



# Employer Quick Start Guide

By

Ohio Domestic Violence Network &  
Ohio Alliance to End Sexual Violence

# CONTENTS

- What is “See the Signs, Speak Out”? ..... 3
- Resources Available at SeetheSigns.org ..... 3
  - Employer Video Vignettes ..... 3
  - Employee Video Vignettes ..... 3
  - Online training modules ..... 3
  - On-site bystander intervention trainings ..... 3
  - Workplace Resources ..... 3
- Tips for Getting Started ..... 4
  - Getting Started for Small Employers ..... 4
  - Getting Started for Medium to Large Employers ..... 5
- Template: Resources for Victims ..... 6

## What is “See the Signs, Speak Out”?

See the Signs, Speak Out is an online training program designed for employees to intervene in domestic and sexual violence situations in the workplace. This free program provides materials for small and large businesses to train employees how to have conversations that could make a difference in the workplace, in their homes, and in their communities.

## Resources Available at SeetheSigns.org

Visit <http://www.seethesigns.org> for the latest trainings and materials available.

- [Employer video vignettes](#)
  - How to talk to an employee who may be a victim of domestic violence or sexual assault.
  - How to address an employee perpetrator of domestic or sexual violence.
- [Employee video vignettes](#)
  - How to intervene safely as a bystander to prevent domestic violence.
  - How to intervene safely as a bystander to prevent sexual assault.
  - How to reach out to a colleague who may be a victim of domestic violence or sexual assault.
- [Online training modules](#)
  - Online courses on domestic violence, sexual assault, and how to intervene safely as a bystander.
  - Courses are 20-40 minutes long and quizzes test the participant’s knowledge.
  - Certificate available upon completion of the training.
- [On-site bystander intervention trainings](#)
  - Two 1-hour trainings on how to intervene as a bystander to 1) prevent domestic violence; and 2) prevent sexual assault.
  - Includes facilitator guide and information on how to connect with an expert in your community.
- Workplace Resources
  - Getting Started Guide and Guide to Next Steps.

## Tips for Getting Started

Ideas for ways that workplaces both large and small can utilize the free, online *See the Signs* resources.

### Getting Started for Small Employers

- ➔ *Familiarize yourself with the domestic violence and sexual assault resources in your community.*
  - **Option:** [Locate the nearest domestic violence agency and rape crisis center](#) in order to connect with experts who can assist with workplace trainings and to become informed about service available for victims.
  - **Option:** Customize the [enclosed template](#) to provide employees about domestic violence or sexual assault victims resources in the community and in the workplace.
- ➔ *Train key staff members.*
  - **Option:** Contact your local domestic violence or sexual assault agency to conduct a workplace training during lunchtime or as part of an in-service training. [More information can be found here.](#)
  - **Option:** Ask staff who handle human resources matters to view the *See the Signs* [employer vignettes](#).
- ➔ *Consider adding an Employee Assistance Program (EAP) to your employee benefits package.* The Futures Without Violence website [Workplaces Respond](#) explains some of the benefits to your company as well as to individuals who may be impacted by domestic violence or sexual assault.

## Getting Started for Medium to Large Employers

### ➔ *Consider conducting a workplace safety assessment.*

- **Option:** Futures Without Violence’s website “Workplaces Respond” offers extensive information on how to [conduct a workplace safety assessment](#).

### ➔ *Find ways to incorporate See the Signs materials and resources within existing policies or wellness programs.*

- **Option:** Do you have a workplace policy that addresses domestic violence and sexual assault? (It may be addressed within a sexual harassment, anti-discrimination, workplace violence, safety policy). If yes:
  - A simple approach is to incorporate language that states your company will provide information and resources related to domestic violence/sexual assault.
  - Also consider adopting an anti-violence policy that addresses domestic violence and sexual assault policy. Check out [Workplaces Respond’s policy generator tool](#) for resources on creating a policy.
- **Option:** Incorporate a domestic violence and sexual assault bystander training within an existing wellness program.
- **Option:** Does your company work with a healthcare broker that has a wellness program? Consider approaching them about ways that they could utilize *See The Signs* materials.

### ➔ *Organize a training.*

- **Option:** Utilize *See the Signs* [trainings for supervisors](#). Consider showing a [video vignette](#) at a management meeting.

## Template: Resources for Victims

# [Company Name] Domestic Violence and Sexual Assault Resource Guide



Seethesigns.org

### National Hotlines (free, confidential support available 24 hours a day)

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National Domestic Violence Hotline: 1-800-799-7233

National Sexual Assault Hotline: 1-800-656-HOPE

### Local Resources

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Locate the nearest domestic violence agency & sexual assault crisis center at

<http://www.seethesigns.org/local-resources>

### [Company Name]'s Internal Resources

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#### *Internal Staff Contact\**

Name: [Contact Name], [Title]

Telephone: [(xxx)xxx-xxxx]

Email: [email address]

\*This employee is trained about domestic violence and sexual assault and is informed about local resources.

#### *Employee Assistance Program*

Telephone: [(xxx)xxx-xxxx]

Website: [http:www.]

#### *Human Resources*

HR Contact: [Contact Name]

Telephone: [(xxx)xxx-xxxx]

Email: [email address]

#### *Security*

Security Contact: [Contact Name]

Telephone: [(xxx)xxx-xxxx]

Email: [email address]