fully in any investigation or resolution of any such violation. Failure to report any potential or suspected violation by any employee violates company policy and constitutes grounds for disciplinary action, up to and including immediate termination of employment.

SAMPLE LANGUAGE for Non-Retaliation Policy:

Our organization strictly prohibits retaliation against any employee for making a good faith report of any potential or suspected violation of our policy against sex buying activities and sex trafficking or for cooperating in an investigation of any such violation.

SAMPLE LANGUAGE for Commitment to Act Policy:

Our organization takes seriously all non-frivolous reports of potential or suspected violations of our policies against sex buying activities and sex trafficking and will investigate promptly and take appropriate remedial action based on our findings.

EXAMPLE: MANPOWER GROUP

Reporting: *"We believe working with integrity and treating each other with respect fosters a culture that encourages innovation and helps all to be successful. We must report, as soon as possible, any activity that is suspected to be unlawful, fraudulent, or unethical."*

Process for employees to report: *"(a) Talk to your supervisor, manager, local compliance officer, or ManpowerGroup's Global Ethics Compliance Officer; (b) Use the business ethics hotline; (c) Contact the Global Ethics Compliance Officer and Assistant to the General Counsel."*

Retaliation: *"Our Company will not tolerate retaliation against anyone who makes a report in good faith. Anyone who experiences what they believe to be any form of retaliation should report this concern as soon as possible to a supervisor, local compliance officer or the Global Ethics Compliance Officer."*

EXAMPLE: CARLSON

"All employees must be vigilant and immediately report to managers, supervisors, the Legal department or the Business Conduct and Ethics Hotline, as appropriate, all situations that come to their attention in the Company's premises or businesses where sexual exploitation of children is suspected or appears to be intended."

Disciplinary Policies & Procedures

Use your company's existing disciplinary process for employees who violate your policies against sex buying activities and sex trafficking. Clarify the disciplinary process for managers who fail to report evidence of employees who are not compliant with these policies.

SAMPLE LANGUAGE:

Any failure by a manager to report any potential or suspected policy violation that comes to his or her attention or to participate fully in any investigation or resolution of any such violation also violates our policy and constitutes grounds for disciplinary action, up to and including immediate termination of employment.

EXAMPLE: MANPOWER GROUP

"Failure to comply with the Code, the required certification process or failure to cooperate with an internal investigation of an actual or apparent violation of this Code may constitute grounds for disciplinary action, up to, and including, termination."

ORGANIZATION-WIDE VALUES STATEMENT

Some organizations add statements about sex trafficking and sex buying to their organization-wide statements about the values that the organization seeks to uphold.

SAMPLE LANGUAGE:

Our organization upholds the value of each human life. We stand against abuse and exploitation, including sex trafficking and sex buying. In support of this stance, we have implemented policies and practices that clearly set forth prohibited activities by our employees and have educated them about these policies and practices, and will take remedial action for any violations of these policies.

EXAMPLE: MANPOWER GROUP

"ManpowerGroup stands for the dignity of work, employment opportunities for all, ethical and effective business practices, a sustainable environment, and successful local communities. ManpowerGroup stands against practices that exploit people and limit opportunities for individuals to fully enjoy the dignity of work, especially the most vulnerable in society. We attempt to reduce abuse, focusing on creating awareness of, and opposition to [practices such as]... human trafficking."

BEST is not providing legal advice and employers should not rely on any of the information provided without consulting an attorney. BEST takes reasonable steps in collecting, preparing, and providing BEST Practices for employers, but in no event is BEST liable for its truth, accuracy, or completeness. To the fullest extent permissible by law, BEST is not liable for use of any information under any circumstances.



SUPPLIER POLICIES

Vendors that provide facilities or services to your organization may not be aware of the risks that sex trafficking poses. Sex traffickers and sex buyers use facilities including hotels, ports, parking lots, vehicles, shopping areas, entertainment venues, massage businesses, leased offices, condos, apartments, corporate offices, and other buildings to commit their crimes. Sex traffickers and sex buyers also use services including transportation or travel services, web hosting, payment processing, banking, telecommunications, massage, escort, and conference services to commit their crimes. Your organization can influence suppliers to take action to prevent trafficking by establishing policies and codes related to your supply chain.

1. INQUIRE AND EDUCATE

At minimum, inquire whether your suppliers and vendors have an organizational policy or stance on sex buying and sex trafficking. If yes, request a copy of the policy. If not, share information about partnering with BEST and adopting the BEST Practices for Employers.

2. CODE OF CONDUCT FOR SUPPLIERS

If you have an existing Code of Conduct for Suppliers, include a stance against all forms of exploitation and human trafficking, explicitly mentioning sex trafficking. If you do not have a Code of Conduct for Suppliers, consider creating one. Optional: Ask the supplier to sign the code of conduct.

SAMPLE LANGUAGE on Sex Trafficking:

Our organization condemns all forms of sex trafficking, and any employee who engages in any sex trafficking activity, whether on company or personal time, will be terminated immediately.

SAMPLE LANGUAGE on Sex Buying Activities:

It is strictly against our organization's policy for any employee to engage in any sex buying activities of any kind during company time, while working on company business, or while engaged in any work-related activities (including during business travel), or using any company properties or resources whatsoever (including, without limitation, company credit cards, expense accounts, buildings, parking lots, grounds, equipment, computers, storage devices, software, websites, social media channels, networks, vehicles, and phones). This prohibition applies regardless of whether the activity is legal or tolerated in a particular jurisdiction, foreign or domestic.

EXAMPLE: U.S. GOVERNMENT

The United States Government has adopted a zero tolerance policy regarding trafficking in persons. Additional information about trafficking in persons may be found at the website for the Department of State's Office to Monitor and Combat Trafficking in Persons at <http://www.state.gov/g/tip>.

"All Government solicitations and contracts must--

- (a) Prohibit contractors, contractor employees, subcontractors, and subcontractor employees from--*
 - (1) Engaging in severe forms of trafficking in persons during the period of performance of the contract;*
 - (2) Procuring commercial sex acts during the period of performance of the contract; or*
 - (3) Using forced labor in the performance of the contract;*
- (b) Require contractors and subcontractors to notify employees of the prohibited activities described in paragraph (a) of this section and the actions that may be taken against them for violations; and*
- (c) Impose suitable remedies, including termination, on contractors that fail to comply with the requirements of paragraphs (a) and (b) of this section."*

48 C.F.R. § 22.1703 (2015).

3. PROCUREMENT & RFPS

Create a procurement policy or add language to an existing procurement policy or to RFPs that gives preferential status to suppliers who demonstrate their stand against sex trafficking and sex buying. Suppliers may demonstrate their stand through their policies, employee training, and involvement with organizations like BEST, gBCAT, ECPAT, and others.

SAMPLE LANGUAGE:

Our organization upholds the value of each human life. We stand against abuse and exploitation, including sex trafficking and sex buying. We give a preferential status to our business partners who do the same and have implemented policies and practices that clearly set forth prohibited activities by our partners' employees, contractors, and suppliers and the consequences for engaging in these activities.

4. CONTRACTS

Your Organization's Commitment

Add language to contracts with suppliers and, as applicable, with customers, regarding your commitment to stand against sex trafficking and sex buying, using language from your existing policies.

Commitment by Your Suppliers

Add language to contracts with suppliers requiring them to adopt and enforce policies prohibiting sex buying and sex trafficking.

SAMPLE LANGUAGE:

Throughout the term of this [Agreement], [Supplier] will (1) have in place and enforce appropriate policies and procedures that prohibit employees from engaging in any sex trafficking activity of any kind, whether on company or personal time, or engaging in any sex buying activities of any kind during company time, while working on company business, or while engaged in work-related activities (including business travel), or using any company or work properties or resources whatsoever, (2) notify its employees of these prohibitions, and (3) impose appropriate remedies for any violations, up to and including termination of the applicable relationship or agreement.

Option to Terminate

Provide an option to terminate the contract if the other party participates in any form of sex buying or sex trafficking. In practice, it may be better to engage and educate stakeholders rather than terminate contracts. Providing an option to terminate communicates how seriously your organization takes this issue.

SAMPLE LANGUAGE:

If during the term of this [Agreement] any sex buying or sex trafficking activities occur or are alleged to have occurred in connection with or in the course of [Supplier's] operations or business, as determined in [Company's] sole discretion, it will constitute a material breach of this [Agreement], giving [Company] the right to terminate this [Agreement] immediately upon written notice to [Supplier].

EXAMPLE: ENVISION MEETINGS & INCENTIVES, INC.

This meeting planning company includes the following clause in their contracts:

"Envision Meetings & Incentives, Inc. condemns the sexual exploitation of children in travel and tourism. We will train our staff and partners to ensure that they know what to do if they suspect such exploitation in the course of their work. To this end we have signed the Tourism Child-Protection Code of Conduct (www.thecode.org, www.ecpatusa.org). We ask our business partners to do the same."

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