

## Circle on Cavill Family Violence Policy

This policy applies to all energy customers at Circle on Cavill who may be affected by family violence. It explains how we will help you if you tell us you are experiencing family violence, including our obligations to protect your energy-related information, and support you if you are having trouble paying your energy bills. This policy is in addition to any rights you may have under your relevant state or territory legislation (for example, tenancy legislation).

**If you consider you are in immediate danger, call emergency services on 000.**

| Minimum requirements                                                                                                                                  | Standardised statements                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
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| Information explaining what family violence is, including examples of what family violence can include.                                               | <p><b>What is family violence?</b></p> <p>Family violence is when someone in a family, domestic, intimate or family-like relationship</p> <ul style="list-style-type: none"> <li>• is violent or threatening, or</li> <li>• coerces or controls you, or</li> <li>• tries to make you feel unsafe.</li> </ul> <p>Family violence can include, but is not limited to:</p> <ul style="list-style-type: none"> <li>• financial abuse, such as controlling your money, taking away your financial independence, or refusing to provide necessary financial support for you or your dependent's living expenses</li> <li>• emotional or psychological abuse, such as manipulation, intimidation or behaviours that undermine you or make you feel controlled</li> <li>• physical abuse, such as intentionally using physical force against you, another person or animal</li> <li>• sexual abuse, including any forced, unwanted or exploitative sexual activity</li> <li>• social abuse, such as isolating you from your family, friends or culture.</li> </ul>                                                                                                                                                                                                                                                                                                         |
| Processes for the early response by the exempt seller in the case of affected exempt customers identifying themselves as experiencing family violence | <p><b>What we will do to help you</b></p> <p>If you tell us that you are affected by family violence, we will take extra precautions with your energy-related information.</p> <p>We will only discuss your energy contract or energy bills with you, or someone you choose to communicate with us.</p> <p>We will not ask you to give us evidence that you are affected by family violence before we can help you.</p> <p>We will not ask you to repeatedly disclose your personal circumstances.</p> <p><b>You can choose how you want to communicate with us</b></p> <p>We will request your preferred form of communication and we will only use that form of communication to talk to you about your energy account.</p> <p>If we cannot use your preferred form of communication, we will offer other ways to communicate with you.</p> <p><b>You can nominate a support person</b></p> <p>You can choose a support person to communicate with us. A support person could include a:</p> <ul style="list-style-type: none"> <li>• family member or friend</li> <li>• financial counsellor</li> <li>• social worker</li> <li>• someone who helps you manage your bill.</li> </ul> <p>We will only do this if you give us your permission and provide us the contact details of your preferred person(s). If this happens, we'll note their details in our</p> |

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|                                                                                      | <p>records. We will only communicate with you and/or the person you choose, according to your instructions. If you prefer, we can communicate solely with your chosen support person.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Processes to keep affected exempt customer's energy-related information confidential | <p><b>We will keep your energy-related information safe</b></p> <p>If you tell us that you are affected by family violence, we will secure information related to your energy account, including your contact details, in the following ways:</p> <ul style="list-style-type: none"> <li>• Any paper files (related to your energy account) will be kept in a locked drawer or cabinet and only accessible to relevant employees or agents with a need to access them to perform services relating to your energy account.</li> <li>• Your details will be stored in our computer system, which is password protected and only accessible to relevant employees or agents with a need to access them to perform services relating to your energy account.</li> </ul> <p>If you agree, we will 'flag' your energy account so that any administrative employees and body corporate members who manage your energy account will take extra precautions to keep information related to your energy account safe and will engage you through your preferred form of communication and/or through your chosen support person.</p> <p>We will not share your energy-related information with anyone unless you give us permission, or we are required by law to do so.</p> |
| Information about the impact of family violence                                      | <p><b>Family violence can include financial abuse, which may make it difficult to pay your bills.</b></p> <p>Financial abuse can occur when someone stops you from accessing your money, manipulates your financial decisions, or uses your money or assets without your consent.</p> <p>Energy accounts can sometimes be used as a tool for financial abuse, which is a form of family violence. Examples of financial abuse relating to energy accounts can include:</p> <ul style="list-style-type: none"> <li>• opening an energy account in your name without your knowledge or consent</li> <li>• opening a joint energy account with you but refusing to contribute to the costs</li> <li>• using your energy account details to manipulate or control you.</li> </ul> <p>We recognise family violence as a likely cause of a customer experiencing payment difficulties. If you are experiencing financial difficulties due to family violence, we will take this into account when supporting you with matters relating to payment of your energy bills.</p>                                                                                                                                                                                               |
| Assistance available to affected exempt customers experiencing payment difficulties  | <p><b>If you are experiencing payment difficulties</b></p> <p>If you are affected by family violence and are struggling to pay your energy bills, contact us for help as soon as possible.</p> <p>We can offer a range of support, including payment plans and waiving fees associated with late payment (if applicable).</p> <p><b>Late payment fees</b></p> <p>We will waive late payment fees on your energy bill.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

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|                                                           | <p><b>Payment Plans</b><br/>If you are a residential customer on a payment plan with us, and you have missed your payments, we will work with you to set up a new payment plan.</p> <p><b>Hardship policy</b><br/>If you are a residential customer experiencing payment difficulties, we will tell you about the support options available through our Hardship Policy.<br/><a href="http://www.circleoncavill.org/hardship-policy.pdf">www.circleoncavill.org/hardship-policy.pdf</a>. You can ask us for a copy of our Hardship Policy at any time.</p> <p><b>We will not disconnect you</b><br/>We will consider how family violence has impacted your ability to pay your energy bills and will not disconnect your energy supply if your unpaid energy bills resulted from family violence or would impact your safety.</p>                                                                                                                                                                            |
| Referrals to appropriate family violence support services | <p><b>Support services</b><br/>If you are affected by family violence, the support services below may assist you.</p> <p><b>Family violence support services</b><br/>National 1800RESPECT Line (24 hours) — Call 1800 737 732, Text 0458 737 732, <a href="http://www.1800respect.org.au">www.1800respect.org.au</a><br/>Lifeline (24 hours) — Call 13 11 14, <a href="http://www.lifeline.org.au">www.lifeline.org.au</a><br/>Kids Helpline (24 hours) — Call 1800 55 1800, <a href="http://www.kidshelpline.com.au">www.kidshelpline.com.au</a><br/>13 YARN (24 hours) — Call 13 92 76, <a href="http://www.13yarn.org.au">www.13yarn.org.au</a><br/>QLife — Call 1800 184 527, <a href="http://www.qlife.org.au">www.qlife.org.au</a><br/>Men's Referral Service — Call 1300 766 491, <a href="http://www.ntv.org.au/get-help/">www.ntv.org.au/get-help/</a></p> <p><b>Financial help services</b><br/>National Debt Helpline — Call 1800 007 007, <a href="http://www.ndh.org.au">www.ndh.org.au</a></p> |

Source: Australian Energy Regulator, *Exempt Seller Family Violence Policy Template (draft, March 2025)*. Bracketed text [ ] must be completed by the Body Corporate before adoption. Confirm this is the final published version before distributing to residents.