

Domestic and Family Violence Policy

1. Purpose GCT Cleaning Services recognises that domestic and family violence is a serious and prevalent issue that can affect the health, safety, and productivity of individuals in the workplace. We are committed to providing a supportive and safe work environment that promotes respect, inclusion, and wellbeing for all team members.

2. Scope This policy applies to all employees, contractors, and volunteers engaged by GCT Cleaning Services. While we are currently a small, family-run business, this policy outlines our principles and commitments as we grow and engage additional staff.

3. Our Commitment GCT Cleaning Services: - Maintains a zero-tolerance approach to domestic and family violence. - Supports affected employees with compassion and confidentiality. - Aims to raise awareness and promote respectful relationships. - Will implement formal procedures and training as the business expands.

4. Support for Affected Employees Employees affected by domestic and family violence may have access to: - Flexible work arrangements (including changes to shifts, duties, or location). - Special leave (unpaid or otherwise negotiated) for medical, legal, or relocation purposes. - Referrals to professional support services, including helplines and local support organisations. - A safe and private environment to disclose concerns.

5. Workplace Responsibilities - All team members are encouraged to report any concerns regarding domestic and family violence affecting themselves or a colleague. - Any disclosures will be treated with the utmost confidentiality and respect. - Supervisors and business owners will respond appropriately and provide support or referrals.

6. Prevention and Awareness - This policy will be reviewed annually and made accessible on our website. - As we grow, we will incorporate training, education, and a formal procedure for addressing disclosures and concerns.

7. External Support Services - 1800RESPECT (24/7 counselling and support): 1800 737 732 - Lifeline (24/7 crisis support): 13 11 14 - DVConnect Women's Line (Qld): 1800 811 811 - DVConnect Men's Line (Qld): 1800 600 636

8. Contact For questions or concerns regarding this policy, please contact: Mak Makune – Business Owner admin@gctcleaning.com.au | 0412 345 678

This policy is guided by the Queensland Government's Workplace Package for Domestic and Family Violence and will be updated as the business scales.