

2021 EMPLOYER PARTICIPATION DETAILS

EMPLOYER DETAILS: ALL ORGANISATIONS/EMPLOYERS MUST COMPLETE THIS PART OF THE SUBMISSION
EMPLOYER DETAILS: PLEASE CHECK THAT YOU HAVE COMPLETED ALL DETAILS WITHIN EACH ROW OF THIS TABLE

EMPLOYER / ORGANISATION DETAILS	
Organisation Name:	Australian Taxation Office
Sector: <i>Please delete those not relevant</i>	Public/Government: Federal
Employer Size (within Australia): <i>Please delete those not relevant</i>	Number of employees within Australia: >= 8,001
Regional Employers	Is your head office Regional? No
Global Employers	Do you have international offices: No Is your head office in Australia: Yes
Contact Person for the Index: <i>Please provide full contact details including postal address and postcode.</i> <i>This is the person we should contact if we have any questions. Email results will also be sent to this person and hard copy participation certificates will be mailed to this person.</i>	Name: s 47E Position Title: Assistant Director, Workplace Diversity Postal address (including postcode): ATO, 52 Goulburn Street, 18th floor. Sydney. 2000 Phone number: 47E(d) Email: 47E(d)

INTERNATIONAL WORKPLACE INDEX PARTICIPATION	
Do you participate in any other workplace equality indices globally? <i>Please delete those not relevant</i>	<input type="checkbox"/> Stonewall's Workplace Equality Index (UK) <input type="checkbox"/> HRC's Corporate Equality Index (US) <input type="checkbox"/> Community Business LGBT Workplace Inclusion Index (Hong Kong) <input type="checkbox"/> Workplace Pride Index Amsterdam <input type="checkbox"/> Other:

INDUSTRY BENCHMARKS		
<p>Participating employers will by default be benchmarked according to:</p> <ul style="list-style-type: none"> • Sector: Public / Private / NFP / Higher Education • Government: Federal, State, Local • Employer Size • Awarded Tier Recognition • Global Employers <p><i>All benchmarking tables will be provided for comparison, but only those that reflect your dominant industry/business should be selected here.</i></p> <p><i>Please remove all that are not applicable or your core industry business.</i></p>	<p>In addition to the Industries/Sectors listed in the column to the left, select the Industries most relevant to your organisation's area(s) of focus:</p> <p>Please select a maximum of 4 industries:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Aged Care <input type="checkbox"/> All listed ASX Top 50 <input type="checkbox"/> Automotive: Wholesale and Retail <input type="checkbox"/> Banking & Financial Services <input type="checkbox"/> Community Services <input type="checkbox"/> Computer Software <input type="checkbox"/> Construction <input type="checkbox"/> Disability Services <input type="checkbox"/> Education (broader than Higher Education) <input type="checkbox"/> Energy / Utilities <input type="checkbox"/> Engineering <input type="checkbox"/> Health & Wellbeing <input type="checkbox"/> Hospitality 	<ul style="list-style-type: none"> <input type="checkbox"/> Information Services Infrastructure <input type="checkbox"/> Insurance <input type="checkbox"/> Law Enforcement <input type="checkbox"/> Legal <input type="checkbox"/> Manufacturing <input type="checkbox"/> Media & Entertainment <input type="checkbox"/> Mining <input type="checkbox"/> Operations Security <input type="checkbox"/> Pharmaceuticals <input type="checkbox"/> Professional Services & Consulting <input type="checkbox"/> Property <input type="checkbox"/> Rail & Logistics Transportation <input type="checkbox"/> Recruitment <input type="checkbox"/> Research & Development <input type="checkbox"/> Retail <input type="checkbox"/> Technology & Telco <input type="checkbox"/> Tourism & Gaming <input type="checkbox"/> Transport <input type="checkbox"/> Are there any other industry benchmarks that you would like to see? Taxation

DISCLOSURE RECOGNITION	
<p>Please select participation identification level at which we can identify you (Name and Employer Tier only, no scores)</p> <p><i>Please delete those not relevant</i></p>	<p>We list employers annually that reach each of the employer recognition tiers within the AWEI, unless you choose to be anonymous. Some employers choose only to be identified should they reach a certain recognition tier.</p> <p>Select the recognition tier at which you would like to be publicly identified:</p> <ul style="list-style-type: none"> <input type="checkbox"/> We are happy to be identified regardless of employer tier reached <input type="checkbox"/> Only identify us if we reach Bronze Tier or higher <input type="checkbox"/> Only identify us if we reach Silver Tier or higher <input type="checkbox"/> Only identify us if we reach Gold Tier or higher <input type="checkbox"/> We are participating anonymously and do not want to be identified

ADDITIONAL AWARD SUBMISSIONS	
<p>Have you considered nominating someone for an LGBTQ Inclusion Award? Please list any other LGBTQ Inclusion Awards that you are submitting for this year within the AWEI. This provides us with a cross-check reference to ensure that all expected submissions are received.</p> <ul style="list-style-type: none"> • Consider nominating a group or individual for their extensive work in LGBTQ inclusion within your organisation • More than one nomination in each category may be received • Individual Nomination submission forms can be found here: http://www.pid-awei.com.au/submission-documents/ 	<p>Award Nomination Categories:</p> <p><input type="checkbox"/> s 47E</p>

NEGATIVE PRESS / COMPLAINTS DISCLOSURE
<ul style="list-style-type: none"> • We have received negative press that has impacted our reputation as an LGBTQ inclusive employer • Formal complaints were lodged against us for LGBTQ discrimination, bullying or harassment (Fair Work Ombudsman, Human Rights Commission, Sex Discrimination Act) • We understand that up to 25 points <i>may be</i> deducted from our score if we have received a significant amount of negative press regarding an anti-LGBTQ incident where our organisation was responsible and insufficient action was taken to rectify this. <p>In relation to the above (maintaining required confidentiality), please broadly outline your course of action or response/outcomes of any complaints lodged: No negative press or formal complaints were lodged against the ATO in 2020.</p>

ACCURACY STATEMENT	
We confirm that at the time of submission, details provided for all questions identified within the three submission documents are true and accurate. We understand that should any claims be found to be false, points and rankings will be adjusted accordingly.	
Name of person signing off accuracy:	47E(d)
Position within organisation:	Assistant Commissioner, Workforce Strategy
Contact Email:	47E(d)@ato.gov.au
Contact Phone:	47E(d)

2021 STANDARD EMPLOYER AWEI

SECTION 1: STANDING SUBMISSION

This section pertains to LGBTQ inclusion within organisational policies and practice.

The Standing Submission includes:	
HR Policy & Diversity Practice:	Standard practices within HR Policies and explicit LGBTQ inclusion within them; including third party policies
LGBTQ Bullying / Harassment & Support:	Tracking and handling of potential incidents and support for LGBTQ employees, should this occur
Trans & Gender Diverse Inclusion:	Explicit policy inclusion for trans and gender diverse employees; including leave, forms, titles and dress codes
Strategic Focus:	Accountabilities and role responsibilities for HR and Executive staff; external / customer facing inclusion promotions

IMPORTANT NOTE:

If you have submitted an AWEI last year, ***you may choose to carry over your point allocations within Section 1: Standing Submission only.***

- **If you wish to carry over your entire Standing Submission scores from last year, please leave Section 1: Standing Submission blank.** (Recommended if you are satisfied with your previous scores and/or no further work has been done in this section.)
- **If you leave any questions blank within this section, we will not change the score from last year.**

OR:

- **If you wish to submit (or re-submit) for any question/s within Section 1: Standing Submission, please submit evidence for the individual question/s applicable.**
- **If you submit evidence for any question, the evidence and score will be re-evaluated based only on the evidence supplied within this Submission** (last year's evidence will not be referenced, so you must re-submit all evidence requested).

Please provide the name and contact details of your Senior HR person:	
Senior HR Person:	47E(d)
Contact Details (email / phone):	47E(d) @ato.gov.au 47E(d)
Should we require clarification/verification for any particular question within Section 1: Standing Submission, we will contact this individual. If this contact is not supplied, it may result in a loss of points for questions within this section.	

For further support and clarification: Please download the [AWEI Scoring Guidelines](#) or refer to the [AWEI Tools and Support](#) webpage.

STANDING SUBMISSION: HR POLICY & DIVERSITY PRACTICE

STANDING SUBMISSION: HR POLICY & DIVERSITY PRACTICE 1. Removal of the terms: 'Sexual Preference' or 'Lifestyle Choice(s)'	FOUNDATION Max. 2 points
<p>We have conducted a review to ensure that any reference to 'sexual preference' or 'lifestyle choice' within our policy documentation, diversity references, on external facing websites and company intranet pages has been replaced with the words 'sexual orientation.'</p> <p><i>Please provide an outline of progress to date.</i></p>	
<p>Points rollover.</p>	
STANDING SUBMISSION: HR POLICY & DIVERSITY PRACTICE 2. LGBTQ Inclusivity within Policies and Benefits	FOUNDATION Max. 2 points
<p>On our policy intranet pages (or upfront within our policy documentation), we have made it <i>explicitly clear</i> that all policies are inclusive of LGBTQ employees and their families (where families are included within policies/benefits).</p> <p><i>Please provide a screenshot or insert attachment of where you state the explicit inclusion of LGBTQ employees (and families where relevant) within policies/benefits (please do NOT attach complete policies).</i></p>	
<p>Points rollover.</p>	
STANDING SUBMISSION: HR POLICY & DIVERSITY PRACTICE 3. New Parent Leave Inclusive of LGBTQ Families	FOUNDATION Max. 3 points
<p>On our policy pages (or upfront within our family policy documentation), we <i>explicitly communicate</i> that our New Parent Leave (or equivalent) includes those who have children via surrogacy, adoption and foster arrangements regardless of employee gender.</p> <p><i>For full points, please identify:</i></p> <ul style="list-style-type: none"> <i>(a) If leave covers surrogacy and where the availability of this leave is explicitly communicated for LGBTQ families</i> <i>(b) If leave covers adoption and where the availability of this leave is explicitly communicated for LGBTQ families</i> <i>(c) If leave covers foster arrangement and where the availability of this leave is explicitly communicated for LGBTQ families</i> 	
<p>Points rollover.</p>	
STANDING SUBMISSION: HR POLICY & DIVERSITY PRACTICE	ADVANCED

4. Travel Advice for Employees	2 points
<p>We have travel advice and support available to our LGBTQ employees or employees with LGBTQ dependents should they be required to travel for work (e.g. cultural context, safety, LGBTQ matters in other jurisdictions).</p> <p><i>Please provide a copy of travel advice available.</i></p>	
<p>Many ATO employees are not required to travel outside of Australia. International travel is often restricted to Senior Executive Staff. However, we do acknowledge that our staff travel internationally for recreational reasons.</p> <p>We provide supporting information in relation to international travel specific to LGBTI+ members. This information is available to all staff on the myATO intranet travel page (refer SS_4a). The myATO intranet page is the primary platform that the ATO uses to convey news, policies, and all other people related matters to all employees.</p>	

STANDING SUBMISSION: HR POLICY & DIVERSITY PRACTICE	
5. Third Party Policies	ADVANCED Max. 2 points
<p>We have audited third party service providers to ensure they align with our non-discriminatory policies/procedures, inclusive of LGBTQ people and their families.</p> <p>Please select <i>all</i> that have been audited, evidence only required for <i>one</i>:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Superannuation <input type="checkbox"/> Death & TDP Benefits / Life Insurance <input type="checkbox"/> Travel Insurance <input type="checkbox"/> Healthcare (excluding EAP – Employee Assistance Programs – covered elsewhere) <p><i>Please select all that have been audited from the list above (clicking the check box will mark it as selected). Please also provide evidence for <i>one</i> of the above, showing explicitly where LGBTQ inclusivity is stated.</i></p>	
<p>We annually audit third party service providers. In 2020, we found inclusion of LGBTI+ people stated in our third-party policies for the Commonwealth Superannuation Scheme (CSS) and Public Sector Superannuation (PSS). These are the ATO’s default superannuation funds managed by the Commonwealth Superannuation Corporation (CSC). CSS and PSS schemes pay benefits to a <u>spouse of a deceased pensioner</u> (including same sex partners).</p> <p>Please see extract from the policy below (refer SS_5a):</p> <p>Spouse of a deceased pensioner</p> <p>What this form is for:</p> <p>You can use this form if you are a spouse or partner of someone who passed away while in receipt of a pension from PSS, CSS, 1922 Scheme, or PNG Scheme.</p> <p>If you are a spouse or partner of a deceased pensioner, you may be eligible to receive a pension; this is referred to as a Reversionary Pension.</p>	

Definition of an eligible spouse or partner

You are an eligible spouse or partner if you and the pensioner were living together, or usually lived together for a continuous period of at least three years at the date of death, and are:

- married, or
- in a registered relationship (opposite or same sex) e.g. a civil union, or
- in a de facto relationship (opposite or same sex).

Senior HR Name/Contact Details for verification: Workplace Diversity Officer, 47E(d) – 47E(d)

STANDING SUBMISSION: HR POLICY & DIVERSITY PRACTICE

ADVANCED
Max. 5 points

6. LGBTQ Inclusive Domestic & Family Violence Policy

We have a Domestic & Family Violence Policy (DFV) that covers the following:

- (a) specific challenges and unique types of violence faced by LGBTQ communities
- (b) stated LGBTQ avenues of support
- (c) a statement that the policy **explicitly covers LGBTQ people, partners and their families**

For full points, please provide evidence for all of the above. (Please only provide evidence specific to each of the above points, do not attach your entire policy.)

The ATO Domestic and Family Violence Policy clearly stipulates that the ATO is committed to supporting employees who experience domestic and family violence and to providing a workplace environment that promotes security, understanding and flexibility in times of need. Our policy recognises that domestic and family violence can affect people of all cultures, religions, ages, genders, **sexual orientations**, educational backgrounds and income levels.

Our policy provides our LGBTI+ colleagues with specific avenues for support through QLife.

In addition – we provide our LGBTI+ employees with further information on our myATO LGBTI+ intranet page. This page provides LGBTI+ support options to all employees including a clear reference that our policy covers LGBTI+ people and their families. We have included an external reference to the Pride in Diversity LGBTQ Domestic & Family Violence publication for specific challenges and unique types of violence faced by LGBTQ communities and access to Qlife for employees who identify as LGBTI+.

Refer to evidence SS_6a and SS_6b.

STANDING SUBMISSION: HR POLICY & DIVERSITY PRACTICE

ADVANCED
max. 4 points

7. Communications on LGBTQ Inclusive and Offensive Language

We have developed targeted communications or public relations guides that outline how to reference LGBTQ communities in communications, articles, media, and/or advertising that:

- a) provide examples of **both** inclusive language AND language that is exclusive/offensive to LGBTQ people

b) are available to all employees within the organisation

For full points, please attach:

- (a) a copy of your guide that includes examples of both inclusive language AND exclusive/offensive to LGBTQ people*
- (b) details of how this guide is made available to employees*

We have leveraged the Trans and Gender Diverse Inclusion Language Guide provided to us by Pride in Diversity to ensure that we are currently following best practice for inclusive language in the workplace (refer SS_7a).

We have promoted this guide in a place of easy access on our dedicated Workplace Diversity LGBTI+ intranet page which all staff can access (refer SS_7b). We have forwarded this document to our internal communications team as we are currently looking to update existing policies to ensure we reflect best-practice LGBTI+ inclusive language (refer SS_7c).

STANDING SUBMISSION: LGBTQ BULLYING/HARASSMENT & SUPPORT

STANDING SUBMISSION: LGBTQ BULLYING/HARASSMENT & SUPPORT	FOUNDATION
8. LGBTQ Training HR / Grievance Officers	Max. 3 points
<p>We have an internal formal HR/Grievance process whereby LGBTQ people can request or engage with:</p> <ul style="list-style-type: none"> a) someone specifically trained in LGBTQ Inclusion; OR b) an ally who has a good understanding of LGBTQ sensitivities and potential areas of concern <p><i>For full points, please confirm:</i></p> <ul style="list-style-type: none"> <i>(a) that all identified LGBTQ friendly Grievance Officers or first points of contact have either; undertaken LGBTQ awareness training <u>or</u> are experienced allies with a good understanding of sensitivities</i> <i>(b) where these LGBTQ aware/friendly grievance contact points can be located or requested for those seeking formal support</i> 	
Points rollover.	

STANDING SUBMISSION: LGBTQ BULLYING/HARASSMENT & SUPPORT	INTERMEDIATE
9. Behavioural Examples of What Constitutes Bullying / Harassment	Max. 4 points
<p>Documentation within our bullying and harassment policy/guidelines provide clear behavioural examples of what constitutes bullying/harassment in terms of sexual orientation, gender identity/expression AND examples of behaviour that constitutes bullying/harassment of intersex people.</p> <p><i>For full points, please provide evidence of behavioural examples given within your documentation in terms of:</i></p>	

- (a) behaviour that constitutes bullying/harassment in regard to one's sexual orientation
- (b) behaviour that constitutes bullying/harassment of trans or gender diverse employees
- (c) behaviour that constitutes bullying/harassment of intersex people

The ATO Workplace Bullying, Harassment and Discrimination - Questions and Answers guide (which accompanies our Workplace Bullying, Harassment and Discrimination policy) provides clear behavioural examples of what constitutes bullying/harassment of LGBTI+ people (refer to SS_9a).
Our myATO LGBTI+ intranet page extends this information for all staff (refer to SS_9b).

STANDING SUBMISSION: LGBTQ BULLYING/HARASSMENT & SUPPORT

INTERMEDIATE
Max. 3 points

10. EAP Provider

We have either:

- a) identified individuals within our EAP provider who have received specific training in, or have considerable understanding of the challenges faced by LGBTQ individuals that we can refer our LGBTQ employees
- b) received documentation that we believe demonstrates both the knowledge and expertise of our EAP provider to support LGBTQ people

and we have:

- c) clearly communicated this on our EAP Provider page and/or our LGBTQ intranet page

Please provide:

- (a) evidence of (a) or (b) above and
- (b) where this has been communicated on an LGBTQ intranet page

The ATO has received confirmation from the contracted provider, Lifeworks, confirming they have provided their counsellors with specific LGBTI+ training to support their clients (refer SS_10a and SS_10b).

Training involved:

- Definitions, vocabulary and meanings within LGBTQI+
- Appropriate language use when communicating with others who identify as LGBTQI+
- Breaking down stereotypes and recognising and respecting the individual
- Building rapport with people who identify as LGBTQI+

Our Workplace Diversity LGBTI+ intranet page is a source of information available to all staff in the ATO. The LGBTI+ page sits within the home page for the Workplace Diversity team. We include information in relation to EAP and the counsellor's expertise in supporting LGBTI+ clients (refer SS_10c).

STANDING SUBMISSION: LGBTQ BULLYING/HARASSMENT & SUPPORT

ADVANCED
Max. 4 points

11. Tracking of Incidents

We can provide evidence that shows:

- a) how we extract LGBTQ related instances from collected bullying/harassment data
- b) the development of a process that is sensitive to LGBTQ disclosure enabling us to mediate and/or action incidents

For full points, please screenshot or provide evidence for both a) and b) above.

Points rollover.

STANDING SUBMISSION: INCLUSION OF TRANS AND GENDER DIVERSE PEOPLE

STANDING SUBMISSION: INCLUSION OF TRANS AND GENDER DIVERSE PEOPLE

INTERMEDIATE

12. Gender Affirmation Policy and Process Documentation

Max. 5 points

We have a documented gender affirmation policy/process and documentation to support both; the employee(s) wishing to affirm their gender in the workplace AND their manager(s), peers and colleagues.

Note: 'Gender affirmation' (above) is the ideal term for what has commonly been referred to as 'transitioning.'

Please provide:

- a) a copy of this specific policy/process
- b) detailed support documentation for employee(s) wishing to affirm their gender in the workplace
- c) detailed support/educational documentation for managers peers and colleagues

Points rollover.

STANDING SUBMISSION: INCLUSION OF TRANS AND GENDER DIVERSE PEOPLE

ADVANCED

13. Dress Codes and Uniforms

Max. 4 points

We have removed gendered language within organisational wide dress code policies and/or guidelines to empower all employees, including trans, gender diverse and non-binary employees to dress in a manner (or select uniforms) that best reflects who they are.

Further contact details and information has also been provided for support, if required.

For full points, policies or guidelines must:

- a) state that all employees are supported to dress in a manner that best reflects their gender *identity*
- b) explicitly mentions trans, gender diverse and non-binary employees
- c) provide a support contact or further information on interpreting these guidelines, if required

In the ATO, we have removed gendered language from our corporate dress standards to ensure that our guidelines reflect the individual needs of all staff (refer SS_13b). We recognise that staff may require additional information to be supported in attire that best reflects their gender identity. We have included additional information for employees on our myATO LGBTI+ intranet page which is available to all staff (refer SS_13a).

STANDING SUBMISSION: INCLUSION OF TRANS AND GENDER DIVERSE PEOPLE

**ADVANCED
Max. 4 points**

14. Gender Affirmation Leave

We have an internal policy that ensures ***additional*** paid leave is available for employees who require time away to undertake or physically manage their gender affirmation.

Note: For full points, this leave must be in addition to the need to utilise annual leave, sick or generic personal leave.

For full points, please provide:

- (a) evidence of a paid leave entitlement (over and above annual leave, sick or generic personal leave) for individuals currently affirming their gender
- (b) a list of any supporting documentation required from the employee for you to enact this leave
- (c) **whether this leave availability is standard HR policy or solely dependent on the discretion of the manager**

a) In the ATO, we have a gender transition guide (refer SS_14a) that provides advice to employees and managers.

The guide clearly outlines a paid leave entitlement on page 3 which states:

"A range of leave options are available and for situations that are not covered by personal leave provisions, you may also be eligible for paid miscellaneous leave."

Paid miscellaneous leave is a provision granted to ongoing employees under our employee Enterprise Agreement (refer SS_14b).

b) Under the miscellaneous leave provisions (refer SS_14c) it highlights that documentary evidence is at the discretion of the delegate due to the wide scope and application of this leave provision (page 11):

"The delegate may require evidence for your leave. While appropriate evidence will depend on the situation you are using the leave for, some examples are documents from:

- relevant professionals involved in the matter (for example, health professionals, lawyers)
- police or courts
- a family violence service or refuge worker
- you (for example a statutory declaration).

Applications for miscellaneous leave are to be made in writing and are to be forwarded to the delegate as far in advance as practical.

To help support the delegate to decide, it is in the employees' interest to provide all necessary relevant details and to apply sufficiently early to allow time for proper consideration of the request and any consequential operational impacts/arrangements.

An application in the HR SAP system or an email satisfy the 'in writing' requirement. The delegate may request further information in support of the application.

c) Miscellaneous leave is a standard HR Policy available for all employees in the ATO under the Enterprise Agreement (refer SS_14b).

However as miscellaneous leave encompasses a very wide range of possible reasons for leave, the approval of granting leave for the purposes of affirming gender is at the discretion of the manager or director (whomever holds the relevant delegations under the *Public Service Act 1999*).

STANDING SUBMISSION: INCLUSION OF TRANS AND GENDER DIVERSE PEOPLE

**ADVANCED
Max. 4 points**

15. Gender Neutral Bathrooms and Facilities

We have (or are working towards) having 'Gender Neutral' or 'All Gender' bathrooms and/or facilities with clear and visible signage available to employees.

Note: "Unisex" signage will not be given points for this question. We are seeking more inclusive language for inclusive signage.

If you already have gender neutral or all gender signage, please provide:

- (a) evidence of a communication regarding where 'Gender Neutral' or 'All Gender' bathroom/facilities can be located
- (b) evidence of clear and visible signage as it appears at the bathroom/facility location

If you are still making progress towards this, please:

- (c) outline progress made and when you expect to have signage in place.

If this is not possible for any reason, please provide:

- (d) evidence of any research or work that you have done in this area
- (e) any means by which you have been able to accommodate trans, gender diverse and non-binary employees

*** Please refer to the Evidence Guidelines regarding changes made to this question.***

c) The ATO is building a new office suite in the Brisbane CBD. In July 2020, the ATO Workplace Diversity team approached our Brisbane project team to request that the first gender inclusive facilities be designed and delivered in the new office.

In September 2020; a Brisbane project team leader contacted Pride in Diversity to seek guidelines and best practice resources to enable this build (refer SS_15a).

Upon recommendations by Pride in Diversity, the Brisbane project team lead received information from Inter-build Group to support our progress (refer SS_15b).

Given the size and scale of this build, the ATO anticipate that our first gender inclusive facilities will be finalised in late 2021, prior to staff occupation of the office in early 2022.

In January 2021, Workplace Diversity initiated a review of corporate property policy to build a clause on tender that any new site build or existing site refurbishment will include inclusive/gender-neutral bathroom facilities across the entire ATO site footprint. We anticipate this will be finalised by March 2021.

STANDING SUBMISSION: INCLUSION OF TRANS AND GENDER DIVERSE PEOPLE

**ADVANCED
Max. 2 points**

16. (Forms) Non-Binary Gender Options for Employees

We have audited and amended (or are in the process of auditing/amending) all internal documents and forms that collect gender information to include non-binary options and options for those who identify as trans or gender diverse (moving away from binary male/female, Mr. Ms., Mrs etc.).

For full points, please provide:

- (a) a brief outline of progress of work to date
- (b) options provided within changed documents if changes have been made

OR (c) *evidence that you do not collect or have removed gender options or gendered information on your forms*

In the ATO, all of our forms have been converted to IT systems as we have transitioned to a paperless organisation (refer example of changing legal name or gender in SS_16a which identifies use of PeopleConnect – IT system).

The Workplace Diversity team conducts an annual review of internal forms (all digital). This review covers the following three internal systems that hosts all internal people related information:

- Employee gender details in the **Equity and Diversity tile** that is located in our 'mySAP' human resource platform (refer SS_16b).
 - The gender option in the Equity and Diversity tile is updated by the employee either during the onboarding process or during gender affirmation processes. These details cannot be changed without a form lodged through People Connect.
 - The tile currently includes 'Female', 'Male' and 'X'.
 - We have begun consultation with our internal IT partners to determine whether we could include an option to update our current gender fields to be more inclusive of intersex, trans and gender diverse employees.
 - Given the restrictions in data reporting with the APSC (refer to question 38 in annual submission for more information), we are still progressing these changes.
- **E-forms** is the only digital platform available for travel and reimbursement claims for ATO employees. Personal details asks staff to select their preferred salutation (refer SS_16c).
 - The salutation list includes; Mr, Mrs, Miss, Ms, Mx and Dr.
 - This information is correct as at February 2021.

- **People Connect** is the digital platform for employees to raise workplace incidents, payroll and people help requests. We don't ask for gender information on this platform however salutation details are generated using data sourced in mySAP (refer SS_16d).

The contact details for the senior person listed in section 1 is:

- 47E(d) 47E(d)

STANDING SUBMISSION: INCLUSION OF TRANS AND GENDER DIVERSE PEOPLE

ADVANCED
Max. 2 points

17. (IT Systems) Non-Binary Gender Options for Employees

We have audited and amended (or are in the process of amending) all relevant IT systems that collect gender information to include non-binary options and options for those who identify as trans or gender diverse (moving away from binary male/female, Mr. Ms., Mrs etc.).

For full points, please provide:

- (a) a brief outline of progress of work to date
- (b) options provided within systems if changes have been made

OR (c) evidence that you do not collect or have removed gender options or gendered information within your systems

The Workplace Diversity team conducts an annual review of internal IT systems to determine which platform collects information relating to gender. We have identified the following three internal systems (interconnected) that hosts all internal people related information:

- Employee gender details in the **Equity and Diversity tile** that is located in our 'mySAP' human resource platform (refer SS_16b).
 - The gender option in the Equity and Diversity tile can be updated by the employee either during the onboarding process, during gender affirmation processes or for any other requirements as in SS_16a. These details cannot be changed without a form lodged through People Connect.
 - The tile currently includes 'Female', 'Male' and 'X'.
 - We have begun consultation with our internal IT partners to determine whether we could include an option to update our current gender fields to be more inclusive of intersex, trans and gender diverse employees.
 - Given the restrictions in data reporting with the APSC (refer to question 38 in annual submission for more information), we are still progressing these changes.
- **E-forms** is the only digital platform available for travel and reimbursement claims for ATO employees. Personal details asks staff to select their preferred salutation (refer SS_16c).
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The contact details for the senior person listed in section 1 is:

- 47E(d) 47E(d)

STANDING SUBMISSION: INCLUSION OF TRANS AND GENDER DIVERSE PEOPLE

ADVANCED
Max. 6 points

18. Trans and Gender Diverse Applicants

For trans and gender diverse applicants, we have:

- Implemented processes to help reduce roadblocks/difficulties faced by trans and gender diverse **people who are applying for jobs**
- clearly communicated** a point of contact available for trans and gender diverse applicants throughout the **recruitment** process on relevant web pages or within application documentation
- provided documentation addressing concerns specific to trans and gender diverse applicants and made these available throughout the recruitment process

For full points, evidence must be provided for all items above. Partial points will be given if all items are not evidenced.

In the ATO we have started to embed processes to remove some of the challenges faced by trans and gender diverse employees including;

- All recruitment panel participants are required to attend unconscious bias training and we are embedding specific LGBTI+ inclusion awareness training for all panel members (refer page 3 in SS_18a). We anticipate that these updates will be embedded (fully) by 30 June 2021.
- Our external ATO Careers web page highlights our commitment to diversity and inclusion (refer SS_18b).
- We have circulated and made available a Gender Diverse inclusive fact sheet to educate staff to provide support to trans and gender diverse peers (refer SS_18c).

STANDING SUBMISSION: STRATEGIC FOCUS

STANDING SUBMISSION: STRATEGIC FOCUS

FOUNDATION
Max. 2 points

19. External Website LGBTQ Workplace Inclusion Promotion

We have promoted our focus and work on LGBTQ workplace inclusion on our **external** facing webpage (URL).

Please provide the URL of an external webpage that specifically promotes your inclusion work. (Points will not be given if we are unable to access this externally.)

Points rollover.

STANDING SUBMISSION: STRATEGIC FOCUS 20. HR / Diversity Professional Accountabilities	INTERMEDIATE 2 points
<p>We have at least one Diversity / HR professional whose job description, performance appraisal or work plan includes specific and detailed LGBTQ inclusion objectives/targets.</p> <p>Note: This is beyond a general reference to LGBTQ inclusion as an area of diversity.</p> <p><i>Please provide evidence of such specific targets.</i></p> <p>The Workplace Diversity team (a function within HR) comprises of five separate portfolios, each led by an Assistant Director (EL1) Human Resource Officer.</p> <p>The role of Assistant Director for Strategy & Governance portfolio is responsible for specific objectives relating to LGBTI+ inclusion in the ATO. The portfolio work plan (refer SS_20a) highlights the following for LGBTI+ inclusion in the 2020-21 year;</p> <ul style="list-style-type: none"> • The Australian Workplace Equality Index - the primary performance indicator • LGBTI+ metrics included in our mySAP Diversity & Equity tile 	
S 47F	

STANDING SUBMISSION: STRATEGIC FOCUS 21. Executive Sponsor or LGBTQ Champion	ADVANCED Max. 4 points
<p>We have an Executive Sponsor located within our Australian offices with documented role expectations/accountabilities related to LGBTQ inclusion work and advocacy within the organisation.</p> <p><i>For full points, please provide evidence of both:</i></p> <p>(a) <i>the documented role expectation/accountabilities</i></p> <p>(b) <i>the mechanism through which the Executive Sponsor reports or is made accountable for these</i></p>	
<p>Points rollover.</p>	

STANDING SUBMISSION: STRATEGIC FOCUS 22. Senior Management Diversity Accountability	ADVANCED Max. 4 points
<p>We include specific diversity and inclusion accountabilities, job goals or expected outcomes within senior management appraisals beyond generic company values addressing diversity/inclusion (this may or may not include LGBTQ specific accountabilities).</p> <p>Note: This is outside of network leadership and executive sponsor accountabilities - applies to all executive/senior leaders.</p>	

For full points, please:

- (a) confirm that there are diversity accountabilities (over and above general behavioural values) within senior management appraisals.
- (b) provide evidence (template example acceptable) or if highly confidential, please indicate the name of a senior HR person who can verify this:

The Assistant Commissioner for Workforce Strategy and Director for Workplace Diversity have accountabilities for Diversity & Inclusion that is over and above general behavioural values. **S 47F**

Further individual performance agreement information remains highly confidential due to the nature of our work as a large federal government agency.

You may confirm this information with Director Workplace Diversity, **47E(d)** on **47E(d)**

The template that our senior leaders use for their performance appraisals is under review to explicitly call for Diversity & Inclusion accountabilities across the Senior Executive cohort (refer SS_22b). We are currently scoping the impact that these changes have on existing performance assessment processes to ensure we meet our legislative and regulative obligations under Section 24 of the Public Service Act 1999.

Our 2014 Diversity & Inclusion Strategy includes a key action focused on embedding diversity accountabilities (over and beyond general behavioural values) within senior management appraisals. We have obtained preliminary endorsement from the ATO's senior governance committee for HR, the ATO People Committee, for key actions which will embed diversity & inclusion in the performance system for leaders.

STANDING SUBMISSION: STRATEGIC FOCUS

23. Customer-facing LGBTQ Inclusion

**ADVANCED
Max. 3 points**

We have evaluated (or are in the process of evaluating) the LGBTQ inclusivity of customer facing / service user processes.

For full points, please:

- a) clearly outline the extent of this work and progress made to date

In 2020, we procured an external consultant to conduct an evaluation of the ATO's existing practices including our efforts towards LGBTI+ inclusion (refer AS_S2_8c). Although initially outside of scope of the engagement, the consultant considered the integration of the ATO's workforce diversity and inclusion efforts with external functions (refer SS_23a). This external evaluation included:

- product and services development
- marketing and customer service
- sustainability
- community and corporate social responsibility,
- procurement

The evaluation has resulted in a comprehensive set of recommendations for the ATO to consider. This includes;

- Being known as diverse and inclusive builds our employee value proposition and our ability to effectively engage with Australia's LGBTI+ community.

- Our staff will be equipped to engage with the diverse community, and we will showcase the diversity of the ATO externally.
- Continue to participate in external benchmarking to track our progress against best practice.

We are still currently reviewing these insights and embedding recommendations into our next 2024 Diversity & Inclusion strategy. **PLEASE DO NOT DISTRIBUTE THIS INFORMATION FURTHER AS IT IS HIGHLY CONFIDENTIAL.**

Contact Officer – 47E(d) 47E(d)

STANDING SUBMISSION: STRATEGIC FOCUS

24. Customers Information: Changing Gender Markers

**ADVANCED
3 points**

We provide customers / service users with easily accessible information on how they can change their title (Mr, Ms, Mx), name and gender within our systems.

For full points, please provide either:

- a copy of the customer/service user documentation that outlines this or a screenshot of that information.*
- evidence that you do not collect or have removed gender options or gendered information in your systems*

Points rollover.

**** END OF SECTION 1: STANDING SUBMISSION ****

ANNUAL SUBMISSION

This part of the Submission (Sections 2 – 10) is only applicable to work carried out in the 2020 calendar year. Points will not be allocated for work carried out in 2021.

All questions within the Annual Submission must be answered in order to obtain point allocation. No points are carried over within these sections.

A reminder to read each question carefully and the specific evidence required, respectively.

- Each question asks for specific LGBTQ-explicit evidence. If inadequate or incomplete evidence is provided for any question, full points may not be obtained.
- If attaching evidence, please indicate the question number / title on the file name

For further support and clarification: Please download the [AWEI Scoring Guidelines](#) or refer to the [AWEI Tools and Support](#) webpage.

****Due to the Covid-19 pandemic and national/state-wide restrictions, social distancing and other related factors, we will be accepting any virtual or digital evidence for the questions within the Annual Submission.****

SECTION 2: STRATEGY & ACCOUNTABILITY

ANNUAL SUBMISSION: STRATEGY & ACCOUNTABILITY	FOUNDATION
1. External LGBTQ Expertise	Max. 2 points
<p>We have access to external LGBTQ support/expertise that we have called upon throughout the assessed year (this may include but is not limited to PID).</p>	
<p><i>Please provide evidence of <u>one</u> such engagement throughout the assessed year, identifying who that was with.</i></p>	
<p>The ATO is an active member of Pride in Diversity (refer copy of member invoice in attachment AS_S2_1a). The ATO promotes Pride in Diversity resources and support to our employees through a dedicated intranet page for all staff. Access to these pages are available to all employees including contractors and casual staff. These materials can be located on the following pages;</p> <ul style="list-style-type: none"> • myATO LGBTI+ intranet page (refer attachment AS_S2_1b) • Workplace Diversity LGBTI+ intranet page (refer attachment AS_S2_1c) <p>We also have additional employee support resources available on the Workplace Diversity LGBTI+ intranet page including the external Employee Assistance Provider (refer attachment AS_S2_1d)</p> <p>Our employees are advised that any contact or engagement made by an employee to Pride in Diversity or EAP remains confidential.</p>	
ANNUAL SUBMISSION: STRATEGY & ACCOUNTABILITY	FOUNDATION
2. Documented LGBTQ Strategy	Max. 3 points
<p>We have a documented LGBTQ inclusion strategy (or pillar within an overarching diversity strategy) in place for the assessed year that includes <u>clearly defined</u> LGBTQ targets and/or action plans.</p>	
<p><i>Please provide a copy of the LGBTQ component of your strategy and clearly defined targets. If your strategy does not contain clearly defined LGBTQ targets, please provide any accompanying/supporting action plans that will show specific goals in this area</i></p>	
<p>The ATO's current Diversity and Inclusion Plan 2017 – 2019 (refer attachment AS_S2_2a) identifies LGBTI+ as a priority diversity group and has a detailed section on the ATO's commitment to LGBTI+ inclusion in the workplace. This document outlines the ATO's commitment to supporting employee networks, providing education and awareness training for LGBTI+ and commitment to celebrate LBGTIQ awareness days.</p> <p>Although the plan was for the period 2017 – 2019, the initiatives and actions continue in effect until such time that the 2024 Diversity & Inclusion Strategy (2024 DIS) is launched – likely to be during the first half of 2021.</p> <p>The draft 2024 DIS will continue to build on our efforts in all aspects of diversity & inclusion with specific LGBTI+ workforce targets to include:</p> <ul style="list-style-type: none"> • Inclusion sentiment being comparable with the ATO average 	

- Increases in self-identification rates in HR systems.

The draft 2024 DIS also specifically calls out LGBTI+ people as a diversity focus area with a focus on

- Increased awareness, support and visibility of LGBTI+ matters, particularly at senior levels
- Building on our current success by continuing to embed cultural change to advance inclusion of LGBTI+ employees in the workforce.

ANNUAL SUBMISSION: STRATEGY & ACCOUNTABILITY

3. LGBTQ Advisory Group

INTERMEDIATE
Max. 4 points

We have ***established and promoted*** an internal LGBTQ advisory group which has:

- met specifically to identify areas requiring change or to work on projects requiring their expertise and guidance
- engaged with ***the organisation*** in efforts to implement change or complete allocated projects

Note: This group may be the leadership or a subset of your Employee Network, or a group within your organisation with distinct expertise in LGBTQ inclusion.

For full points, please provide:

- evidence of how this group's expertise or counsel is promoted across the organisation*
- evidence of any meetings or work undertaken by this group throughout the assessed year*

The Gender Diverse* Think Tank (GDTT) is a forum for intersex, transgender, non-binary and other gender diverse staff in the ATO. It gives employees the opportunity to network, share experiences, and to identify and drive initiatives to improve policies and inclusion for employees and clients. It is an LGBTI+ advisory group that provides a consultation point for the ATO to seek the views of gender diverse staff on policies that affect employees from this diverse group.

The Think Tank is supported by ATOMIC and Workplace Diversity and consists of 9 members who identify as being gender fluid, non-binary, transgender and allies for gender diverse employees. As the forum is a smaller scale, it is co-chaired by 2 members. The Think Tank does not have specific portfolios but allows members the flexibility to nominate projects where they have a skillset in, or the project is a point of interest. Projects are as a result of ATOMIC and Workplace Diversity strategies but also are self-initiated based on research conducted.

The top 3 achievements for GDTT:

- Ongoing posts to the ATOMIC Yammer group to raise awareness around trans and gender diverse people and related news affecting the community around the world.
- Reviewed, provided feedback and formatted the "ATOMICs' Top Tips to support transgender and gender diverse colleagues" document
- Reviewed and provided feedback for the main Transgender Day of Remembrance Yammer post

(refer attachment AS_S2_3a)

While the GDTT only had one meeting in 2020, they continued to provide feedback and consultation services. The GDTT members will be working closer together in 2021 with more meetings, reassessing their plan/strategies and having a membership drive to obtain more people committed to improving gender diversity awareness and experiences in the network and the ATO (refer attachment AS_S2_3b).

ANNUAL SUBMISSION: STRATEGY & ACCOUNTABILITY

INTERMEDIATE

4. LGBTQ Inclusion Reporting

2 points

Within the assessed calendar year, we have published a report on our LGBTQ inclusion work. This may be within annual reports, CSR documentation or equivalent public facing documentation.

Note: This report may include work prior to the assessed year, however the report must be published within 2020.

Please provide evidence.

The 2019-20 Commissioner of Taxation Annual Report includes information relating to workforce representation rates including the percentage of staff who identify as LGBTI+. Within this report; the following pages includes references to LGBTI+ inclusion work;

- Page 89 – Diversity achievements, progress and initiatives (refer attachment AS_S2_4a)

The report was published externally in November 2020. The ATO also provides this information to the Transparency Portal which is a central repository of publicly available corporate information for all Commonwealth bodies.

ANNUAL SUBMISSION: STRATEGY & ACCOUNTABILITY

INTERMEDIATE

5. Media Coverage

2 points

Our work in LGBTQ inclusion has been covered by an independent source (not internally written or published) within the assessed calendar year.

Note: This has to cover your LGBTQ inclusion work in detail and cannot be a brief mention of your organisation, recognised employee/individual or an award won.

Please provide evidence of how your LGBTQ inclusion work has been recognised by an independent source: screenshot, URL, image or insert attachment.

In the 2020 calendar year, the ATO was approached by the Australian Public Service Commission (refer to AS_S2_5a), to showcase our LGBTI+ inclusion achievements in the 2019-20 State of the Service Report (refer AS_S2_5b). The State of the Service Report 2019–20 was tabled in both Houses of (Federal) Parliament on 30 November 2020, and subsequently published on the APSC website.

This external publication highlights, in detail, the success of the ATOMIC Network to drive positive cultural change across our organisation.

<https://www.apsc.gov.au/news/media-releases/state-service-report-2019-20>

ANNUAL SUBMISSION: STRATEGY & ACCOUNTABILITY 6. Strategic Work in Recruitment, Supplier Policy or Service Provision	ADVANCED Max. 3 points
<p>We have completed, updated or are making progress towards work within <u>one</u> of the following areas over the assessed calendar year:</p> <ul style="list-style-type: none"> LGBTQ targeted recruitment (targeting LGBTQ job seekers) LGBTQ supplier policy / promotion / resourcing / procurement policy (either seeking LGBTQ suppliers; or having a policy requiring suppliers to reflect your values around LGBTQ inclusion or attend training) LGBTQ marketing campaigns or service provision brochures/collateral specifically targeting LGBTQ populations or answering questions specific to this population <p><i>Please provide evidence for work within <u>one</u> of the requested areas within the assessed year.</i></p> <p><i>If you have completed work within more than one of the above areas within the assessed year or have already existing (and current work) within areas listed above, please add that to the ADDITIONAL WORK section at the end of this submission.</i></p>	
<p>In the ATO we run targeted recruitment campaigns specifically for entry-level positions under a range of different programs including graduate, cadetships, internships and university partnerships. We advertise these programs on our external website (refer to attachment AS_S2_6a) highlighting to future employees about our inclusive work environment.</p> <p>Our inclusive work environment is also advertised on the Pride in Diversity Inclusive Employer listing (refer AS_S2_6b).</p> <p>As part of our graduate recruitment campaign, the ATO partners with a range of tertiary education facilities across Australia to attract diverse talent. These partnerships involve branded participation at career fairs, open days and expos to promote our program and attract talent including individuals who are members of the LGBTI+ community.</p> <p>We provide information to prospective graduates and promote our ATOMIC network through flyers, postcards and lanyards to highlight our achievements and pride in our network. Our graduate induction package relating to our diverse groups is in attachment AS_S2_6c.</p> <p>Making further progress:</p> <p>To support the goals of the ATO's draft 2024 Diversity and Inclusion strategy is an action to Enhance the Employee Value Proposition to better reflect and attract diversity focus areas this includes LGBTI+ people (refer AS_S2_6d).</p>	
ANNUAL SUBMISSION: STRATEGY & ACCOUNTABILITY 7. Executive Leadership Representation	ADVANCED 2 points
<p>We currently have openly LGBTQ identifying people within our internal Diversity Council and/or within our Executive Leadership Team.</p> <p><i>Please provide details of the names and roles of openly LGBTQ identifying people within either your Diversity Council or Executive Team</i></p>	
<p>S 47F</p>	

S 47F, s 47E

2. S 47F, s 47E

ANNUAL SUBMISSION: STRATEGY & ACCOUNTABILITY

**ADVANCED
Max. 4 points**

8. LGBTQ Inclusion Promotion

We can show evidence of promoting our commitment to LGBTQ inclusion in up to two of the following areas:

- pitching for business or contracts
- engaging with potential clients/customers
- applying for funding
- engaging with strategic partners or key external stakeholders

Please provide evidence for up to two of the areas covered. Note: Partial points will be given for less than two areas of work evidenced.

If you have completed work within more than two of the above areas within the assessed year or have already existing (and current work) within areas listed above, please add that to the ADDITIONAL WORK section at the end of this submission.

Applying for funding

The Government’s Federal Budget (Budget) sets out the economic and fiscal outlook for Australia and each year it will contain announcements that require ATO action to implement. Announcements may affect how we administer the tax law, for example, by changing existing taxpayer entitlements, or by changing or imposing new taxes, excises and levies. In the lead up to Budget and the Mid-year Economic and Fiscal Outlook (MYEFO), the ATO may be asked to provide input into proposals and put forward our ideas requiring law change or government funding for consideration.

As part of Budget, each year the Workplace Diversity team apply to our ATO Finance area for funding to deliver on LGBTI+ inclusion initiatives on behalf of the organisation. In 2020, the Workplace Diversity team successfully pitched for funding for the following initiatives:

- 2020 AWEI Awards Luncheon Silver Sponsorship (refer attachment AS_S2_8a)
- Pride in Diversity Membership (refer attachment AS_S2_8b)

In 2020 we also obtained funding to hire an external consultant, Culture Plus Consulting, to conduct an evaluation of the ATO’s existing practices including our efforts towards LGBTI+ inclusion. The consultant was also engaged to help draft the foundations of the next ATO Diversity & Inclusion Strategy (refer attachment AS_S2_8c).

PLEASE DO NOT DISTRIBUTE THIS INFORMATION FURTHER AS IT IS HIGHLY CONFIDENTIAL.

Engaging with clients/customers

The ATO is the principal revenue collection agency of the Australian Government. We operate under the Public Governance, Performance and Accountability Act 2013, within the Treasury portfolio, and are accountable under the Public Service Act 1999.

Our clients and customers include the taxpaying community of Australia (individuals, businesses, not-for-profit), their associated intermediaries (tax professionals), superannuation funds and our internal workforce.

Our website and call centres are the two primary methods that our clients interact with the ATO. We ensure that our staff are equipped with the right skills and knowledge to provide tailored support to each client through either/all of these channels.

Through the internet, we promote our commitment to LGBTI+ inclusion to the taxpaying community through our main website - ato.gov.au (refer attachment AS_S2_8d).

Clients who call the ATO are greeted by our call centre operatives. Our internal Smart Scripting supports our staff to ensure that they are prepared to meet the diverse needs of the Australian community. For individual taxpayers who engage with the ATO, they are required to provide identification details including name, date of birth and address to protect their privacy. We also obtain details including gender.

- For individual taxpayers who are affirming their gender, call centre staff provide support using the “Client details – gender” scripting (refer attachment AS_S2_8e).
 - This scripting instructs call centre operatives to be sensitive when discussing gender and to only ask questions if necessary. We advise staff that clients may have conflicting official documentation if they are transitioning to another gender, or intersex.
- To equip our staff to inclusively engage with LGBTI+ clients, all ATO staff are required to undertake diversity and inclusion training. We also offer specific training to improve understanding of the LGBTI+ community. (refer attachment AS_S2_8f).

The training provides tools to apply knowledge to promote a fairer, more LGBTIQ+ inclusive society. Learning Outcomes:

1. List key terminology used to describe the LGBTIQ+ community.
2. Identify unhelpful and harmful language.
3. Discuss the importance and possibilities of allies in the LGBTIQ+ community.
4. Explain why LGBTIQ+ inclusion is in everyone’s best interests
5. Utilise tools to move forward in assessing your own contributions to, and the importance of, an LGBTIQ+ inclusive society.

SECTION 3: LGBTQ EMPLOYEE NETWORKS / RESOURCE GROUPS

Please note: Different terms are used for internal networks (including Ally/Champion Networks, Resource Groups, Employee Network Groups, Employee Action Groups, etc.). For the purpose of consistency within this submission, when referring to such networks or equivalent, the terminology used within this section will be *Employee Network*.

If you have an outstanding Network Leader who has performed above and beyond the expectations of their role and significantly impacted LGBTQ inclusion within your workplace, please consider nominating them for the [Network Leader of the Year Award](#). (This nomination is open to anyone who has a formal role within the employee network leadership group.)

ANNUAL SUBMISSION: LGBTQ EMPLOYEE NETWORKS / RESOURCE GROUPS	FOUNDATION
9. LGBTQ Employee Network	Max. 2 points
<p>Within the assessed calendar year, we have <i>either</i>:</p> <ul style="list-style-type: none"> a) made progress towards the launch or establishment of an LGBTQ employee network b) an established LGBTQ employee network with a clearly documented charter/purpose or remit <p><i>If you are in the process of creating a network, please evidence progress made within the assessed year.</i></p> <p><i>If you have an existing network, please provide a copy of the network's charter/purpose.</i></p>	
<p>The ATO has an established LGBTI+ Employee Network called 'ATOMIC'. The ATOMIC network has a documented Charter in place (refer AS_S3_9a) that is accessible to all staff via clear advertisement on the ATOMIC intranet page.</p>	

ANNUAL SUBMISSION: LGBTQ EMPLOYEE NETWORKS / RESOURCE GROUPS	FOUNDATION
10. Network Leadership Structure	Max. 3 points
<p>Our employee network has a clearly articulated leadership structure with:</p> <ul style="list-style-type: none"> a) clear roles and/or responsibilities for those involved b) an HR or Diversity representative as part of the leadership structure <p><i>For full points, please provide:</i></p> <ul style="list-style-type: none"> (a) <i>a copy of your network leadership structure clearly articulating role accountabilities</i> (b) <i>evidence that you have HR or diversity representation within the leadership</i> 	
<p>The ATOMIC Network has a clear leadership structure (National Steering Committee) in place that is supported by our network Charter. This leadership structure includes Human Resource representatives from the Workplace Diversity team (refer AS_S3_10a).</p>	

The Charter (refer AS_S3_10b) ensures we have representation from all States, clearly outlines the Roles and Responsibilities of Role Holders within the Steering Committee, and ensures we have representation from Workplace Diversity.

ANNUAL SUBMISSION: LGBTQ EMPLOYEE NETWORKS / RESOURCE GROUPS

**FOUNDATION
Max. 3 points**

11. Network Strategy / Work Plan

Our network has in place its own strategy (or a work plan contributing to the organisation’s LGBTQ inclusion strategy) and has reported progress against clearly defined action plans, timelines and/or deliverables within the assessed year.

For full points, please provide all of the following:

- (a) a copy of your **network** strategy or component of the strategy that the network has been working on within the assessed year
- (b) a copy of action plans and timelines utilised
- (c) a copy of the latest progress report

The ATO’s Diversity & Inclusion Plan (refer AS_S2_2a) highlights key actions for LGBTI+ inclusion in the ATO. The Workplace Diversity team progress this strategy in partnership with the ATOMIC network.

To meet this responsibility and to deliver additional initiatives, the ATOMIC Network also implements its own LGTBI+ Strategy (refer AS_S3_11a).

The ATOMIC network allocates each portfolio within the network, separate action plans to deliver on respective portfolio goals (refer AS_S3_11b).

Progress against each portfolio action plan is reported to the ATOMIC National Steering Committee who track progress against the overarching strategy (refer AS_S3_11c).

ANNUAL SUBMISSION: LGBTQ EMPLOYEE NETWORKS / RESOURCE GROUPS

**INTERMEDIATE
Max. 2 points**

12. Orientation / On-boarding

Our network is actively involved in orientation, on-boarding or the welcoming of new hires within the organisation. If orientation is strictly online, our network has sought means to introduce new hires to the network and welcome them to the organisation.

For full points, please provide:

- (a) evidence of when this last occurred
- (b) the degree of network involvement/participation

The Workplace Diversity team, ATOMIC National Steering Committee and ATOMIC Site Representatives partner with the People Support Team to assist in onboarding of new employees in the ATO.

We assist onboarding through face-to-face and virtual engagement including:

- Workplace Diversity Telepresence – occurs for all entry-level program (graduates, cadets etc.) inductions at the start of each program commencement date. It includes a scheduled timeslot for the ATOMIC network to showcase their achievements and welcome new members.

- In 2020 there were over 500 attendees over two scheduled inductions in February and March (refer AS_S3_12a and AS_S3_12b).
- Site based inductions – run by local ATOMIC site representatives in conjunction with the Workplace Diversity Telepresence.
 - In 2020 the network focused on Sydney, Melbourne and Brisbane to run onsite inductions (due to their large intake of staff) in addition to Adelaide and Hobart to boost regional representation (refer AS_S3_12c).
- Online inductions – these are organised to meet the needs of new staff who may join the organisation through other staff recruitment intakes (refer AS_S3_12d).
- Induction presentations – following from inductions the ATOMIC network distribute a talk sheet which includes a link to a range of resources for new starters. This is circulated at the conclusion of presentations (refer AS_S3_12e).

ANNUAL SUBMISSION: LGBTQ EMPLOYEE NETWORKS / RESOURCE GROUPS 13. Strategy and Goals	INTERMEDIATE 2 points
<p>Our network leads have objectives that are assessed annually within performance discussions, relating specifically to performance within that role (as opposed to generic cultural, diversity or value statements).</p> <p><i>Please provide evidence of specific KPI's in relation to a network lead role being incorporated within formal performance/assessment discussions.</i></p> <p>The ATOMIC Network Co-Chairs are required to ensure ATOMIC objectives and roles are clearly recorded in personal performance records (Compass for the ATO). These objectives are reviewed through regular informal and formal conversations (at least quarterly) as part of the ATO's performance management framework (refer AS_S3_13a and AS_S3_13b).</p>	

ANNUAL SUBMISSION: LGBTQ EMPLOYEE NETWORKS / RESOURCE GROUPS 14. Sustainability Plan	INTERMEDIATE Max. 2 points
<p>Our network has a documented sustainability plan (over and above a leadership structure and/or a succession plan) that will help ensure the longevity and continuity of the network.</p> <p><i>Please provide:</i></p> <p style="margin-left: 20px;">(a) an outline of what considerations were considered in the development of the plan</p> <p style="margin-left: 20px;">(b) a copy of the plan</p> <p>In 2017, the ATOMIC Network initiated the design of a sustainability plan to ensure the longevity and continuity of the employee network. To develop this plan, several considerations regarding ongoing network governance and committee structures were discussed to determine how to best manage the network. Considerations included (but were not limited to) the tenure of members, voting rights and membership composition based on gender or location (refer AS_S3_14a).</p>	

As a result, the ATOMIC network developed a Sustainability Plan (refer AS_S3_14b) which included clear policies and processes for governing the network. This plan was designed to complement the network Charter (refer AS_S3_9a).

ANNUAL SUBMISSION: LGBTQ EMPLOYEE NETWORKS / RESOURCE GROUPS

**ADVANCED
Max. 3 points**

15. Allies of Trans and Gender Diverse People

The network has undertaken one of the following within the assessed year:

- a) actively distributed, promoted or developed information on how to be an ally to trans and gender diverse employees
- b) worked with trans and gender diverse employees or community members to develop targeted inclusion initiatives profiling trans and gender diverse speakers or role models

Note: This is over and above speaking events or LGBTQ calendar Days of Significance.

Points will be given for one of the above.

- (a) If you have selected (a), please provide a copy of the information provided
- (b) If you have selected (b), please provide details and evidence of this work

If you have undertaken work for both, please include the second piece of work under ADDITIONAL WORK at the end of this submission. Please do not duplicate any evidence already submitted for events around LGBTQ Days of Significance. Points will not be allocated twice for the same event.

a) On 23 November 2020, information on how to be an ally to trans and gender diverse employees was promoted to all staff through the myATO news weekly newsletter (refer AS_S3_15a).

ANNUAL SUBMISSION: LGBTQ EMPLOYEE NETWORKS / RESOURCE GROUPS

**ADVANCED
Max. 3 points**

16. Visibility of LGBTQ Women

Throughout the assessed year, our network has either:

- a) developed and made progress against an active strategy with targets in place to increase the visibility of LGBTQ women; or
- b) undertaken and documented significant activity throughout the year to increase visibility of LGBTQ women and **out** role models

Points will be given for one of the above.

- (a) If you have selected (a), please enclose a copy of any plan developed along with a report of progress made
- (b) If you have selected (b), please provide an outline of all activity taken to specifically increase the visibility and participation of LGBTQ women

If you have undertaken work for both, please include the second piece of work under ADDITIONAL WORK at the end of this submission.

a) In 2019, the ATOMIC network created a same sex attracted women’s group called the ATOMIC Amazons. The group has developed a strategy for the 2020/21 year to increase the visibility of LGBTI+ women in the ATO. The key focus areas of the strategy include (but are not limited to) training and awareness, days of importance, regional focus and celebrating leadership of senior LGBTI+ women. The plan also reports on progress made (refer AS_S3_16a).

Progress towards these goals is evident in the attachment (status column in strategy) with updates made at respective Amazons meetings (refer AS_S3_16b). Additionally, the Amazons group have collaborated with the Workplace Diversity team to embed visibility of LGBTI+ women as a key goal in the draft 2024 Diversity & Inclusion Strategy (still in consultation - refer AS_S3_16c).

ANNUAL SUBMISSION: LGBTQ EMPLOYEE NETWORKS / RESOURCE GROUPS

**ADVANCED
3 points**

17. LGBTQ Intersectionality

Throughout the assessed calendar year, the network has provided opportunities for LGBTQ people of diverse groups to raise their visibility and/or to share their stories across the organisation:

Please provide evidence for one of the following:

- LGBTQ and Aboriginal, Torres Strait Islander or Indigenous
- LGBTQ and a person of faith
- LGBTQ and of another diverse group (i.e. CALD, of mature age, living with disability, etc.)

Please provide evidence for one of the selected groups above.

If you have undertaken above-and-beyond work for more than one of the groups mentioned above, please include evidence of work in the ADDITIONAL WORK section at the end of this submission.

The ATOMIC Network distributes a quarterly newsletter called ‘Rainbow Connections’.

This newsletter enables staff to share their stories and to showcase the intersectionality and diversity of our staff community. In the December 2020 edition, our colleague Anna, a member of the LGBTI+ community and from a culturally and linguistically diverse (CALD) background shared her story (refer to AS_S3_17a).

ANNUAL SUBMISSION: LGBTQ EMPLOYEE NETWORKS / RESOURCE GROUPS

**ADVANCED
Max. 4 points**

18. Intersex Allies

As Intersex Allies:

- a) The network has completed one of the following within the assessed calendar year:
 - communicated what the organisation has been or is currently doing to be more inclusive of Intersex people while acknowledging that Intersex status is about variations of sex characteristics, not gender identity or sexual orientation
 - held organisation-wide educational events where Intersex people have spoken
 - distributed current and accurate information on Intersex inclusion or awareness raising across the organisation

- shared articles, books, movies, documentaries, presentations about Intersex from intersex perspectives
- sought and gained permission from intersex organisations such as IHRA to share relevant content on social media or LGBTQ network / diversity page
- developed a network initiative or working group with Intersex representation to help determine how the organisation or network can be more inclusive of Intersex people (over and above including Intersex awareness within LGBTQ inclusivity training).

b) Our organisation has signed up to The Darlington Statement

Please provide:

- a) evidence for one of the selected actions above
- b) evidence of your organisation signing up to The Darlington Statement

If you have undertaken above-and-beyond work for more than one action in part a) mentioned above, please include evidence of work in the ADDITIONAL WORK section at the end of this submission.

We celebrated Intersex Awareness Day across each site in the ATO to increase visibility and raise awareness for Intersex inclusion in the workplace.

As part of these celebrations, we distributed a corporate announcement to all staff through the national weekly news emails (myATO news) and published content on our intranet page (refer AS_S3_18a). This article provided staff with information on Intersex inclusion in addition to supplementary links to further information provided by Intersex Human Rights Australia and guides developed by Pride in Diversity on Intersex inclusion.

On this day of celebration, we also updated site foyer screens to ensure that individuals entering our sites were informed of this day of importance to the ATO and its network (refer AS_S3_18b).

The ATOMIC network also published content in the quarterly Rainbow Connections newsletter which included additional information on Intersex inclusion in the ATO (refer AS_S3_18c). This newsletter is distributed to over 2500+ networks members and is made available to all staff through our Workplace Diversity intranet page.

ANNUAL SUBMISSION: LGBTQ EMPLOYEE NETWORKS / RESOURCE GROUPS

19. Broader Inclusion

**ADVANCED
Max. 3 points**

Within the assessed calendar year, the network has ***planned, targeted and tracked both activity and progress*** within ***one*** of the following areas:

- a) work to extend and increase network engagement and inclusion within regional offices
- b) increasing LGBTQ presence or leadership within other internal diversity networks or working groups (i.e. women, parents, cross-cultural)

Points will be allocated for ***one*** of the above. If you have completed work in more than one of the above stated areas, please include evidence of work in the ADDITIONAL WORK section at the end of this submission.

- (a) If you have selected (a), please provide a list of activities/work conducted/completed to increase inclusion within regional offices and progress to date
- (b) If you have selected (b), please provide evidence of activity or LGBTQ representation across other diversity networks

a) In 2020, the ATOMIC network aimed to increase LGBTI+ inclusion across regional sites to boost engagement and visibility. The following activities were completed to support these efforts;

- Partnered with the Workplace Diversity and Workforce Analytics teams to obtain historical membership data (by location) to understand which regional sites needed increased network engagement to boost inclusion and LGBTI+ visibility (refer AS_S3_19a).
- Collaborated with Site Leadership teams to increase visibility of site-based events in regional locations by embedding ATOMIC into yearly communication planning (refer AS_S3_19b).
- Promoted the network to all new onboarding employees as part of our standard practice for inductions (refer AS_S3_19c).

To date, this progress has resulted in increased membership representation across 9 key regional locations in 2020 (refer AS_S3_19d) despite challenges of the workforce remotely connecting during the year due to COVID-19 restrictions.

ANNUAL SUBMISSION: LGBTQ EMPLOYEE NETWORKS / RESOURCE GROUPS

**ADVANCED
Max. 4 points**

20. Network Reporting

Within the assessed calendar year, we produced:

- a) **a network specific report on progress against network targets, in addition to**
- b) **one of the following areas of performance:**
 - **additional advice provided to the organisation throughout the year**
 - **areas of significant contribution**
 - **areas of future focus**
 - **annual progress tracking against the AWEI**

Please provide evidence for both (a) and (b). If you have undertaken above-and-beyond work for more than one of the areas mentioned above, please include evidence of work in the ADDITIONAL WORK section at the end of this submission.

a) The ATOMIC network produces an annual report to showcase the achievements and progress made towards LGBTI+ inclusion in the ATO. The annual report (refer to AS_S3_20a) is compiled at the end of the calendar year and distributed by the SES Champion to the ATO Executive board which includes the Commissioner and the top tier of the Executive portfolio including COO and CFO (refer AS_S3_20b). The report is also distributed to the Workplace Diversity team, members of the ATOMIC network and on the central ATOMIC intranet page for wider distribution (refer AS_S3_20c). The report is available for all staff to access through our myATO intranet page.

The report showcases each network portfolio and their associated responsibilities to meet the strategic objectives of the network. Each portfolio has key areas of focus for the following calendar year to progress on behalf of members (refer to page 3 of AS_S3_20a).

SECTION 4: VISIBILITY OF INCLUSION

ANNUAL SUBMISSION: 2020 VISIBILITY OF INCLUSION	FOUNDATION Max. 2 points
21. Days of Significance	
<p>Within the assessed calendar year, we have celebrated and promoted LGBTQ Days of Significance across the organisation while <i>providing and/or educating employees with an understanding of why these dates are important.</i></p> <p><i>For full points, please provide:</i></p> <p>a) a list of LGBTQ Days of Significance celebrated throughout the assessed year</p> <p>b) a brief description of each event, <i>detailing how you promoted an understanding of why the day is significant</i></p>	
<p>The ATO celebrates and promotes both IDAHOBIT and Wear It Purple days each year as part of our core inclusion practices. In the 2020 year we promoted these days through a series of virtual activities to meet WHS regulations and COVID-19 physical distancing measures.</p> <p>1. IDAHOBIT virtual activities included:</p> <ul style="list-style-type: none"> • daily trivia on Yammer • sharing links to LGBTI+ videos or other educational resources • staff sharing ‘breaking the silence’ stories in ATOMIC Network’s Rainbow Connections newsletter, June 2020 edition • staff sharing photos of themselves and/or their work environment decorated in rainbow colours and • informative intranet news article and Yammer post <p>Refer to AS_S4_21a for supporting evidence.</p> <p>2. Wear It Purple virtual activities included:</p> <ul style="list-style-type: none"> • National webinar with guest speaker ATO LGBTI+ SES Champion S.47F • sharing links to LGBTI+ videos or other educational resources • Wear It Purple Day themed intranet quiz • daily trivia on Yammer • staff sharing photos of themselves and/or their work environment decorated in purple and • informative intranet news article and Yammer post <p>Refer to AS_S4_21b for supporting evidence.</p>	

ANNUAL SUBMISSION: 2020 VISIBILITY OF INCLUSION 22. Visibility in the Workplace	FOUNDATION Max. 3 points
<p>We actively encourage and provide a means by which employees can indicate their commitment to LGBTQ workplace inclusion through the use of: ALLY email signatures, lanyards, personal pronouns, virtual backgrounds, etc.</p> <p><i>Please provide:</i></p> <p>a) <i>a list of options available to employees through which they can visually indicate that they are an ally or supporter of LGBTQ inclusion</i></p> <p>b) <i>a couple of photos showing active support and visibility of these options within/around/throughout the workplace (please limit photos to a couple of photos – not required for each available option)</i></p>	
<p>Employees can visually indicate that they are an ally or a supporter of LGBTI+ inclusion using:</p> <ul style="list-style-type: none"> • ATOMIC signature block on emails (refer AS_S4_22a). • ATOMIC, ATOMIC Ally and Trans Ally postcards and ATOMIC lanyards that hold employee security badges (refer AS_S4_22b). • ATOMIC Ally postcard and ATOMIC lanyard in use around the workplace (refer AS_S4_22c). • Identifying preferred pronouns on their email signature block (refer AS_S4_22d). 	

ANNUAL SUBMISSION: 2020 VISIBILITY OF INCLUSION 23. Ally / Champion Reference Guides	INTERMEDIATE Max. 3 points
<p>We provide Ally/LGBTQ Champion Reference Guides or materials on how to be an effective ally and/or an active champion for LGBTQ inclusion within the workplace.</p> <p><i>Please provide</i></p> <p>(a) <i>copy of this guide or an outline of the content covered within the guide</i></p> <p>(b) <i>information regarding how it is distributed or where this guide can be found</i></p>	
<p>In the ATO our staff access news, information, employee policy and practice on our primary intranet page called myATO.</p> <p>Staff can access all employee related guidelines to meet their diverse needs. We have a dedicated DIVERSITY platform which contains all information relating to the diversity and inclusion of the workforce. This includes a dedicated intranet page for LGBTI+ inclusion (refer AS_S4_23a). On this page, we have clearly included information for all employees on how to be an effective ally/champion for LGBTI+ inclusion (refer AS_S4_23b).</p> <p>In addition to our myATO intranet pages on the corporate platform, the Workplace Diversity team also have a dedicated LGBTI+ intranet page to include further information should staff require additional resources. We have a dedicated LGBTI+ inclusion page which provides links to the ATOMIC network, employee support avenues and information on how to be an effective ally (refer AS_S4_23c).</p> <p>Both pages have additional links to resources developed by Pride in Diversity to ensure that we provide current and best-practice guidance to all staff.</p>	

ANNUAL SUBMISSION: 2020 VISIBILITY OF INCLUSION 24. Individual LGBTQ Inclusion Work Recognition	INTERMEDIATE 2 points
<p>Leadership has formally recognised and communicated the work of employee/s across the organisation, regarding their <u>internal</u> contribution in LGBTQ inclusion within the workplace.</p> <p>Note: This excludes PiD communications around AWEI Awards – but can include your leadership’s formal <u>internal</u> recognition of the contribution made by employees.</p> <p><i>Please provide evidence.</i></p> <p>The ATO has a formal recognition gallery available for employees to send kudos, e-cards and various messages to acknowledge and communicate the work of individuals regarding their work in LGBTI+ inclusion. This platform is available on the internal intranet page which all staff have access to (refer attachment AS_S4_24a). In addition, the ATO also holds internal formal awards processes to recognise staff that have made significant contributions to the organisation and exemplified our culture through their actions. A key feature of these award processes is the category of Better Together, which recognises individuals or teams that work across boundaries to create a culture of inclusion.</p> <p>Messages and ‘kudos’ acknowledgements may also be accompanied by recognition badges through the Recognition Gallery. The Diversity Champion Inclusion badge has been developed for these acknowledgements (refer to attachment AS_S4_24b).</p> <p>We celebrate Recognition Week in February each year with participants able to recognise their peers through a range of awards under the current framework (refer to attachment AS_S4_24c).</p> <p>In the 2020 year, several recipients were in receipt of this formal recognition and a sample has been provided (refer AS_S4_24d).</p>	

ANNUAL SUBMISSION: 2020 VISIBILITY OF INCLUSION 25. Confidential Contacts	INTERMEDIATE 2 points
<p>We have an LGBTQ intranet page that clearly identifies LGBTQ people or allies who can be contacted for a <u>confidential</u> and informal discussion regarding being an LGBTQ employee within the organisation. This is over and above any HR or grievance contacts and <u>confidentiality must be assured</u>.</p> <p><i>Please provide a screenshot of where this information is provided. If the contact is not clearly communicated as CONFIDENTIAL, full points will not be awarded.</i></p> <p>The Workplace Diversity LGBTI+ intranet page provides a range of links to information including the ATOMIC network, employee support avenues and training resources.</p> <p>Our intranet page clearly identifies CONFIDENTIAL contacts that staff may engage to have safe, supportive and private conversations. These two contacts are members of the LGBTI+ community and both practicing human resource professionals. Their personal story and direct contact details are also included on this page (refer AS_S4_25a).</p>	

ANNUAL SUBMISSION: 2020 VISIBILITY OF INCLUSION 26. Communication of LGBTQ Support Information	INTERMEDIATE Max. 2 points
<p>As the initial source of information for LGBTQ employees, our LGBTQ intranet page <u>clearly articulates</u>:</p> <ul style="list-style-type: none"> a) the process for formally reporting workplace LGBTQ bullying/harassment b) available LGBTQ friendly support (should this occur) <p><i>For full points, please:</i></p> <ul style="list-style-type: none"> <i>(a) provide a screenshot of where this information is communicated on the network or LGBTQ diversity page.</i> <i>(b) clearly show LGBTQ friendly support avenues</i> 	
<p>The Workplace Diversity LGBTI+ intranet page provides a range of links to information including the ATOMIC network, employee support avenues and training resources.</p> <p>We have an Employee Support button available from the home page that includes information which clearly articulates the process for formally reporting workplace LGBTI+ bullying/harassment (refer AS_S4_26a). We have also included the contact details of our confidential People Support Team who have received LGBTI+ training or who are members of the ATOMIC network to provide support on this page.</p> <p>Both the Workplace Diversity LGBTI+ intranet page and myATO LGBTI+ intranet page (refer AS_S4_26b) show the available LGBTI+ friendly support avenues available for staff.</p>	

ANNUAL SUBMISSION: 2020 VISIBILITY OF INCLUSION 27. LGBTQ Social Media Streams	ADVANCED 2 points
<p>We have internal LGBTQ social media streams or any other means by which we can engage staff in conversations and post items of interest in regard to our inclusion work (may include but is not limited to Yammer, Twitter, Facebook, SharePoint).</p> <p><i>Please provide screenshot evidence of such posts and/or conversations on your social media streams.</i></p>	
<p>The ATO utilises Yammer to engage all staff in conversations, share achievements, stories and items of interests relating to our diversity and inclusion work.</p> <p>This includes the ATOMIC Network Yammer page and Workplace Diversity Yammer page (refer AS_S4_27a).</p>	

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SECTION 5: TRAINING, AWARENESS & PROFESSIONAL DEVELOPMENT

Please do not include compliance training covering anti-discrimination policies or training within events. Both of these are covered elsewhere.

ANNUAL SUBMISSION: 2020 TRAINING, AWARENESS & PROFESSIONAL DEVELOPMENT		FOUNDATION 2 points
28. Face-to-Face Training		
We have made face-to-face LGBTQ Awareness / Inclusion / Ally Training available to all employees within the assessed calendar year. This would include any interactive training conducted via internet technologies (i.e. WebEx, Zoom, Teams, etc).		
Name of Trainer or Provider:	s 47E	<input checked="" type="checkbox"/> Our trainer is accredited by or from Pride in Diversity
Length of training:	90 minutes	
Date/s:	18 November and 3 December 2020	
Number of attendees approx that will have gone through this training:	64 attendees	
Evidence of training undertaken (one piece required):	AS_S5_28a	
Copy of presentation or outline of training covered:	AS_S5_28b	

ANNUAL SUBMISSION: 2020 TRAINING, AWARENESS & PROFESSIONAL DEVELOPMENT		FOUNDATION 2 points
29. Online Training		
We have LGBTQ online training modules or pre-recorded content that can be accessed by employees throughout the assessed calendar year.		
Name of Online Training or Video:	SBS Core Inclusion Training Packages - LGBTIQ+ Course	
Length of the LGBTQ component within the video/training:	1 hour 15 minutes	
Where employees can access this training:	This training can be accessed and completed by all employees through our learning development platform located in the ATO Hr System called mySAP (refer AS_S5_29a).	
Tracking:	To provide evidence of training being accessed, please identify: <ul style="list-style-type: none"> a) how participation numbers are tracked - Workplace Diversity track this information through our partners in the Learning & Development team. This information is provided on demand as required (refer AS_S5_29b) b) approximate number of people accessing this training throughout the assessed year - Since the launch in July 2020 - 52 staff have accessed the training (refer AS_S5_29c). 	
Copy of the module or a brief outline of it's LGBTQ content.	Please refer to attachment AS_S5_29d	

ANNUAL SUBMISSION: 2020 TRAINING, AWARENESS & PROFESSIONAL DEVELOPMENT 30. Professional Development for LGBTQ Employees	ADVANCED Max. 2 points
<p>Outside of the Pride in Practice Conference within the assessed calendar year, we have <u>either</u>:</p> <ul style="list-style-type: none"> (a) provided LGBTQ people with LGBTQ specific leadership training, internally or externally (excludes conferences unless specifically dedicated to LGBTQ leadership development) (b) put processes in place to ensure that there is LGBTQ representation within talent development programs. <p><i>Please provide evidence for the <u>one</u> selected item above. If you can provide both, please add the second item to the ADDITIONAL WORK section at the end of this submission.</i></p>	
<p>In the 2020 year, the ATO placed emphasis on supporting the mental health and well-being of our staff noting the impacts that COVID-19 had (and continues to have) for our workforce. In particular, those staff who have been redeployed, in frontline services and in leadership roles.</p> <p>As part of our professional development offerings in 2020, leaders across the organisation were encouraged to prioritise mental health and well-being for themselves and their teams.</p> <p>Workplace Diversity partnered with the Department of Industry, Science, Energy and Resources, to provide our ATOMIC leadership committee an opportunity to attend specific leadership training that focused on resilience and well-being. The training was delivered through the Equality Project (refer to AS_S5_30a).</p> <p>Workplace Diversity offered this training to our ATOMIC leadership committee to enhance their professional development and boost their current skillsets in LGBTI+ wellbeing and resilience. The sessions explored the skills and steps for better health, ways to improve and maintain good emotional health in the workplace. It assisted participants to develop strategies towards recognising emotional triggers, managing responses and improving emotional well-being.</p> <p>We acknowledge that staff look to ATOMIC for specific LGBTI+ advice and support, so the training was specifically for these leaders to implement these learnings across our LGBTI+ community within the ATO.</p>	

ANNUAL SUBMISSION: 2020 TRAINING, AWARENESS & PROFESSIONAL DEVELOPMENT 31. LGBTQ Inclusion Training Plan	ADVANCED Max. 4 points
<p>We have a strategy or training plan in place to specifically address LGBTQ inclusion and/or awareness training for all employees.</p> <p><i>Please provide:</i></p> <ul style="list-style-type: none"> (a) a copy of the strategy (b) outlined progress made throughout the assessed year 	
<p>The Education and Training portfolio of the ATOMIC network have developed a strategy (AS_S5_31a) for LGBTI+ awareness training that is available to all employees to attend. In consultation with SES Champion, S 47F, the ATOMIC network aims to increase the attendance of the training across all levels of the agency, including SES.</p>	

In 2020, online LGBTI+ awareness sessions were delivered to 64 participants via WebEx. Throughout the registration period, numbers were monitored to increase participation and raise awareness of the sessions via various networks. To further improve the attendance of future training session, the ATO's Behavioural Insights team has been engaged to provide guidance on language and suitable approaches which has been incorporated into the strategy.

ANNUAL SUBMISSION: 2020 TRAINING, AWARENESS & PROFESSIONAL DEVELOPMENT

**ADVANCED
2 points**

32. LGBTQ Conferences, Seminars and Events

Within the assessed calendar year, we have provided opportunities for employees to attended external dedicated LGBTQ conferences, seminars or events.

Note: This may include but is not limited to the Pride in Practice Conference, Regional Reach or Sapphire Events, or external LGBTQ panel events. This does not include roundtables or social networking events.

Please provide evidence.

In 2020, the ATO provided various staff with the opportunity to attend the external Pride in Practice Virtual Conference (refer AS_S5_32a).

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SECTION 6: EXECUTIVE LEADERSHIP & ENGAGEMENT

Please note: Different titles are used when referring to the most senior executive. For the purpose of consistency within submission, in defining CEO or Equivalent, we are referring to the most senior executive in your organisation within Australia.

If you have a CEO or equivalent, or Senior Leader/Executive highly active in promoting and supporting LGBTQ inclusion (as an LGBTQ individual or an ally), please consider nominating them for the following Awards (where applicable):

- [Executive Leadership Award](#)
- [CEO of the Year Award](#)

ANNUAL SUBMISSION: 2020 EXECUTIVE LEADERSHIP & ENGAGEMENT	INTERMEDIATE Max. 2 points
33. Executive Sponsor or Champion	
<p>We have a visible and active Executive Sponsor or Senior Champion for LGBTQ inclusion who has both:</p> <ol style="list-style-type: none"> contributed to the LGBTQ strategy is engaged in tracking performance progress against the strategy throughout the year <p><i>For full points, please provide evidence for all parts to this question:</i></p> <ol style="list-style-type: none"> specific contribution to the strategy level of engagement, tracking progress against the strategy (signed statement by the Executive as to their role in strategy development / tracking will suffice) <p>S 47F was appointed an SES champion in 2020 (refer AS_S6_33b) and has been active and visible in his role. He was part of the 2020 D&I external evaluation consultation and he provides strategic guidance to the ATOMIC network as their Champion S is an active member of the ATOMIC network (engagement) and provided a signed statement to their role.</p> <p>Refer to AS_S6_33a for signed endorsement from S as evidence.</p>	

ANNUAL SUBMISSION: 2020 EXECUTIVE LEADERSHIP & ENGAGEMENT	ADVANCED 2 points
34. Executive Advocacy	
<p>Within the assessed calendar year, Senior Executive(s) within our organisation have:</p> <ol style="list-style-type: none"> advocated for LGBTQ inclusion at an executive level <i>externally</i> amongst peers advocated for LGBTQ inclusion at an executive level <i>internally</i> amongst peers; or attended at least two of the Pride in Diversity Executive Allies Forums within the assessed year <p><i>Please provide evidence for <u>one</u> of the above.</i></p> <p><i>If you can provide evidence for two or more of the above, please add the additional item/s to the ADDITIONAL WORK section at the end of this submission.</i></p>	