## 1. INTRODUCTION

You are not alone; the Organisation is committed to support you while you are suffering from domestic abuse. Domestic abuse is never the victim's fault. Many other colleagues within the UN family have also suffered domestic abuse, including physical, sexual, emotional, economic or psychological abuse.

This guidance was developed with you in mind. Recognizing that every personal situation is different, this document should only be regarded as a guidance, along with other external resources.

## 2. DIGITAL SAFETY

### Internet safety

As you surf the internet on your computer, the links to websites you visit are stored on your hard drive as cookies; hence, they can always be retrieved or monitored. In the event you have concerns regarding your shared devices, you may wish to use safe computers that can be found in local libraries, shelters or work.

### Email

## 3. SAFETY PLANNING

You may wish to consider the following as part of your safety planning efforts:

- Familiarize yourself with the cycle of abuse. For more information, see this National Domestic Violence Hotline article.
- Familiarize yourself with the dynamics that tend to repeat overtime.
- Trust your instincts and judgment. You have the right to protect yourself.
- Practice getting out of your home safely. Practice with your children.
- Plan for what you would do if your partner found out about your plan.
- When you feel that a situation is escalating, avoid rooms with potential weapons, such as the kitchen, and move to rooms with easy exits.
- Be aware of any weapons kept in the household. If possible, keep guns and knives locked away and as inaccessible as possible.
- Decide code word or signal that means “call the police” or “call a trusted contact” and share it with your children, family, friends, and trustworthy neighbors.
- Have an overnight bag ready if you need to leave quickly, and store it in a safe place (e.g. at work, friend’s houseP1 (s)-n4.

**Emergency Numbers**

- Your local police and/or sheriff's department
- Your local domestic violence programme or shelter
- Friends, family members and relatives
- Zpvs!mpdbm!epdups!t!pÉdf!boe!iptqjubm
- Zpvs!mpdbm!dsjnjobm!qspt fdvups!t!pÉdf-!f/h/!b!dpvouz!boe0ps!ejtusjdu!buupsofz!t!pÉdf!

**Legal Papers** (original and scanned versions)

- Protection/Restraining Order
- Lease/rental agreement or the deed to your home
- Car registration and insurance papers
- Health and life insurance papers
- Medical records for you and your children
- School records
- Immigration documents, including passport, resident permits, visas, work permits, etc.
- Divorce and custody papers
- Marriage license

**Other**

- Medications
- Extra set of house and car keys
- Valuable jewelry
- Prepaid cell phone (besides your regular cell phone)
- Contacts/address book
- Pictures and sentimental items
- Several changes of clothes for you and your children
- Emergency money

- Change your passwords on your UN accounts including email. If you fear your ex-partner may try to breach your account, contact your IT desk.
- If you are occasionally working remotely, make sure your passwords are not saved on your home dp n qvufs<!ep!opu!t ibsf!zpvs!ip n f!mbqupq!qspÁmf!qbtt xpse!xju i !bozpof/!Cf!dbsfgvm!bmpxjoh!dpp l jf t! for sites other than UN websites on your home computer as they may automatically save your data without your acknowledgement. When you close your browser, consider deleting your browser history. You may also use browser in private or incognito mode to ensure your actions are not being tracked.
- Jogps n !zpvs!tvqfswjtps!boe!zpvs!Fyfdvujwf!PÆdfs!pg!boz!qfstpobm!di boh f!)beesftt-!qi pof!ov n cfs-!

d i jme! t vqqpsu-!v t f!pg!u i f! i p n f!boe0ps!b!wf i jdmf-!s f n pwbm!pg!Ásfbs n t!boe!pu i fs!mfhbm!pse fs t!up!buuf n qu! to end the violence. If your abuser is allowed to re-enter the house to pick-up their personal belong-joh t-! n b l f! t vs f! u i fz!bs f!bddp n qboj f e!cz!b!qpmjd f!pÉd fs/!Gpmmpx joh!b!uf n qpsbsz!s f tusbjojoh!pse fs-! there will be a hearing in the relevant court, e.g. family court, to determine whether the protection/restraining order should be renewed or become permanent, and if there will be further hearings on divorce, separation, child custody, child support, etc. A restraining order does not necessarily involve the criminal justice system unless the perpetrator violates the order.

## 8. SEPARATION, DIVORCE AND CHILD CUSTODY

- Separation and divorce cases involving UN partners can be complicated and frightening particularly when immigration status, such as G-4 visa status, is a factor. It is vital that you select an attorney who is experienced in working with international families and is familiar with the applicable immigration regulations. Hiring the most competent legal help available is important, even if it involves borrowing money to do so. The need to understand the legal terms and processes can make it particularly intimi-dating. Attorney fees are often calculated in minutes spent working on your case; some attorneys may bhs f f!up!b!åbu!g f f/!Bhs f f n fou! x ju i !buupsof z t!po!u i fjs!g f f t! t i pvme!c f! n be f!jo! x sjujoh!boe!jo!bewbod f/! The more you can educate yourself before you meet your prospective attorney, the less money you will ultimately spend.
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**Financial Considerations**

- What is your hourly rate?
- Do you require a retainer? If so, how much is the retainer? How will time be charged? Will I be d i bsh f e! f w f sz!uj n f!J!db m!zpvs!pÆd f@
- How much will I be charged for administrative time? Travel time? Paralegal time?
- Can my ex-partner be required to contribute to my legal fees?
- What are your payment terms? Are credit cards accepted?
- What can I do to keep fees down?
- What are the approximate maximum and minimum fees I can expect to pay?

- Jg!zpv!dboopu!bggpse!bo!buupsofz-!zpv!dbo!tujm!t f f l!b!qspuf dujpo0s f tusbjojoh!pse fs-!Ám f!gps!ejwpsd f!ps! t fqbsbujpo-!dv tupez!boe!d i jme! t vqqpsu!cz!Ámjoh!b!m fhb m!bdujpo!po!zpvs!p x o!) ). Know that it will take you time and effort, but it is still feasible. For more information, visit a legal service organization or court near you.
- If you and your ex-partner have children in common, be aware that custody agreements may require the children to remain in the jurisdiction. It is advisable to include visitation schedules and overseas visits with relatives when deciding on custody and visitation.
- When you travel with minor children, you should always have the appropriate custody papers with you in the event of questions.

## Ways to keep legal costs down

If you seek the advice of or retain an attorney, try to minimize costs by learning about the processes and preparing your own paperwork as much as possible:

- Do not use your attorney as a therapist. Limit your sessions with your attorney to legal matters. For emotional support, seek out professional counseling instead.
- Provide your attorney with all necessary documents and pieces of evidence. Providing information will t bw f!zpv!uj n f!boe! n pofz/!C fgps f!zpvs!Ås tu! n f fujoh! x ju i !zpvs!buupsofz-!bt t f n cm f!bt! n vd i !jogps n bujpo! as you can, including information on your salary and your partner's salary, pension entitlements, and assets accumulated during your marriage/domestic partnership.
- F n bj m!sbu i fs!u i bo!db m!zpvs!buupsofz/!Jg!zpv!ep!db m-! n b l f!b!mj tu!pg!zpvs! r v f tujpo t!boe!c f!bt! tq fdjÅd!bt! possible. Remember that you are being charged for the time your attorney spends on the phone with you.

- Voefstuboe!bmm!gfft!zpvs!buupsofz!jt!dibshjoh!zpv/!Tpnfujnft!dmjfou!bsf!tipdlfe!up!Åoe!uibu!uifz! ibwf!cffo!dibshfe!gps!ubmkoh!up!ufjs!buupsofz!gps!bt!mjuumf!bt!Áwf!njovuft/!
- If you plan to change your name following your divorce, have your attorney take care of the name change as part of the divorce proceedings.
- Cf!sfbmjtujd!jo!zpvs!efnboet/!Ju!jt!obuvsbm!up!xbou!up!hfu!cdl!bu!b!tqpvtf!cz!ivsujoh!uifn!Áobodjbmz-! but the court is not likely to take emotional issues into account in dividing your property or awarding you with maintenance and support. Set attainable goals and keep a realistic perspective of the situajpo/!Sfnfncfs-!jg!zpv!ibwf!dijmesfo-!ju!jt!cftu!up!ibwf!b!wfsz!tqfdjÁd!tdifevmf!gps!qbsfoujoh!ujnf/

## 9. INTERNATIONAL CHILD CUSTODY

Jg!zpv!bsf!mjwjoh!bxbz!gspn!zpvs!ipnf!dpvousz!boe!tibsf!uif!dvtupez!pg!zpvs!dijmesfo-!epo!u!kvtu!åff! with them back to you home country. Be aware of any potential legal implications before doing so. If you take your children without a custody order, you may be accused of international child abduction. You could even be arrested at the airport before you leave. If you make it to your home country, you may be forced by a domestic court to return with your children, and you may be required to pay the other custodial parent's legal fees as well as your own. Moreover, when you return, your case may be heard in the foreign court, where you may be viewed as an international child abductor. Therefore, before you take any action, it is best to consult an international family law counsel familiar with international divorce and separation, international custody and the rights and obligations of parents available under the Hague Convention. Refer to a legal expert in international child custody and child abduction for more information and support. Your local domestic violence support organisation may be able to provide you with a list of attorneys who they trust and know to be competent to work with victims/ survivors.

## 10. FAMILY AND CHILD SUPPORT ORDERS

Jo!uif!fwfou!ubu!tubgg!nfncfs!gbjmt!up!dpnqz!xjui!uif!Åobodjbm!pcmjhbujpot!up!b!tqpvtf!ps!b!gpsnfs! spouse or family members and that failure is brought to the UN's attention, HR will meet with the staff member to discuss the necessity of paying the required amounts. If the HR receives proof that the staff member has failed to pay support, or is not paying the amount required under a maintenance and support court order, HR may request payroll to withhold the funds from the staff member's salary and pay them directly to the former spouse or other family members, as directed by the court order. See SGB 1999/4 Family and child support obligations of staff members and ST/AI 2000/12 Private legal obligations of staff members.

Key considerations for choosing a counsellor:

- X i fo!t fbsd i joh!gps!b!dpvo t f mps!v t f!ejgg fs fou!Á u fs t-!t vd i !b t!jo t vsbod f-!h f oe fs!je fou juz-!t fyvb!
  orientation, language spoken, cultural preferences, and more.
- Ask for their level of training on domestic violence.
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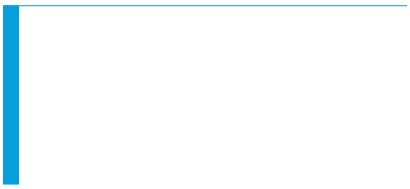

**International Child Abduction:**

The Hague Convention details protections and provides a framework for countries to work together in tqfdjÅd!xbzt!up!sftpmwf!joufsobujpobm!dijme!bcevdujpo!dbtft/!Gps!Country-by-Country Information About Child Abdu52.1 (o)-9ountry8 8047ng (en-GB)/MCID 6 8DC BT0.01 T8 80(u)-11.7 0.1 (i)4. (u)(-)- (n)-2.5 (t)6 6(t)6 0574488 (r)-5