

Liz Claiborne Inc. – Associate Handbook
Domestic Violence in the Workplace Policy

PURPOSE

Liz Claiborne Inc. is committed to the health and safety of our associates.

Domestic Violence is a leading cause of injury to women in this country. The purpose of our Domestic Violence Workplace policy is to raise awareness of domestic violence; provide support, when appropriate, to associates experiencing domestic violence; give guidance to management on addressing the occurrence of domestic violence and its affects on the workplace; and create a safer work environment.

DEFINITIONS

Domestic violence is a pattern of coercive behavior that is used by one person in an intimate relationship to gain power and control over another. Domestic violence includes physical, sexual, emotional, psychological, and financial abuse. Some examples of coercive behavior are the following: hitting, punching, shoving, stabbing, shooting, slapping, threatening behavior, name calling, humiliating in front of others, controlling what one wears, says, and does, controlling the financial decisions, stalking, destroying or attempting to destroy property, and using children to control. Domestic violence occurs between people of all racial, economic, educational, religious backgrounds, in heterosexual and same sex relationships, living together or separately, married or unmarried, in short-term or long-term relationships.

The **batterer, perpetrator, or abuser** is the individual who commits an act of domestic violence as defined above.

The **survivor or victim** is the individual who is the subject of an act of domestic violence.

OUR POLICY

A. Education and Support for Associates who are Victims of Domestic Violence

Liz Claiborne Inc. will attempt to make available appropriate information, referrals, and resources to victims and other associates. Liz Claiborne Inc. will provide support through our Employee Assistance Program, our Security and Human Resources personnel, as well as, referrals to community agencies. We encourage all associates to take advantage of these resources.

Employee Assistance Program

We have an Employee Assistance Program that has professionals trained to handle domestic violence cases. These professionals provide counseling, support, and referrals. In addition, our Employee Assistance Program is a resource for associates wanting to learn more about domestic violence or find out how to help a friend, family or coworker. To contact these resources call the following numbers:

Employee Assistance Program: 1-800-424-4314

UNITE's Member Assistance Program: 1-800-732-MAPP (6277)

Human Resources and Corporate Security Personnel

Liz Claiborne Inc. Human Resources and Corporate Security personnel are also a resource for associates. When appropriate, available, and permissible, personnel in these departments can assist victims in a

number of ways, including but not limited to:

- Developing a safety plan for the workplace
- Assigning special parking spots
- Escorting people to and from their cars or other points of transportation
- Screening telephone calls and removing an associate's name from automated telephone directories
- Working with local law enforcement to enforce restraining orders on company property
- Relocating an associate's workspace to a more secure area
- Having paychecks delivered to another location
- Changing benefits to the victim's own name
- Saving any threatening emails
- Allowing time off so that associates can seek safety and protection, attend court appearances, arrange for new housing, attend counseling, receive medical care or take care of other appropriate matters
- Arranging for flexible hours and short-term leaves of absence with the guarantee in most cases of a position upon return

Corporate Security is available twenty-four (24) hours a day and seven (7) days a week. Any communication with Human Resources and Corporate Security will be kept confidential to the fullest extent possible. Others will be informed only on a need to know basis for the security of the victim and workplace.

To contact these resources call the following numbers:

Corporate Security: 1-800-753-3030

Human Resources: Your Human Resources Generalist (If you are not sure who to contact in your human resources department call Denis Butler at 201-295-7516)

Community Agencies

Liz Claiborne Inc. encourages victims and other associates to contact community agencies for resources and referrals. Many provide free services for safety planning, counseling, support groups, shelter, and legal assistance. To contact these resources and receive referrals call the following numbers, which are available twenty-four (24) hours a day and seven (7) days a week:

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| National Domestic Violence Hotline | 1-800-799-SAFE (7233) |
| Center for Victims of Crime | 1-800-374-2255 |
| NJ Coalition for Battered Women | 1-800-572-7233 |
| NY Coalition Against Domestic Violence | 1-800-942-6906 |
| PA Coalition Against Domestic Violence | 1-800-932-4632 |
| RI Council on Domestic Violence | 1-401-467-9940 |
| YWCA of Greater Cincinnati DV Hotline | 1-888-872-9259 |
| Safe Horizon (NY-Metro only) | 1-800-621-HOPE (4673) |
| Los Angeles County Rape & Battering Hotline | 1-310-392-8381 |
| Los Angeles County Domestic Violence Hotline | 1-800-978-3600 |
| Safelink (Massachusetts statewide hotline) | 1-877-785-2020 |

Liz Claiborne Inc. will not discriminate against domestic violence victims or associates perceived as domestic violence victims in hiring, firing, staffing, or other terms, conditions, or privileges of employment.

Liz Claiborne Inc. is aware that domestic violence victims may have performance problems such as chronic

absenteeism, tardiness or lower productivity as a result of domestic violence. When addressing performance and safety issues, Liz Claiborne Inc. will make reasonable efforts to consider all aspects of the associate's situation and, to the extent possible, utilize reasonable options to help resolve the performance and/or safety problems. If reasonable attempts to resolve the performance and/or safety problems are unsuccessful, Liz Claiborne Inc. may have to take appropriate disciplinary action.

B. Temporary or Permanent Protective/Restraining Orders

Any associate who obtains a temporary or permanent order of protection from a court, which lists Liz Claiborne Inc. locations as protected areas, must provide Corporate Security with a copy of the petition and court order. In addition, the associate must provide Corporate Security with the following information on the abuser: a photograph picture or physical description, description of automobile and license plate number, and any other relevant information Corporate Security needs for the security of the workplace.

C. Associates who Commit Acts or Threats of Domestic Violence

Any associate who commits acts/threats of domestic violence at the workplace or while using workplace resources, will be subject to disciplinary action, which may include but is not limited to dismissal. If appropriate, law enforcement will be contacted, which may result in arrest, criminal charges, and/or prosecution. Workplace resources include, but are not limited to, phones, fax machines, e-mail, mail, automobiles, pagers, office supplies, and photocopy machines.

Some job positions may give an associate access to certain types of information or resources. If that associate uses this access to enable an abuser to harm/contact a victim, that associate and abuser, if an employee, will be subject to disciplinary action, which may include but is not limited to dismissal. If appropriate, law enforcement will be contacted, which may result in arrest, criminal charges, and/or prosecution.

Liz Claiborne Inc. recognizes that abusers also need assistance and resources. We will provide, when appropriate, referrals to our Employee Assistance Program and/or Batterers' Intervention Programs, defined as programs designed to eliminate violence in intimate relationships, stop other forms of abusive behavior and increase victim safety.

D. Law Enforcement and Legislation

Liz Claiborne Inc. will cooperate to the fullest extent legally possible with law enforcement and other appropriate government agencies. In addition, this policy should not be interpreted to violate or contradict any local, state or federal law that is applicable to Liz Claiborne Inc.