## **A black background with blue text Description automatically generated**Implementation Plan Template

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| **Phase and tasks** | **Considerations** | **Actions** | **Responsibility of** | **Deadline** |
| **1 Making a commitment and taking the first steps** |  |  |  |  |
| Gain senior leadership support and visible commitment | Who do you need to approach to authorise you to go ahead?  Do you have allies in the business (business leaders / affinity groups / those with experience of domestic abuse)?  Is there anyone in the business who is prepared to share their own experience of domestic abuse?  Would it be helpful for your senior management to hear from their peers in other organisations?  Do you want to involve EIDA to support you to get senior leadership on board? |  |  |  |
| Develop a business case | Do you need to prepare a business case or do you already have authorisation to go ahead?  Is there a preferred approach to preparing business cases in your organisation?  Can you use and adapt the EIDA template? |  |  |  |
| Set up a Working Group to support the development and implementation of your workplace domestic abuse response | Who would make a good senior sponsor (someone to show visible leadership and to help navigate internal processes including budget approvals)?  Who would be a good operational lead?  Who could project manage the implementation of the programme?  Who else should be invited to join the Working Group? Involve different areas of the business / geographies / roles / seniorities/ support departments?  How will you encourage employees to get involved?  When will you hold a kick off meeting?  How often will you meet?  When will the Working Group’s work be finished?  What different roles will the members have?  What support is in place for the Working Group members?  What domestic abuse training will they receive?  Do you have a confidentiality agreement? |  |  |  |
| **2 Implementing your Domestic Abuse response** |  |  |  |  |
| Write your domestic abuse policy | What do you want the policy to include? (You can get ideas from Sharon’s policy or other examples.)  What support can your organisation offer or signpost to?  Is there any budget for temporary accommodation or financial support if people need to flee an abuser?  What will you include about employees who are perpetrators of domestic abuse?  How will the policy relate to your existing policies e.g. safeguarding, disciplinary, data protection, anti-harassment and bullying? |  |  |  |
| Develop an awareness and communications plan | How will you launch your new workplace domestic abuse response, including the policy?  Will you have an awareness raising session (e.g. a Lunch & Learn or podcast)? Can the senior sponsor host this session?  Work out a regular comms plan to keep this fresh over the course of the year. Consider EIDA posters and other assets that you could use.  What dates can you use to anchor your communications? (e.g. 16 Days of Activism from 25 November to 10 December.)  Look forward to the following year and think how you maintain awareness about domestic abuse, your policy and the support that can be provided. |  |  |  |
| Identify Domestic Abuse Champions | Decide whether you want to have Domestic Abuse Champions and who will manage them.  Who would you like to involve?  What training will you give them?  Will they meet as a group?  How often?  Can you have an intranet page with details of the Champions? Names, location, photos etc?  What support will they be given? |  |  |  |
| Develop and implement a training plan | Identify who needs to be trained:   * HR team * Line Managers * DA Champions * Others?   Who will provide the training?  What materials will you give people? Consider using or adapting the EIDA information packs. |  |  |  |
| Develop your internal and external resources | What information do you want to make available? (Your policy, other guidance, Employee Assistance Programme or other wellbeing support, information about external specialist support, including national helplines?)  Where will you keep this information so people can find it easily?  How will you keep it up to date and ensure people are aware of it? |  |  |  |
| **3 Embedding your Domestic Abuse response for the long term** |  |  |  |  |
| Review and update your domestic abuse policy | Review your policy every year or so, in line with your organisation’s usual practice – or when there is a major change in work practices (eg a move to home working)  Check with EIDA about changes in the law or best practice. What are other organisations doing?  What feedback have you had internally about your workplace domestic abuse response? What works well and what might need to be changed? |  |  |  |
| Establish ongoing communications and awareness-raising | Create a regular drumbeat of communications and awareness-raising activities or events to keep this front of mind.  Consider EIDA posters and other assets that you could use / share. |  |  |  |
| Embed domestic abuse in all your workplace processes | Ensure awareness of your domestic abuse policy and response is embedded into your processes:   * Recruitment * On-boarding * Training for new roles and promotions * Key development programmes |  |  |  |
| Ensure regular refreshed training | How often will you repeat or refresh training?  Use feedback from previous training to inform what you do next.  What training will you provide to new team members? When?  How can you embed this into other regular training available in your organisation? |  |  |  |
| Measure impact | What might you measure?  Can you include questions about domestic abuse and the support offered in your employee engagement surveys? |  |  |  |
| Go global | If you have started your domestic abuse response in one country or region, can you spread this to other regions, or introduce an overarching global domestic abuse response? |  |  |  |
| **4 Leading the way and inspiring others** |  |  |  |  |
| Share good practice and encourage your peers | Encourage your competitors and peers to sign up to EIDA and implement a workplace domestic abuse response.  Share best practice with other employers – become an EIDA Beacon or join the Strategic Partner programme if you haven’t already!  Encourage your senior leaders to use their platforms and networks to speak out about domestic abuse and what employers can do to provide support. |  |  |  |
| Support your customers | What products or services do you provide? Could these be improved to ensure the safety of a victim-survivor of domestic abuse? |  |  |  |
| Encourage your suppliers | Encourage your suppliers to sign up to EIDA and implement a workplace domestic abuse response.  Can you add to your procurement processes an expectation that suppliers will have a domestic abuse response for their own people? |  |  |  |
| Work in your community | Are there local domestic abuse charities you could support through employee volunteering and / or fundraising? |  |  |  |