

## 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:	IP Australia
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: 501 -1999 employees
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. 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: [REDACTED] Position Title: Diversity and Inclusion Postal address (including postcode): PO Box 200 Woden ACT 2606 Phone number [REDACTED] Email: [REDACTED]
INTERNATIONAL WORKPLACE INDEX PARTICIPATION	
Do you participate in any other workplace equality indices globally? <i>Please delete those not relevant</i>	No

INDUSTRY BENCHMARKS	
<p>Participating employers will by default be benchmarked according to:</p> <ul style="list-style-type: none"> <li>• Sector: Public / Private / NFP / Higher Education</li> <li>• Government: Federal, State, Local</li> <li>• Employer Size</li> <li>• Awarded Tier Recognition</li> <li>• Global Employers</li> </ul> <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><b>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:</b></p> <p><b>Please select a maximum of 4 industries:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Legal</li> <li><input type="checkbox"/> Research &amp; Development</li> <li><input type="checkbox"/> Technology &amp; Telco</li> <li><input type="checkbox"/> Education (broader than Higher Education)</li> </ul>

DISCLOSURE RECOGNITION	
<p><b>Please select participation identification level at which we can identify you (Name and Employer Tier only, no scores)</b></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><b>Select the recognition tier at which you would like to be publicly identified:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> We are happy to be identified regardless of employer tier reached</li> </ul>

ADDITIONAL AWARD SUBMISSIONS	
<p><b>Have you considered nominating someone for an LGBTQ Inclusion Award?</b></p> <p>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>	<p><b>Award Nomination Categories:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>CEO of the Year Award:</b> <u>(insert nominee name/s)</u></li> </ul>

<ul style="list-style-type: none"> <li>• Consider nominating a group or individual for their extensive work in LGBTQ inclusion within your organisation</li> <li>• More than one nomination in each category may be received</li> </ul> <p>• Individual Nomination submission forms can be found here: <a href="http://www.pid-awei.com.au/submission-documents/">http://www.pid-awei.com.au/submission-documents/</a></p>	<p><b>Executive Leadership Award:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> External Media Campaign Award: <u>(insert nominee name/s)</u></li> <li><input type="checkbox"/> OUT Role Model Award: <u>(insert nominee name/s)</u></li> <li><input type="checkbox"/> Network Leader of the Year Award: <u>(insert nominee name/s)</u></li> <li><input type="checkbox"/> Sally Webster Ally Award: <u>(insert nominee name/s)</u></li> <li><input type="checkbox"/> Sapphire Inspire Award for LGBTQ Women: <u>(insert nominee name/s)</u></li> </ul>
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<b>NEGATIVE PRESS / COMPLAINTS DISCLOSURE</b>
<ul style="list-style-type: none"> <li>• We have not received negative press or complaints.</li> </ul>

<b>ACCURACY STATEMENT</b>	
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:	██████████
Position within organisation:	Diversity and Inclusion
Contact Email:	██
Contact Phone:	██████████

## 2021 STANDARD EMPLOYER AWEI

### SECTION 1: STANDING SUBMISSION

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

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

<b>Senior HR Person:</b>	[REDACTED]
<b>Contact Details (email / phone):</b>	[REDACTED]

**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	FOUNDATION
<b>1. Removal of the terms: 'Sexual Preference' or 'Lifestyle Choice(s)'</b>	<b>Max. 2 points</b>
<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>In 2019 Diversity and Inclusion, people from the IP Pride Steering Committee and our communications team had several meetings to review all policy documents, diversity references, intranet pages and external websites to make sure that any reference to 'sexual preference' or 'lifestyle choice' was replaced with 'sexual orientation'. Some of the email correspondence is attached under Section 1 Q1.</p> <p>Audit done; changes were made in December 2019. Evidence shows review progress. ██████████ contacted all the owners of each document and changes have been made and completed by 12 December 2019.</p>	

STANDING SUBMISSION: HR POLICY & DIVERSITY PRACTICE	FOUNDATION
<b>2. LGBTQ Inclusivity within Policies and Benefits</b>	<b>Max. 2 points</b>
<p>On our policy intranet pages (or upfront within our policy documentation), we have made it <u>explicitly clear</u> 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><b>Full marks were awarded last year in 2020, please refer to last year's submission which said:</b></p> <p>IP Australia has made it explicitly clear that all policies are inclusive of LGBTIQ employees and their families.</p> <p>In 2019 a statement was added upfront on LGBTIQ page regarding policies/procedures. IP Australia does not have a section where all policies are listed, therefore a statement was placed on IP Australia's intranet page under Diversity and Inclusion. The statement is:</p> <p>"Don't read yourself out of any of IP Australia's policies. They are written for everyone and are written to be all encompassing regardless of your gender, disability, cultural background, sexuality or religion."</p> <p>This is found under : <a href="https://intranet.aipo.gov.au/about-agency/our-values/diversity-and-inclusion/lgbtiq">https://intranet.aipo.gov.au/about-agency/our-values/diversity-and-inclusion/lgbtiq</a>. A screenshot is below:</p>	

Our teams

Our values

Diversity and inclusion

Indigenous

LGBTIQ+

Gender

AccessAbility

Family

Vulnerable People

Workplace Contact Officers

Public interest disclosure

pride in diversity

AWEI 2020

Our champion

S 47F

Meet Margaret Tregurtha – our LGBTIQ+ champion

Don't read yourself out of any of IP Australia's policies. They are written for everyone and are written to be all encompassing regardless of your gender, disability, cultural background, sexuality or religion.

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 <b>explicitly communicate</b> that our New Parent Leave (or equivalent) includes those who have children via surrogacy, adoption and foster arrangements regardless of employee gender.</p>	
<p>For full points, please identify:</p> <ul style="list-style-type: none"> <li>(a) If leave covers surrogacy and where the availability of this leave is <b>explicitly communicated for LGBTQ families</b></li> <li>(b) If leave covers adoption and where the availability of this leave is <b>explicitly communicated for LGBTQ families</b></li> <li>(c) If leave covers foster arrangement and where the availability of this leave is <b>explicitly communicated for LGBTQ families</b></li> </ul>	
<p><b>Full marks were awarded last year in 2020, please refer to last year’s submission which said:</b></p> <p>IP Australia explicitly communicate that our New Parent Leave includes those who have children via surrogacy, a adoption and foster arrangements regardless of employee gender. Leave is available to all staff.</p> <p>IP Australia’s Enterprise Agreement and leave policy and procedure covers adoption and foster arrangements.</p> <p>Section 17 of IP Australia’s leave policy states:</p> <p><b>ADOPTION/FOSTER CARER’S LEAVE</b></p> <p>The EA sets out the provisions applying to Adoption/Foster Carer’s Leave.</p> <p>An employee who is the primary carer and has 12 months or more continuous APS service, is entitled to paid Adoption/Foster Carer’s Leave of 14 weeks at full pay or 28 weeks at half pay for the purposes of adopting or fostering a child. A maximum of 14 weeks counts as service for all purposes.</p> <p>The EA defines long term fostering as a fostering arrangement for a child that is for more than six months.</p> <p>An employee who is the primary carer and has less than 12 months continuous service in the APS, is also eligible for Adoption/Foster Carer’s Leave, but only two weeks will be paid leave.</p> <p>Adoption/Foster Carer’s Leave may be taken in one block or as separate absences over the 12 month period following the adoption. To apply for Adoption/Foster Carer’s Leave the child concerned must be:</p> <ul style="list-style-type: none"> <li>a. under 16 years old at the time of placement or expected time of placement with an employee for a doption/fostering,</li> <li>is not a child of the employee or the employee’s spouse or defacto partner, and</li> <li>has not been in the custody or care of the employee or the employee’s partner for six months or more at the day of placement or expected day of placement.</li> </ul>	

Adoption/Foster Carer's Leave cannot commence earlier than the day on which the employee first takes custody of the child for adoption/fostering, or the day on which the employee starts any travel that is reasonably necessary to take custody of the child for the adoption/fostering (date of placement). Adoption/Fostering of the child cannot extend beyond the first anniversary of the date of placement.

The EA provides for two days unpaid leave to attend interviews or examinations required in order to obtain approval for the employee's adoption or fostering of a child. To access the two days unpaid leave the twelve month qualifying period does not apply.

However an employee is not entitled to take a period of unpaid pre-adoption/pre-fostering leave if:

- a. the employee could instead take some other form of leave, and the employer directs the employee to take that other form of leave.

An employee who is entitled to a period of unpaid pre-adoption leave/pre-fostering is entitled to take the leave as:

- a. a single period of up to two days, or
- b. any separate periods to which the employee and the employer agree.

Employees should discuss their proposed Adoption/Foster Carer's Leave (as well as any types of leave they wish to take) with their managers and Pay and Conditions (DIIS) before they apply for the leave.

Evidence will need to be provided of the proposed placement of the child with the employee. A statement must also be provided confirming that requirements have been satisfied concerning the child's age, relationship to the employee and time of placement with the employee. An application for Adoption/Foster Carer's Leave will need to state that the employee concerned is to be the child's primary care giver during the period of leave.

On the 20/11/19 a meeting was had with the Employment Framework team who informed Diversity and Inclusion that surrogacy is covered under parental leave arrangements in the Enterprise agreement and leave policy and procedure.

On our intranet under Diversity and Inclusion, the LGBTIQ page (<https://intranet.aipo.gov.au/about-agency/our-values/diversity-and-inclusion/lgbtiq>) states:

“The leave policy and procedure includes those who have children via surrogacy, adoption, and foster arrangements regardless of employee gender.”

(see print screen below):



#### 4. Travel Advice for Employees

2 points

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).

Travel advice is attached under Section 1 Q4: IP Australia's International Information sheet. It states:

"It is essential that the traveller consults the Smartraveller website for any information or Travel Advices relevant to the countries to be visited (either en route or destination) to determine whether the planned travel should be undertaken, modified or cancelled. "

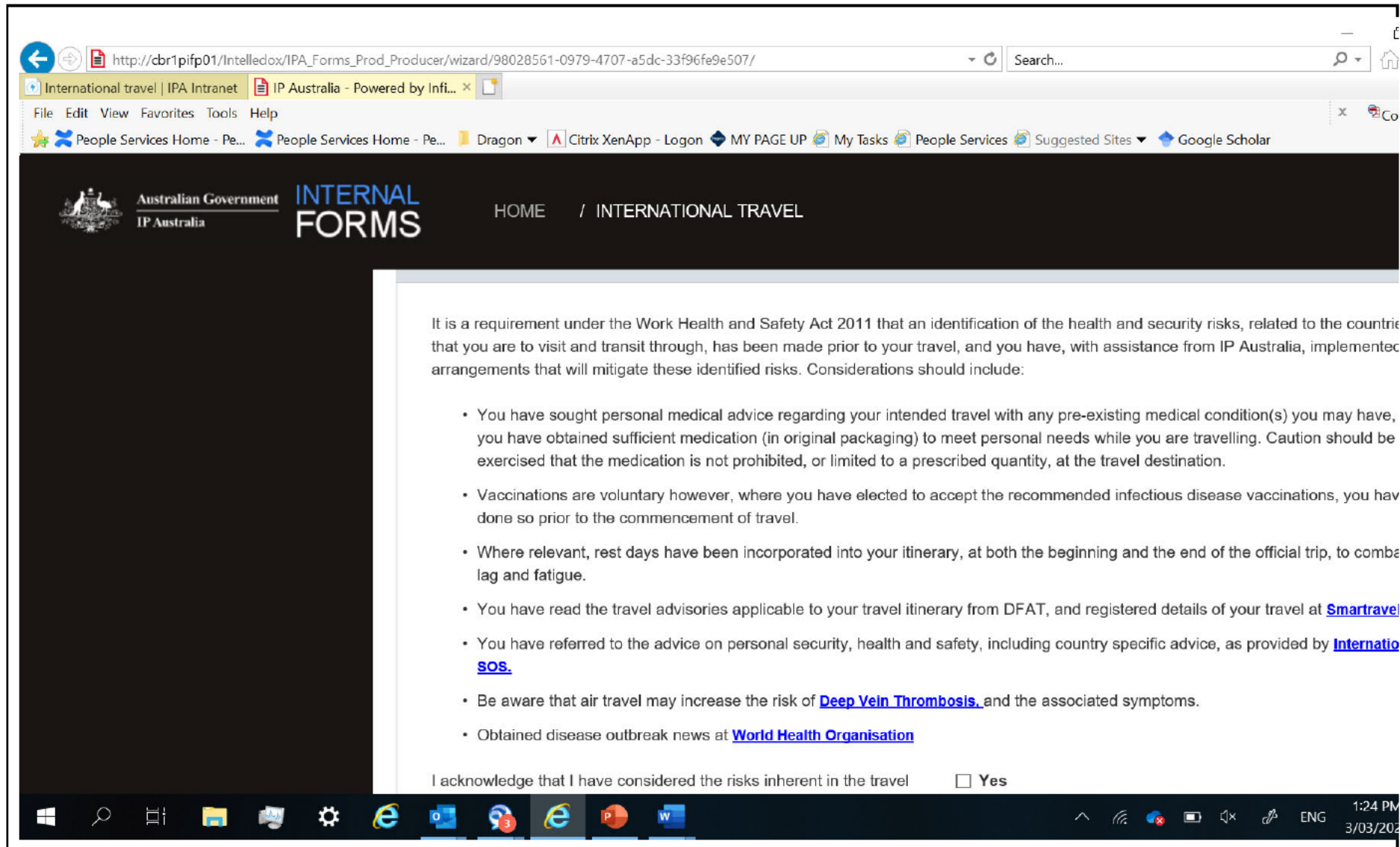
Smartraveller website provides specific information for LGBTQ+ people <https://www.smartraveller.gov.au/search?search=LGBTI> and specific safety issues on <https://www.smartraveller.gov.au/before-you-go/who-you-are/LGBTI>

IP Australia provides travel advice for employees and support is available to our LGBTQ employees or employees with LBTIQ dependents should they require to travel for work. Our documents state: All travel involves certain risks. These risks should be identified and assessed prior to travel and where appropriate, controls implemented to manage the risks.

Consideration could be given to for example:

- the familiarity of the traveller with the destination;
- the health of the traveller;
- the physical and socio-cultural environment (e.g. quality of accommodation, sanitation, local laws and customs, climate extremes, reliable emergency services, crime or political unrest);
- the safety/hygiene of food and water supplies; and
- standards of communication, energy, transport systems.

A WHS risk assessment and actions is completed with individuals prior to travel approval:



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International travel | IPA Intranet | IP Australia - Powered by Inf...

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Australian Government  
IP Australia

# INTERNAL FORMS

HOME / INTERNATIONAL TRAVEL

It is a requirement under the Work Health and Safety Act 2011 that an identification of the health and security risks, related to the countries that you are to visit and transit through, has been made prior to your travel, and you have, with assistance from IP Australia, implemented arrangements that will mitigate these identified risks. Considerations should include:

- You have sought personal medical advice regarding your intended travel with any pre-existing medical condition(s) you may have, you have obtained sufficient medication (in original packaging) to meet personal needs while you are travelling. Caution should be exercised that the medication is not prohibited, or limited to a prescribed quantity, at the travel destination.
- Vaccinations are voluntary however, where you have elected to accept the recommended infectious disease vaccinations, you have done so prior to the commencement of travel.
- Where relevant, rest days have been incorporated into your itinerary, at both the beginning and the end of the official trip, to combat lag and fatigue.
- You have read the travel advisories applicable to your travel itinerary from DFAT, and registered details of your travel at [Smartrave](#)
- You have referred to the advice on personal security, health and safety, including country specific advice, as provided by [Internatio SOS](#).
- Be aware that air travel may increase the risk of [Deep Vein Thrombosis](#), and the associated symptoms.
- Obtained disease outbreak news at [World Health Organisation](#)

I acknowledge that I have considered the risks inherent in the travel  Yes

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5. Third Party Policies	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 <b><i>all</i></b> that have been audited, evidence only required for <b><i>one</i></b>:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Superannuation</li> <li><input type="checkbox"/> Death &amp; TDP Benefits / Life Insurance</li> <li><input type="checkbox"/> Travel Insurance</li> <li><input type="checkbox"/> Healthcare (excluding EAP – Employee Assistance Programs – covered elsewhere)</li> </ul> <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 <b><i>one</i></b> of the above, showing explicitly where LGBTQ inclusivity is stated.</i></p> <p>IP Australia audited Superannuation schemes. This can be verified by contacting [REDACTED] (Diversity and Inclusion) [REDACTED]</p> <p>[REDACTED] contacted [REDACTED] (Employee Relations) on the 5/11/19 to ensure IP Australia’s superannuation aligns with our non-discriminatory policies/procedures, inclusive of LGBTIQ people and their families. [REDACTED] advised that the Superannuation Act 1976 Marriage Amendment Bill 2017 replaced ‘a man and a woman’ with ‘2 people.’ [REDACTED] also reviewed the definitions and provided definition. Emails are attached under Section 1 question 5.</p> <p>After following up with PSSap (IP Australia’s Superannuation scheme) I have found the following information: The only federal superannuation scheme which does not discriminate against a surviving same-sex partner is the Public Sector Superannuation Accumulation Plan (PSSap).<sup>[3]</sup> This federal scheme covers employees hired on or after 1 July 2005. The PSSap Trust Deed has adopted the ‘interdependency relationship’ category.</p>	

STANDING SUBMISSION: HR POLICY & DIVERSITY PRACTICE	ADVANCED
6. LGBTQ Inclusive Domestic & Family Violence Policy	Max. 5 points
<p>We have a Domestic &amp; Family Violence Policy (DFV) that covers the following:</p> <ul style="list-style-type: none"> <li>(a) specific challenges and unique types of violence faced by LGBTQ communities</li> <li>(b) stated LGBTQ avenues of support</li> <li>(c) a statement that the policy <b>explicitly covers LGBTQ people, partners and their families</b></li> </ul> <p><i>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.)</i></p> <p><i>[Insert Evidence Here or Indicate Name of Attached File(s)]</i></p> <p>IP Australia’s Domestic Violence Policy is attached under Section 1 Q6.</p>	

**It states the following:**

Domestic and family violence refers to acts of violence, intimidation and coercion that occur between people in all types of relationships. Such relationships include past or current intimate relationships **regardless of gender and sexuality**, relationships involving carers' of people with a disability or a medical condition, relationships with relatives and guardians, housemates or violence towards or from children and older people.

These acts include but not limited to **verbal, physical, sexual, emotional, financial and psychological abuse**. No matter the circumstances, or whether the individual experiencing it recognises it, domestic and family violence is a crime.

LGBTIQ avenues of support are mentioned in the policy. The policy states a number of internal avenues of support including EAP. **On our LGBTIQ page we have identified specific EAP providers trained to assist the LGBTIQ community.** Evidence of this is provided under the EAP question. The policy also states:

**Seeking support from an external provider**

There are several options for workers who wish to seek support through external services. A list of the services, including 24 hour support services, and their contact details can be found at [www.dvcs.org.au/contact-us/](http://www.dvcs.org.au/contact-us/) (ACT) and/or [www.1800respect.org.au/](http://www.1800respect.org.au/) (National) and/or MensLine on 1300 78 99 78 or [Home - Menslink](#)

The Australian Federal Police's **Gay and Lesbian Liaison Officer (GLLO) Network** is a **volunteer network which helps support individuals and managers within the Australian Federal Police as well as members of the LGBTI community it serves.** They can be found at [Gay and Lesbian Liaison Officers | Australian Capital Territory Policing](#)

C) statement that the policy covers situations involving partners and their families. The policy states:

Domestic and family violence impacts a survivor's life in ways that only the person experiencing the violence truly understands. A range of internal and external support services are available to workers and may extend to contractors engaged by **IP Australia and employees' families.** IP Australia aims to empower individuals to take charge and control the decisions they make by committing to offer the following support mechanisms.

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*

*[Insert Evidence Here or Indicate Name of Attached File(s)]*

Attached in Section 1 Q7 is both inclusive language AND exclusive/offensive language to LGBTQ people guides.

Guide is made available through our intranet on our LGBTIQ page and learnhub for all staff to access. It has also been added to our Diversity and Inclusion learning module that is being rolled out to the whole agency.

LGBTIQ+ | IPA Intranet

intranet.aipo.gov.au/about-agency/our-values/diversity-and-inclusion/lgbtiq

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[LGBTIQ+ Powerpoint Presentation File](#) : Inclusion: how to be an Ally

[Breaking the Silence - Pride Inclusion IDAHOBIT Panel video](#) : to celebrate IDAHOBIT 2020, the panel shares their own personal experiences and what IDAHOBIT and breaking the silence means to them.

[A Language Guide: Trans and Gender diverse inclusion URL](#) : This guide explains key terms and offers examples of language that can help us build safer, more inclusive environments for trans and gender diverse communities.

[Transhub](#): a digital information and resource platform for all trans and gender diverse (TGD) people in NSW, loved ones, allies and health providers.



FOR TRANS & GENDER DIVERSE PEOPLE, THEIR LOVED ONES, ALLIES & HEALTH PROVIDERS  
WWW.TRANSUB.ORG.AU

### How you can get involved

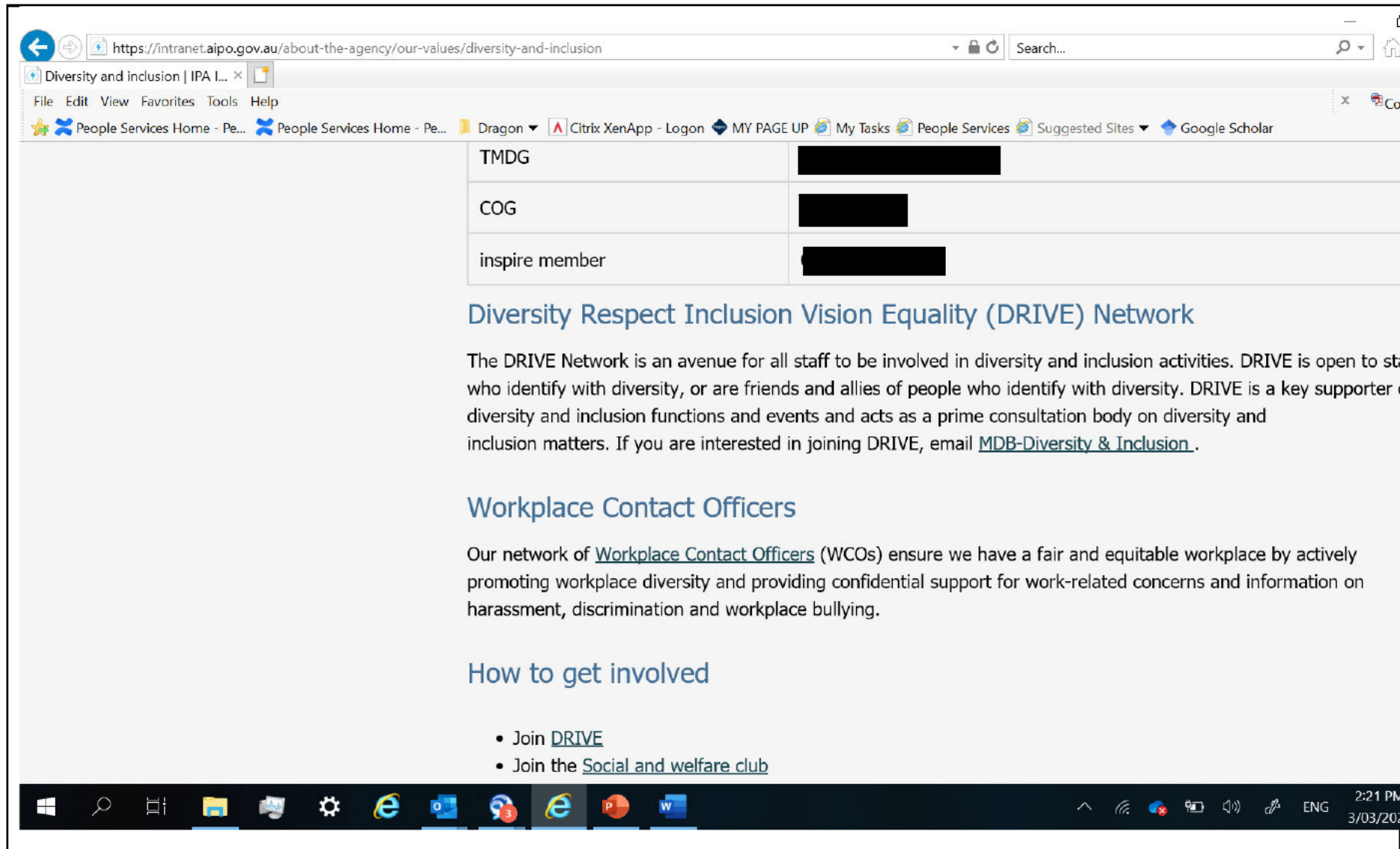
- Join [Diversity and Inclusion Network](#)
- Join [IP PRIDE](#)

Margaret(LGBTQChampion) is also using How to be an Ally in her talks about Inclusion around each of the work groups. She discusses how to be an LGBTQIA + Ally (which I have attached). See heading under 'Stand Out Against Discrimination'.

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## STANDING SUBMISSION: LGBTQ BULLYING/HARASSMENT & SUPPORT

STANDING SUBMISSION: LGBTQ BULLYING/HARASSMENT & SUPPORT 8. LGBTQ Training HR / Grievance Officers	FOUNDATION Max. 3 points
<p><b>We have an internal formal HR/Grievance process whereby LGBTQ people can request or engage with:</b></p> <ul style="list-style-type: none"> <li>a) someone specifically trained in LGBTQ Inclusion; OR</li> <li>b) an ally who has a good understanding of LGBTQ sensitivities and potential areas of concern</li> </ul> <p><i>For full points, please confirm:</i></p> <ul style="list-style-type: none"> <li>(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</li> <li>(b) where these LGBTQ aware/friendly grievance contact points can be located or requested for those seeking formal support</li> </ul>	
<p><b>Full marks were awarded last year in 2020, please refer to last year’s submission. Last year’s submission is below.</b></p> <p>IP Australia have Workplace contact officers that can also direct people to the specialist LGBTIQ grievance officers.</p>	



https://intranet.aipo.gov.au/about-the-agency/our-values/diversity-and-inclusion

TMDG	[REDACTED]
COG	[REDACTED]
inspire member	[REDACTED]

### Diversity Respect Inclusion Vision Equality (DRIVE) Network

The DRIVE Network is an avenue for all staff to be involved in diversity and inclusion activities. DRIVE is open to staff who identify with diversity, or are friends and allies of people who identify with diversity. DRIVE is a key supporter of diversity and inclusion functions and events and acts as a prime consultation body on diversity and inclusion matters. If you are interested in joining DRIVE, email [MDB-Diversity & Inclusion](mailto:MDB-Diversity & Inclusion).

### Workplace Contact Officers

Our network of [Workplace Contact Officers](#) (WCOs) ensure we have a fair and equitable workplace by actively promoting workplace diversity and providing confidential support for work-related concerns and information on harassment, discrimination and workplace bullying.

### How to get involved

- Join [DRIVE](#)
- Join the [Social and welfare club](#)

IP Australia also have staff that are specifically trained in LGBTIQ awareness and who have been identified as a first point of call. On our LGBTIQ intranet page <https://intranet.aipo.gov.au/about-agency/our-values/diversity-and-inclusion/lgbtiq> it states:

████████████████████ (Workplace Contact Officer) from IP Australia are specifically LGBTIQ trained to help deal with bullying and harassment. Head to the workplace bullying and harassment page for more information. See screenshot below:

https://intranet.aipo.gov.au/about-agency/our-values/diversity-and-inclusion/lgbtqi

LGBTIQ+ | IPA Intranet

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**members:** [REDACTED]

**LGBTIQ+ Champion:** [REDACTED]

For more information contact us at [MDB-IP-PRIDE](#)

### Bullying, harassment and support

[REDACTED] (Workplace Contact Officer) from IP Australia are specifically LGBTIQ trained to help deal with bullying and harassment. Head to the [workplace bullying and harassment page](#) for more information.

[REDACTED] from [REDACTED] have considerable understanding of the challenges faced by LGBTIQ individuals. If you would like further information or support, please contact them via our [Employee Assistar Program](#).

### Resources

[LGBTIQ+ Workplace Inclusion](#) course on Learnhub

[LGBTIQ+ Training Video File](#): [REDACTED] introduces [REDACTED] from [REDACTED] and the Pride Network who provides an overview of how IP Australia can build an inclusive workplace.

[LGBTIQ+ Powerpoint Presentation File](#): Inclusion: how to be an Ally

2:20 PM 3/03/2021

**Ally training was provided to all staff to get a good understanding of LGBTIQ sensitivities and potential areas of concern:**

Training was promoted by our LGBTIQ Champion and was held on the 24 October: <https://intranet.aipo.gov.au/about-the-agency/news-listing/update-your-lgbtq-champion>. See below print screen:

Browser address bar: <https://intranet.aipo.gov.au/about-the-agency/news-listing/update-your-lgbtqi-champion>

Browser tabs: Diversity and inclusion | IPA Intr... An update from your LGBTIQ+ Champion

Browser menu: File Edit View Favorites Tools Help

Browser toolbar: People Services Home - Pe... People Services Home - Pe... Dragon Citrix XenApp - Logon MY PAGE UP My Tasks People Services Suggested Sites Google Scholar

You are here: **Home**

## An update from your LGBTIQ+ Champion

As IP Australia's LGBTIQ+ Champion I'd like to provide an update on some of the steps we've taken recently to continue to build an inclusive and supportive workplace.

In July this year we joined the [Pride in Diversity Program](#), including sponsoring the Pride in Practice Conference in November along with Department of Agriculture, Attorney General's Office and the ATO. Pride in Practice is the only national conference dedicated to advancing LGBTIQ+ inclusion in Australian workplaces, sports organisations and the health and human services sector.

IP Australia is currently completing the [Australian Workplace Equality Index](#) (AWEI) to gauge maturity within the agency. The AWEI now stands as the definitive national benchmark on LGBTIQ+ workplace inclusion. It comprises the largest and only national employee survey designed to gauge the overall impact of inclusion initiatives on organisational culture as well as identifying and non-identifying employees. The Index drives best practice in Australia and sets a comparative benchmark for Australian employers across all sectors.

We will also be offering LGBTIQ+ training for all staff on 24 October to continue to build our maturity and awareness. The training will cover the challenges faced by the LGBTIQ+ community and how we can be informed, engaged and visible allies to create a culture of inclusion. [Registration](#) is essential and I would encourage you all to consider attending.

To find out more about Diversity and Inclusion in the workplace and how you can get involved, please contact the [DRIVE Network](#).



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Learnhub has the recorded training for all staff to access. LGBTIQ+ Training Video File : [redacted] introduces [redacted] from Pride in Diversity and the Pride Network who provides an overview of how IP Australia can build an inclusive workplace.

**STANDING SUBMISSION: LGBTQ BULLYING/HARASSMENT & SUPPORT**
**INTERMEDIATE**
**9. Behavioural Examples of What Constitutes Bullying / Harassment**
**Max. 4 points**

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.

*For full points, please provide evidence of behavioural examples given within your documentation in terms of:*

- (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*

[Insert Evidence Here or Indicate Name of Attached File(s)]

See attached documentation in our Bullying harassment policy and Harassment, Discrimination and Workplace Bullying Guidelines (in Section 1 Q.9)

In the policy and guidelines it states the following

What constitutes bullying/harassment... "Harassment consists of behaviour that is unwelcome, unsolicited, usually unreciprocated and usually (but not always) repeated.

Harassment is any form of behaviour that unfairly or unreasonably offends, humiliates, intimidates, belittles, undermines scares, excludes, or embarrasses anyone it is directed at; and does not require intent for the behaviour to be deemed as harassment."

Discrimination... "Discrimination is the less favourable treatment of one worker or member of the public compared to others because of their race, **gender identity** or expression, religion, political opinion, sex, pregnancy or potential pregnancy, marital status, physical or mental disability, **sexual orientation**, national extraction or social origin, age, and/or family responsibilities.

Examples include, but are not limited to:

- a) not offering weekend overtime to a worker on the assumption of their family commitments;
- b) **not including gender diverse people or people who identify as LGBTQ+ in social events which may involve partners attending**
- c) not properly considering the potential of job applicants because of their
  - i) ethnic origin;
  - ii) disability;
  - iii) **gender identity or expression including those with none,**
  - iv) **sexual orientation,**
  - v) marital status

- vi) or because they are pregnant;
- d) implementing action which only makes learning and development opportunities available to full-time workers.

**STANDING SUBMISSION: LGBTQ BULLYING/HARASSMENT & SUPPORT**

**INTERMEDIATE**

**10. EAP Provider**

**Max. 3 points**

**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

**Full marks were awarded last year in 2020, please refer to last year’s submission which stated:**

██████████ contacted our EAP provider on the 1/10/19 to have a discussion regarding which staff had specific training in, or have considerable understanding of the challenges faced by LGBTIQ individuals that we can refer our LGBTIQ employees to. ██████████ provided 2 names of staff who had the training and expertise. See attached email on under Section 1 Q10.

Individuals were identified and advertised on our Intranet page. These staff have considerable understanding of the challenges faced by LGBTIQ individuals that we can refer our LGBTIQ employees to them for support. On our intranet (accessible to all staff) under Diversity and Inclusion, there is an LGBTIQ page <https://intranet.aipo.gov.au/about-agency/our-values/diversity-and-inclusion/lgbtiq> which states:

██████████ have considerable understanding of the challenges faced by LGBTIQ individuals. If you would like further information or support, please contact them via our Employee Assistance Program.

https://intranet.aipo.gov.au/about-agency/our-values/diversity-and-inclusion/lgbtiq

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**members:** [REDACTED]

**LGBTIQ+ Champion:** [REDACTED]

For more information contact us at [MDB-IP-PRIDE](#)

### Bullying, harassment and support

[REDACTED] (Workplace Contact Officer) from IP Australia are specifically LGBTIQ trained to help deal with bullying and harassment. Head to the [workplace bullying and harassment page](#) for more information.

[REDACTED] from [REDACTED] have considerable understanding of the challenges faced by LGBTIQ individuals. If you would like further information or support, please contact them via our [Employee Assistar Program](#).

### Resources

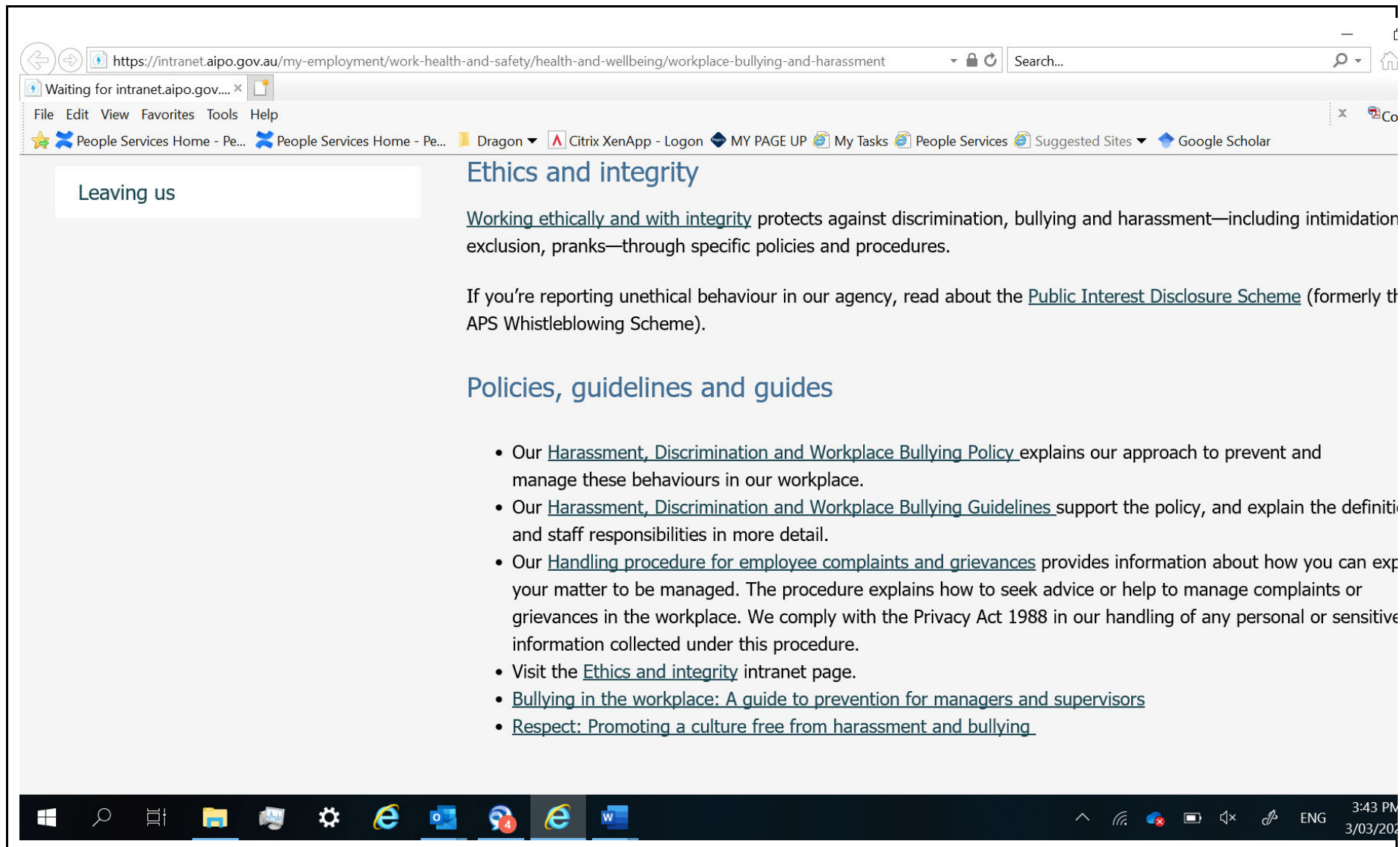
[LGBTIQ+ Workplace Inclusion](#) course on Learnhub

[LGBTIQ+ Training Video File](#): [REDACTED] introduces [REDACTED] from [REDACTED] and the Pride Network w provides an overview of how IP Australia can build an inclusive workplace.

[LGBTIQ+ Powerpoint Presentation File](#): Inclusion: how to be an Ally

2:20 PM 3/03/2021

STANDING SUBMISSION: LGBTQ BULLYING/HARASSMENT & SUPPORT 11. Tracking of Incidents	ADVANCED Max. 4 points
<p>We can provide evidence that shows:</p> <ul style="list-style-type: none"> <li>a) how we extract LGBTQ related instances from collected bullying/harassment data</li> <li>b) the development of a process that is sensitive to LGBTQ disclosure enabling us to mediate and/or action incidents</li> </ul> <p><i>For full points, please screenshot or provide evidence for both a) and b) above.</i></p>	
<p><b>Full marks were awarded last year in 2020, please refer to last year's submission.</b></p> <p>Incidents of bullying and harassment is tracked through our incidence report file note (attached under Section 1 Q1) and then a quarterly report is completed from the incidence file notes (an example is attached under Section 1 Q 11). The data is collected and analyzed by HR specialist. LGBTIQ related instances is reported in the incidence file note and also can be captured in the quarterly report under 'please specify other'.</p> <p>The reports (no names are provided) are discussed at the Workplace Contact Officer meeting(quarterly). If there appears to be an issue in a particular area of the business, HR will create an action plan which might include training to the area to provide clear guidelines on what is acceptable behaviour and what actions can occur under the Code of conduct including termination of employment to anyone that is not abiding. Training might also include Ally inclusion training.</p> <p>In regards to individuals and process, see below:</p> <p><a href="https://intranet.aipo.gov.au/my-employment/work-health-and-safety/health-and-wellbeing/workplace-bullying-and-harassment">https://intranet.aipo.gov.au/my-employment/work-health-and-safety/health-and-wellbeing/workplace-bullying-and-harassment</a></p> <p>The process of any bullying and harassment is below under our Bullying and Harassment policy. As provided in previous questions, IPA have a Workplace contact officer(WCO) who is trained to enable LGBTIQ disclosure and who is contactable on our LGBTIQ intranet page:</p> <p>██████████ (Workplace Contact Officer) from IP Australia are specifically LGBTIQ trained to help deal with bullying and harassment. Head to the <a href="#">workplace bullying and harassment page</a> for more information."</p> <p>If there is an issue of bullying and harassment the Workplace contact officer will encourage staff with options. File note is completed (if person agrees, no name is captured). The issue is captured including if it is a LGBTIQ related instance. Person is provided with EAP specialist details (again LGBTIQ trained).</p> <p>Person then chooses the option they would like to take which may including making a formal complaint (see attached process under Section 1 Q11).</p>	



The screenshot shows a web browser window with the URL <https://intranet.aipo.gov.au/my-employment/work-health-and-safety/health-and-wellbeing/workplace-bullying-and-harassment>. The page content includes a 'Leaving us' button, a main heading 'Ethics and integrity', a paragraph about working ethically, a link to the Public Interest Disclosure Scheme, and a section titled 'Policies, guidelines and guides' with a bulleted list of links to various workplace policies.

[Leaving us](#)

## Ethics and integrity

[Working ethically and with integrity](#) protects against discrimination, bullying and harassment—including intimidation, exclusion, pranks—through specific policies and procedures.

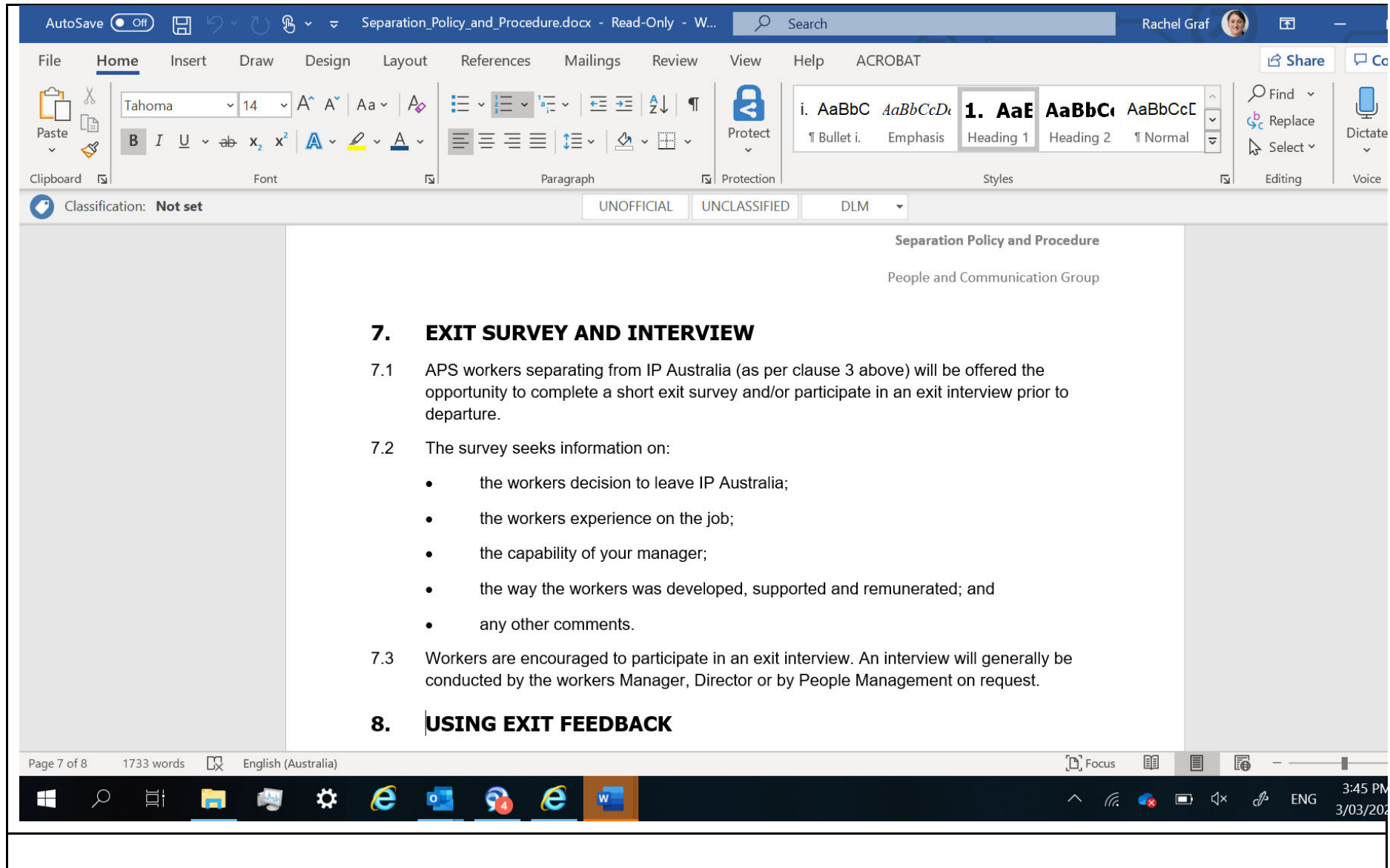
If you're reporting unethical behaviour in our agency, read about the [Public Interest Disclosure Scheme](#) (formerly the APS Whistleblowing Scheme).

### Policies, guidelines and guides

- Our [Harassment, Discrimination and Workplace Bullying Policy](#) explains our approach to prevent and manage these behaviours in our workplace.
- Our [Harassment, Discrimination and Workplace Bullying Guidelines](#) support the policy, and explain the definitions and staff responsibilities in more detail.
- Our [Handling procedure for employee complaints and grievances](#) provides information about how you can expect your matter to be managed. The procedure explains how to seek advice or help to manage complaints or grievances in the workplace. We comply with the Privacy Act 1988 in our handling of any personal or sensitive information collected under this procedure.
- Visit the [Ethics and integrity](#) intranet page.
- [Bullying in the workplace: A guide to prevention for managers and supervisors](#)
- [Respect: Promoting a culture free from harassment and bullying](#)

All staff at IPA complete an exit interview whereby people can provide information as to why they are leaving. This data again is captured by HR to action any bad behaviour.

This is an extract from the Separation Policy and Procedure regarding Exit Interviews and using the information to make change.



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Separation Policy and Procedure  
People and Communication Group

**7. EXIT SURVEY AND INTERVIEW**

7.1 APS workers separating from IP Australia (as per clause 3 above) will be offered the opportunity to complete a short exit survey and/or participate in an exit interview prior to departure.

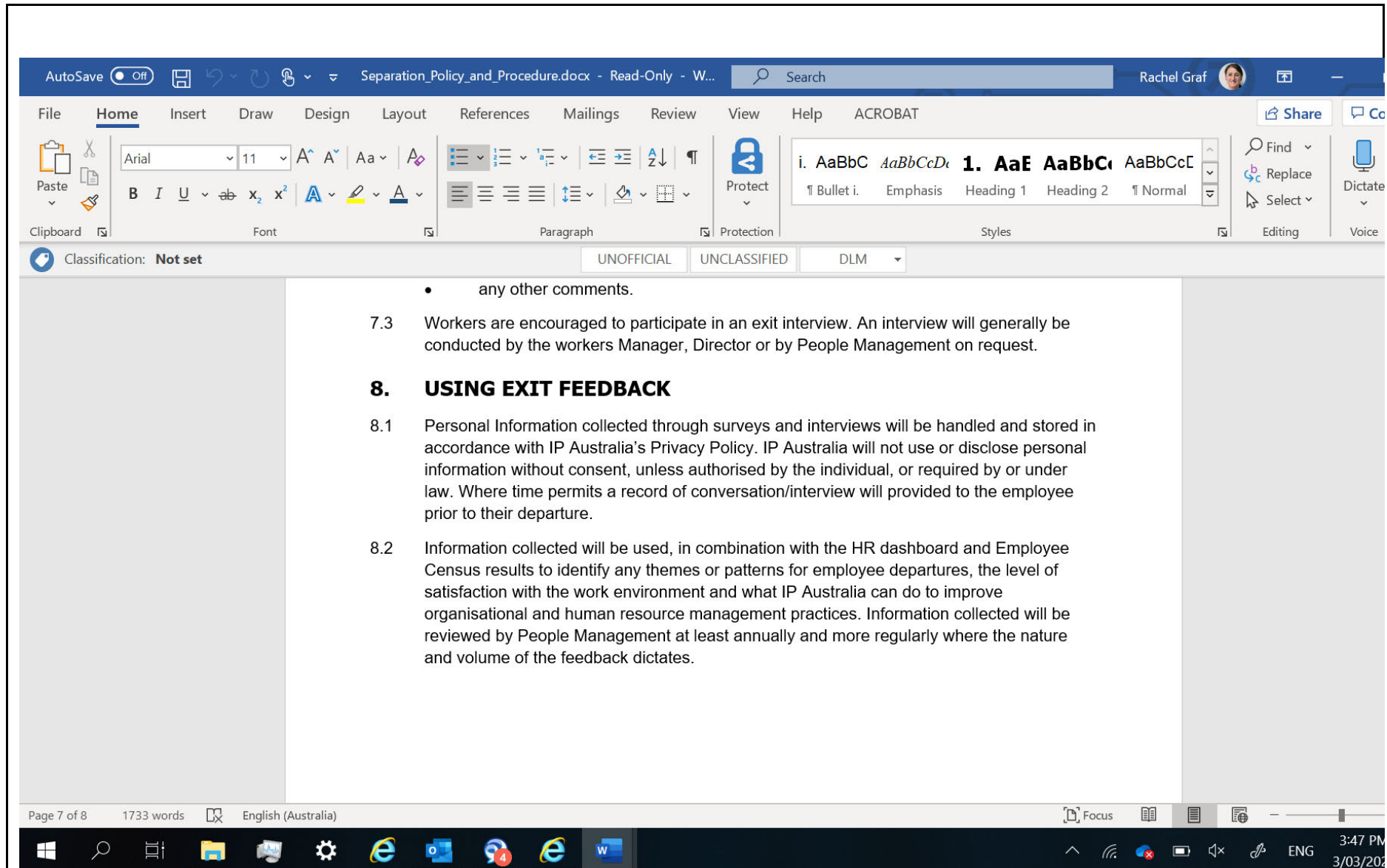
7.2 The survey seeks information on:

- the workers decision to leave IP Australia;
- the workers experience on the job;
- the capability of your manager;
- the way the workers was developed, supported and remunerated; and
- any other comments.

7.3 Workers are encouraged to participate in an exit interview. An interview will generally be conducted by the workers Manager, Director or by People Management on request.

**8. USING EXIT FEEDBACK**

Page 7 of 8 | 1733 words | English (Australia) | 3:45 PM 3/03/202



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- any other comments.

7.3 Workers are encouraged to participate in an exit interview. An interview will generally be conducted by the workers Manager, Director or by People Management on request.

**8. USING EXIT FEEDBACK**

8.1 Personal Information collected through surveys and interviews will be handled and stored in accordance with IP Australia’s Privacy Policy. IP Australia will not use or disclose personal information without consent, unless authorised by the individual, or required by or under law. Where time permits a record of conversation/interview will provided to the employee prior to their departure.

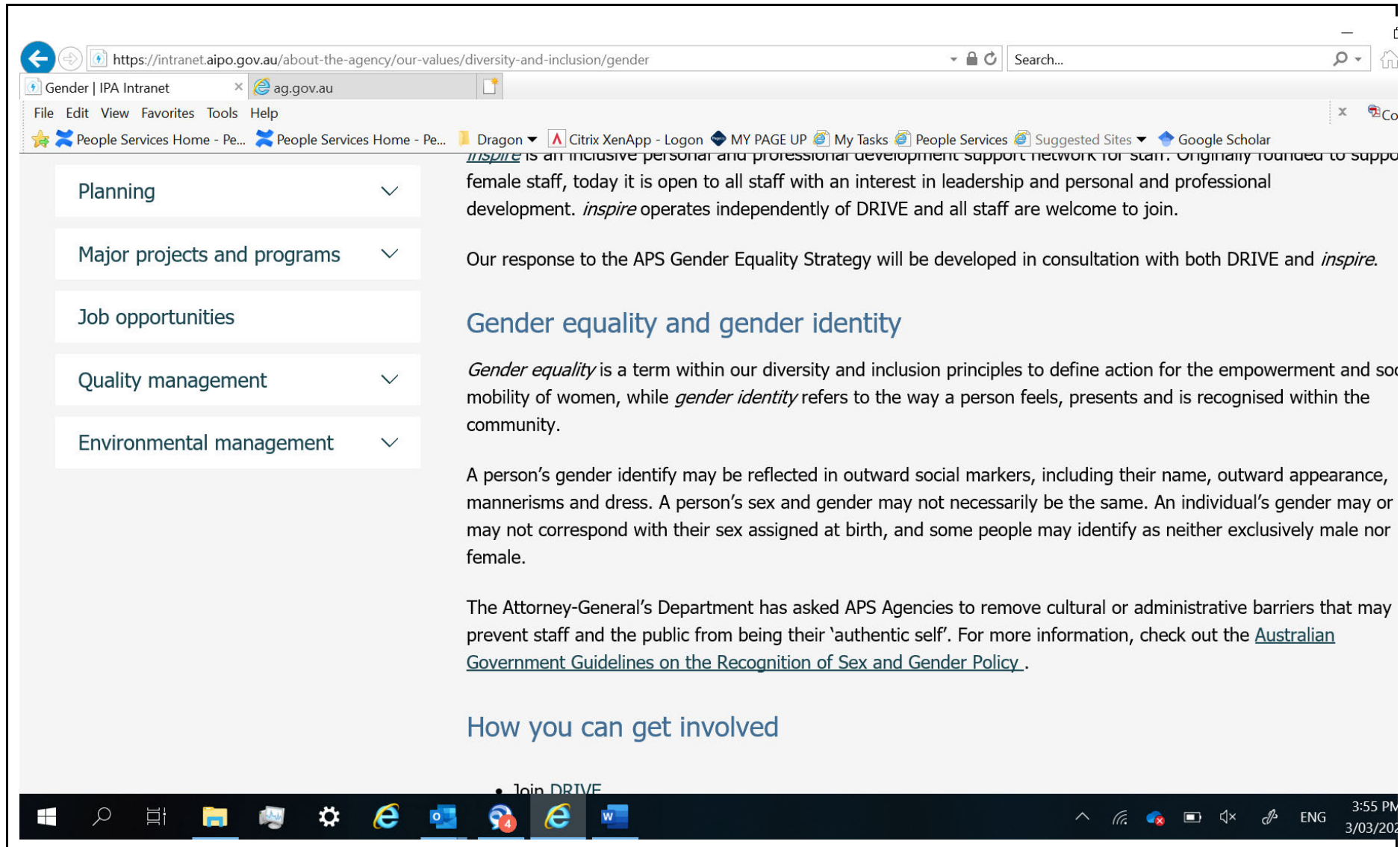
8.2 Information collected will be used, in combination with the HR dashboard and Employee Census results to identify any themes or patterns for employee departures, the level of satisfaction with the work environment and what IP Australia can do to improve organisational and human resource management practices. Information collected will be reviewed by People Management at least annually and more regularly where the nature and volume of the feedback dictates.

Page 7 of 8 1733 words English (Australia) 3:47 PM 3/03/202

## STANDING SUBMISSION: INCLUSION OF TRANS AND GENDER DIVERSE PEOPLE

STANDING SUBMISSION: INCLUSION OF TRANS AND GENDER DIVERSE PEOPLE 12. Gender Affirmation Policy and Process Documentation	INTERMEDIATE Max. 5 points
<p>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.</p> <p>Note: 'Gender affirmation' (above) is the ideal term for what has commonly been referred to as 'transitioning.'</p> <p><i>Please provide:</i></p> <ul style="list-style-type: none"> <li>a) a copy of this specific policy/process</li> <li>b) detailed support documentation for employee(s) wishing to affirm their gender in the workplace</li> <li>c) detailed support/educational documentation for managers peers and colleagues</li> </ul>	
<p>IPA supports staff taking leave and supports Gender affirmation. Our leave policy is attached in Section 1 Q12. It states:</p> <p>MISCELLANEOUS LEAVE CAN BE APPLIED FOR ON TOP OF PERSONAL LEAVE AND IS AVAILABLE FOR ALL PERSONAL CIRCUMSTANCES.</p> <p>MISCELLANEOUS LEAVE - GENERAL</p> <p>The EA provides that that miscellaneous leave may be granted in accordance to policy and procedures issued by IP Australia. Miscellaneous Leave may be granted to employees to provide them with the flexibility in balancing their personal and workplace obligations in circumstances not covered in other types of leave'.</p> <p>Miscellaneous leave may be granted with or without pay.</p> <p><b>Reasons for leave</b></p> <p>Delegates have the discretion to grant miscellaneous leave in accordance with, but not limited to, the circumstances outlined in this Policy. Maximum periods of leave able to be approved in certain circumstances are included where appropriate. Unless otherwise specified, they should be used as a guide only.</p> <p>IPA also has flexible work arrangements to allow for any personal circumstances (see attached flexible work policy Section 1 Q 12). Staff can work from home. "Our approach to flexible work arrangements takes into account the diverse circumstances of individuals. Flexible work arrangements may be negotiated on an short term basis or for a longer duration."</p>	

Our Gender Champion states under our Diversity and Inclusion intranet pages:



https://intranet.aipo.gov.au/about-the-agency/our-values/diversity-and-inclusion/gender

Gender | IPA Intranet

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*inspire* is an inclusive personal and professional development support network for staff. Originally founded to support female staff, today it is open to all staff with an interest in leadership and personal and professional development. *inspire* operates independently of DRIVE and all staff are welcome to join.

Our response to the APS Gender Equality Strategy will be developed in consultation with both DRIVE and *inspire*.

## Gender equality and gender identity

*Gender equality* is a term within our diversity and inclusion principles to define action for the empowerment and social mobility of women, while *gender identity* refers to the way a person feels, presents and is recognised within the community.

A person's gender identity may be reflected in outward social markers, including their name, outward appearance, mannerisms and dress. A person's sex and gender may not necessarily be the same. An individual's gender may or may not correspond with their sex assigned at birth, and some people may identify as neither exclusively male nor female.

The Attorney-General's Department has asked APS Agencies to remove cultural or administrative barriers that may prevent staff and the public from being their 'authentic self'. For more information, check out the [Australian Government Guidelines on the Recognition of Sex and Gender Policy](#).

## How you can get involved

Join DRIVE

3:55 PM 3/03/202

<https://www.ag.gov.au/Publications/Documents/AustralianGovernmentGuidelinesontheRecognitionofSexandGender/AustralianGovernmentGuidelinesontheRecognitionofSexandGender.PDF>

These Guidelines apply to all Australian Government departments and agencies. The Guidelines:

- a. outline a consistent sex and gender classification system for Australian Government records
- b. outline a consistent standard of evidence for people to change or establish sex and/or gender on personal records, and
- c. support the consistent collection and sharing of sex and/or gender information across Australian Government departments and agencies.

IP Australia are only at the beginning of their journey so educational material is still being developed. I have attached a document used on our system 'External Language Guide' which talks about Gender Affirmation.

**STANDING SUBMISSION: INCLUSION OF TRANS AND GENDER DIVERSE PEOPLE**

**ADVANCED**  
**Max. 4 points**

**13. Dress Codes and Uniforms**

**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.**

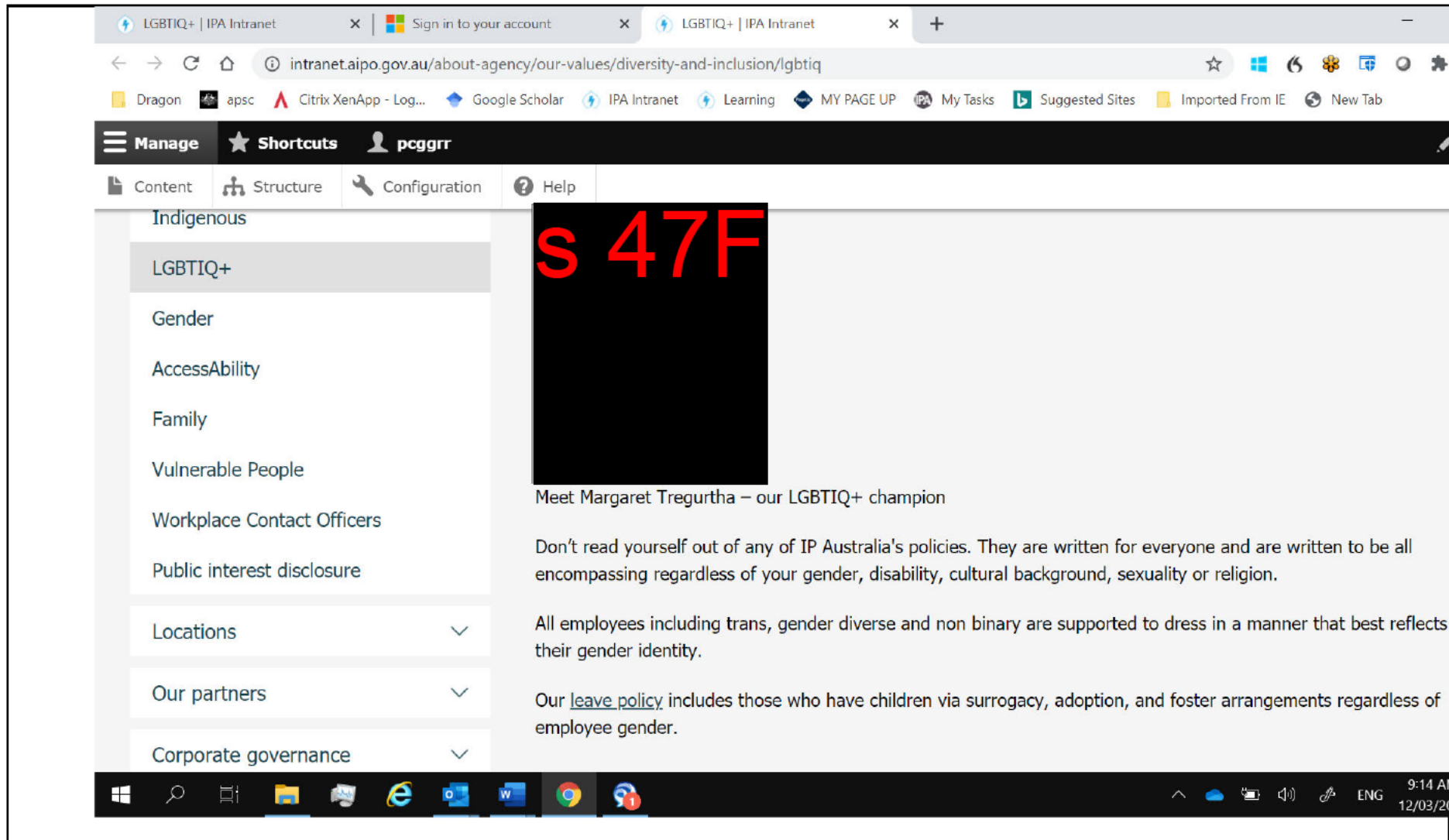
*For full points, policies or guidelines must:*

- 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*

*[Insert Evidence Here or Indicate Name of Attached File(s)]*

IP Australia does not have a dresscode policy/guideline. We do however have a message on LGBTIQ+ page on our intranet(all staff can access this information) that states the following:

'All employees including trans, gender diverse and non binary are supported to dress in a manner that best reflects their gender identity.'" See screenshot below.



Indigenous

**LGBTIQ+**

Gender

AccessAbility

Family

Vulnerable People

Workplace Contact Officers

Public interest disclosure

Locations

Our partners

Corporate governance

**s 47F**

Meet Margaret Tregurtha – our LGBTQ+ champion

Don't read yourself out of any of IP Australia's policies. They are written for everyone and are written to be all encompassing regardless of your gender, disability, cultural background, sexuality or religion.

All employees including trans, gender diverse and non binary are supported to dress in a manner that best reflects their gender identity.

Our [leave policy](#) includes those who have children via surrogacy, adoption, and foster arrangements regardless of employee gender.

**STANDING SUBMISSION: INCLUSION OF TRANS AND GENDER DIVERSE PEOPLE**

**14. Gender Affirmation Leave**

**ADVANCED**  
**Max. 4 points**

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*

IPA supports staff taking leave and supports Gender affirmation. Our leave policy is attached in Section 1 Q13. It states:

MISCELLANEOUS LEAVE CAN BE APPLIED FOR ON TOP OF PERSONAL LEAVE AND IS AVAILABLE FOR ALL PERSONAL CIRCUMSTANCES.

#### MISCELLANEOUS LEAVE - GENERAL

The EA provides that that miscellaneous leave may be granted in accordance to policy and procedures issued by IP Australia. Miscellaneous Leave may be granted to employees to provide them with the flexibility in balancing their personal and workplace obligations in circumstances not covered in other types of leave'.

Miscellaneous leave may be granted with or without pay.

#### Reasons for leave

Delegates have the discretion to grant miscellaneous leave in accordance with, but not limited to, the circumstances outlined in this Policy. Maximum periods of leave able to be approved in certain circumstances are included where appropriate. Unless otherwise specified, they should be used as a guide only.

IPA also has flexible work arrangements to allow for any personal circumstances (see attached flexible work policy Section 1 Q 12).

Staff can work from home. "Our approach to flexible work arrangements takes into account the diverse circumstances of individuals. Flexible work arrangements may be negotiated on an short term basis or for a longer duration."

#### STANDING SUBMISSION: INCLUSION OF TRANS AND GENDER DIVERSE PEOPLE

##### 15. Gender Neutral Bathrooms and Facilities

**ADVANCED**  
Max. 4 points

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.\***

*[Insert Evidence Here or Indicate Name of Attached File(s)]*

IP Australia has been working towards getting Gender Neutral bathrooms for the last 2 years. See attached some of the history and consultation under Section 1 Q 15.

Margaret (LGBTIQ+ Champion) approved to have the below signs in all the toilets as a steppingstone. We created some comms before putting up the signage which is written below:

*“We are committed to providing a safe space for all of us as part of our Inclusion journey at IP Australia. To aid us in our journey you may notice signs appearing in the bathrooms throughout our IP Australia Buildings, regarding safe and respectful inclusive behaviours. We trust that all staff will use the bathrooms that are appropriate for their needs, and will be respectful of others in the bathroom areas. We strongly encourage everyone to continue working together to embed a culture where all of us feel respected, valued and included. This also includes respecting your colleagues privacy and not asking why they are using a certain bathroom. “*

See below photo of toilet signage:



Australian Government  
IP Australia



**IP Australia, together we can**

**The bathroom is a place for everyone to use. People may use the facilities that best fit their gender identity.**

**This workplace is committed to inclusion for gender diverse, transgender, non-binary and intersex people.**

You can also support your gender diverse, transgender and intersex colleagues more broadly by:

Respecting people's privacy – don't ask personal or private questions about people's lives and bodies

Challenging remarks or jokes that target gender diverse and intersex people (and LGBTIQ+ people more broadly)

Using people's names and pronouns – if you aren't sure which pronouns to use, ask politely

For more information on gender diversity, transgender and intersex issues at work, please visit the Diversity and Inclusion page on the intranet (<https://intranet.ai.gov.au/about-the-agency/our-values/diversity-and-inclusion>)

20-COM9103

<b>STANDING SUBMISSION: INCLUSION OF TRANS AND GENDER DIVERSE PEOPLE</b>	<b>ADVANCED</b>
<b>16. (Forms) Non-Binary Gender Options for Employees</b>	<b>Max. 2 points</b>
<p><b>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.).</b></p> <p><i>For full points, please provide:</i></p> <ul style="list-style-type: none"> <li>(a) a brief outline of progress of work to date</li> <li>(b) options provided within changed documents if changes have been made</li> </ul> <p><i>OR (c) evidence that you do not collect or have removed gender options or gendered information on your forms</i></p>	
<p>IP Australia has audited all internal documents and forms that collect gender information to include non binary options and options for those who identify as trans/gender diverse (Evidence is attached under Section 1 Q 16 ).</p> <p>There is also a screenshot of Aurion (one of the IT systems) of the genders that employees or potential employees can use. This includes indeterminate/intersex/unspecified. It is a legal requirement to have this on a recruitment form.</p> <p>In December 2019 [REDACTED] from Diversity and Inclusion spoke with Department of Industry(shared services), who manage all of our online systems (Aurion). The salutations is inputted manually and not compulsory. Under Gender is a drop down box which includes intersex/unspecified/indeterminate. These online systems are self managed, so changes can be made. Contact details are provided in the email attachment.</p>	

<b>STANDING SUBMISSION: INCLUSION OF TRANS AND GENDER DIVERSE PEOPLE</b>	<b>ADVANCED</b>
<b>17. (IT Systems) Non-Binary Gender Options for Employees</b>	<b>Max. 2 points</b>
<p><b>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.).</b></p> <p><i>For full points, please provide:</i></p> <ul style="list-style-type: none"> <li>(a) a brief outline of progress of work to date</li> <li>(b) options provided within systems if changes have been made</li> </ul> <p><i>OR (c) evidence that you do not collect or have removed gender options or gendered information within your systems</i></p>	
<p><i>[Insert Evidence Here or Indicate Name of Attached File(s)]</i></p>	

See question 16. As above (see attached Section 1 Q17).

Aurion has given a screenshot of the genders that employees or potential employees can use. This includes indeterminate/intersex/unspecified. It is a legal requirement to have this on a recruitment form.

**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:

- a) Implemented processes to help reduce roadblocks/difficulties faced by trans and gender diverse **people who are applying for jobs**
- b) ***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
- c) 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.*

IP Australia promotes Diversity and encourages applicants under our Careers section of our webpage. We state that we are Pride in Diversity members and promote our Diversity and Inclusion Strategy (See attachment under Section 1 Q18). We also have advertised the following on all our job ads:

“IP Australia acknowledges that those with diverse experiences, perspectives, and backgrounds enhance our workplace and our capability for innovation. Applications from Aboriginal and/or Torres Strait Islander People, LGBTQ+ and People with Disability, are encouraged to apply for any advertised position, that they may be suitable for, within IP Australia.”

We are still updating our processes to help reduce roadblocks/difficulties faced by trans and gender diverse people and adding a point of contact.

**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.)*

*[Insert Evidence Here or Indicate Name of Attached File(s)]*

IP Australia have promoted our focus and work on LGBTQ workplace inclusion on our external facing webpage (URL). See attached URL links and pictures under Section 1 Q 19.

**STANDING SUBMISSION: STRATEGIC FOCUS**

**INTERMEDIATE**

**20. HR / Diversity Professional Accountabilities**

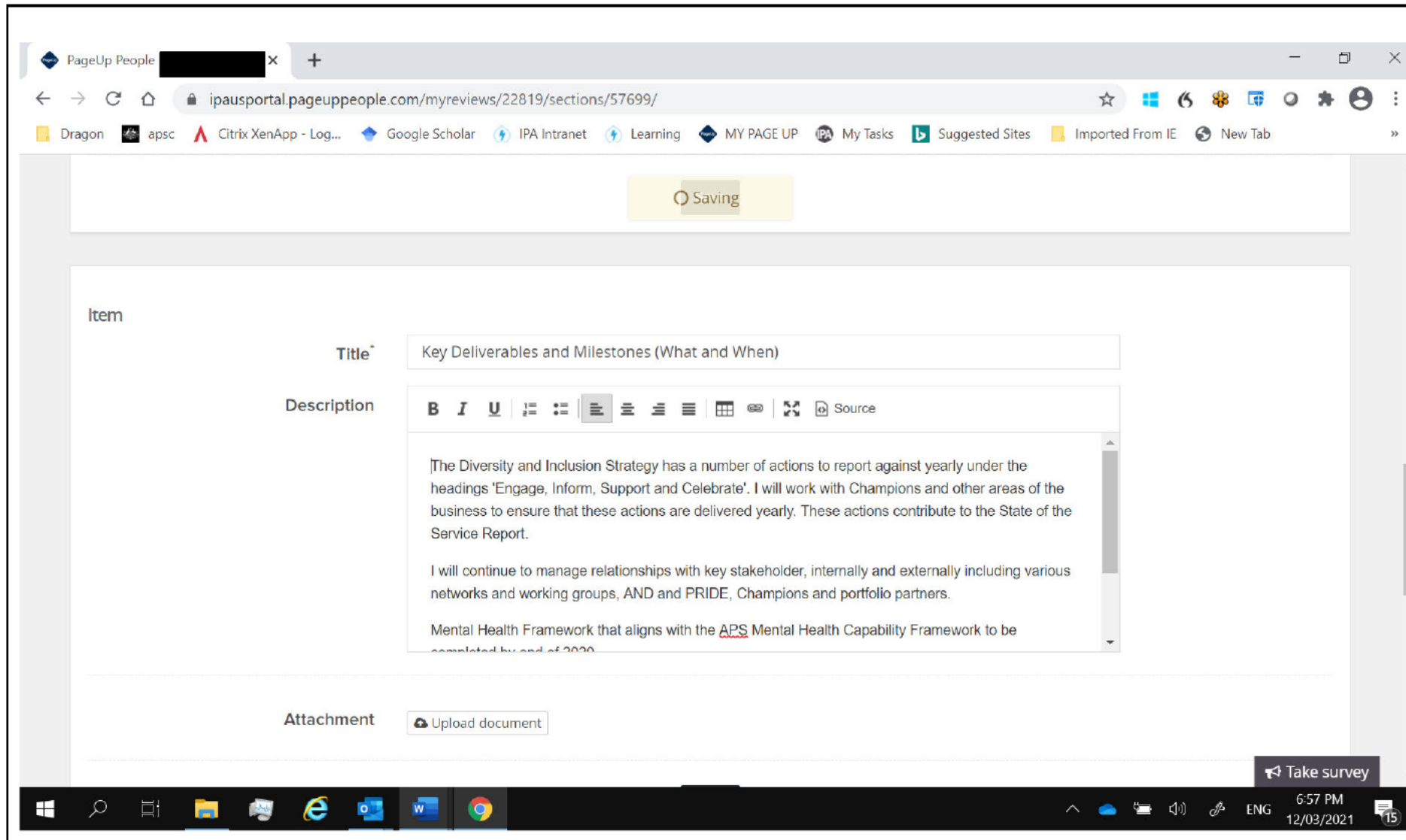
**2 points**

We have at least one Diversity / HR professional whose job description, performance appraisal or work plan includes specific and detailed LGBTQ inclusion objectives/targets.

**Note: This is beyond a general reference to LGBTQ inclusion as an area of diversity.**

*Please provide evidence of such specific targets.*

*IP Australia has one Diversity HR professional whose role description and performance appraisal includes specific objectives/targets in the area of LGBTIQ inclusion. [REDACTED] is Diversity and Inclusion for all of IP Australia. She works closely with our 6 Champions (one of them being LGBTIQ Champion), the Diversity and Inclusion working group, and the networks to meet outcomes to be an Inclusive Employer of Choice. (see attached under Section 1 Q 20. Included IP Pride steering committee terms of reference (with HR responsibilities) and Diversity and Inclusion action plan (all actions are in Achieve/performance plan). A snippet of [REDACTED] performance plan is below:*



PageUp People [redacted] x +

ipausportal.pageuppeople.com/myreviews/22819/sections/57699/

Dragon apsc Citrix XenApp - Log... Google Scholar IPA Intranet Learning MY PAGE UP IPA My Tasks Suggested Sites Imported From IE New Tab

Saving

Item

Title\* Key Deliverables and Milestones (What and When)

Description

**B I U** [bulleted list] [numbered list] [link] [table] [code] [source]

[The Diversity and Inclusion Strategy has a number of actions to report against yearly under the headings 'Engage, Inform, Support and Celebrate'. I will work with Champions and other areas of the business to ensure that these actions are delivered yearly. These actions contribute to the State of the Service Report.

I will continue to manage relationships with key stakeholder, internally and externally including various networks and working groups, AND and PRIDE, Champions and portfolio partners.

Mental Health Framework that aligns with the APS Mental Health Capability Framework to be completed by end of 2020.

Attachment Upload document

Take survey

6:57 PM 12/03/2021 ENG 15

<b>STANDING SUBMISSION: STRATEGIC FOCUS</b> <b>21. Executive Sponsor or LGBTQ Champion</b>	<b>ADVANCED</b> <b>Max. 4 points</b>
<p>We have an Executive Sponsor located <b><i>within our Australian offices</i></b> 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> <ul style="list-style-type: none"> <li>(a) the documented role expectation/accountabilities</li> <li>(b) the mechanism through which the Executive Sponsor reports or is made accountable for these</li> </ul>	
<p><i>[Insert Evidence Here or Indicate Name of Attached File(s)]</i></p> <p>We have an Executive Sponsor located within our Australian offices. See attached documented role expectations/accountabilities related to LGBTQ inclusion work and advocacy within the organisation (under Section 1 Q21 I have attached IP Pride Steering Committee Terms of Reference which mentions Executive Sponsor responsibilities. I have also attached our <a href="#">Diversity and Inclusion Strategy</a> with key objectives and the Diversity and Inclusion working group Terms of reference which also mentions role expectations of Executive Sponsor.</p>	

<b>STANDING SUBMISSION: STRATEGIC FOCUS</b> <b>22. Senior Management Diversity Accountability</b>	<b>ADVANCED</b> <b>Max. 4 points</b>
<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><b>Note: This is outside of network leadership and executive sponsor accountabilities - applies to all executive/senior leaders.</b></p>	
<p><i>For full points, please:</i></p> <ul style="list-style-type: none"> <li>(a) confirm that there are diversity accountabilities (over and above general behavioural values) within senior management appraisals.</li> <li>(b) provide evidence (template example acceptable) or if highly confidential, please indicate the name of a senior HR person who can verify this:</li> </ul>	
<p><i>[Insert Evidence Here or Indicate Name of Attached File(s)]</i></p> <p>IP Australia do have diversity accountabilities (over and above general behavioural values) within senior management appraisals. All Executive need to abide by the APS Values and Code of Conduct and this is recorded on everyone's Performance plans. <a href="https://www.apsc.gov.au/aps-values-1">https://www.apsc.gov.au/aps-values-1</a> <a href="https://www.apsc.gov.au/code-conduct">https://www.apsc.gov.au/code-conduct</a></p> <p>See attached the Diversity and Inclusion work group terms of reference. The Senior Executive are part of this document with accountabilities.</p>	

“Each Business Group is accountable and responsible for taking action on activities assigned to them in the various D&I action plans by the Diversity and Inclusion Champions.”

Attached under Section 1 Q22 is an example of the accountabilities of an Assistant General Manager in Trademarks. “Inspires a positive section culture of United, Trusted and Strategic Behaviours” ...it then goes on to give examples of this.

Also attached under Section 1 Q22, an example of the accountabilities of COG EL2 Director Achieve/Performance plan which states “ Values individual differences and diversity.”

**STANDING SUBMISSION: STRATEGIC FOCUS**

**ADVANCED  
Max. 3 points**

**23. Customer-facing LGBTQ Inclusion**

**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*

*[Insert Evidence Here or Indicate Name of Attached File(s)]*

In 2020 we messaged ██████ in TDS. ██████ advised that there is No title required when being a customer (screenshot). See attached screen shots under Section 1 Q 23.

Previous to this :

In November 2019, Diversity and Inclusion had a meeting with ██████ (Senior Communications Officer) to discuss external facing website including LGBTIQ inclusivity.

We spoke about stock photos, applications online etc.

- Our customer facing applications for Trademarks, Patents are user friendly in the sense that gender markers are not compulsory or asked in some circumstances eg [https://www.ipaustralia.gov.au/sites/default/files/tm00032\\_0719.pdf](https://www.ipaustralia.gov.au/sites/default/files/tm00032_0719.pdf)
- Under careers <https://www.ipaustralia.gov.au/about-us/careers> we mention that “We offer a flexible workplace and rewarding career paths in the IP industry. We provide competitive employment conditions and a range of programs to support staff in their work/life balance.” We then go on to mention under heading ‘A sense of belonging’ <https://www.ipaustralia.gov.au/about-us/careers/working-with-us> “enjoy a sense of

belonging and purpose, rich with diversity” and “we are proud to be members of Pride in Diversity (under the heading Diversity) and “a zero-tolerance approach to harassment, discrimination and workplace bullying.” (under heading Wellbeing).

- [REDACTED] and his team reviewed the customer facing website and confirmed that it was LGBTIQ inclusive. Some of the customer facing social media posts are also attached under Section 1 Q 23 ([REDACTED] details are on the email).

**STANDING SUBMISSION: STRATEGIC FOCUS**

**ADVANCED**

**24. Customers Information: Changing Gender Markers**

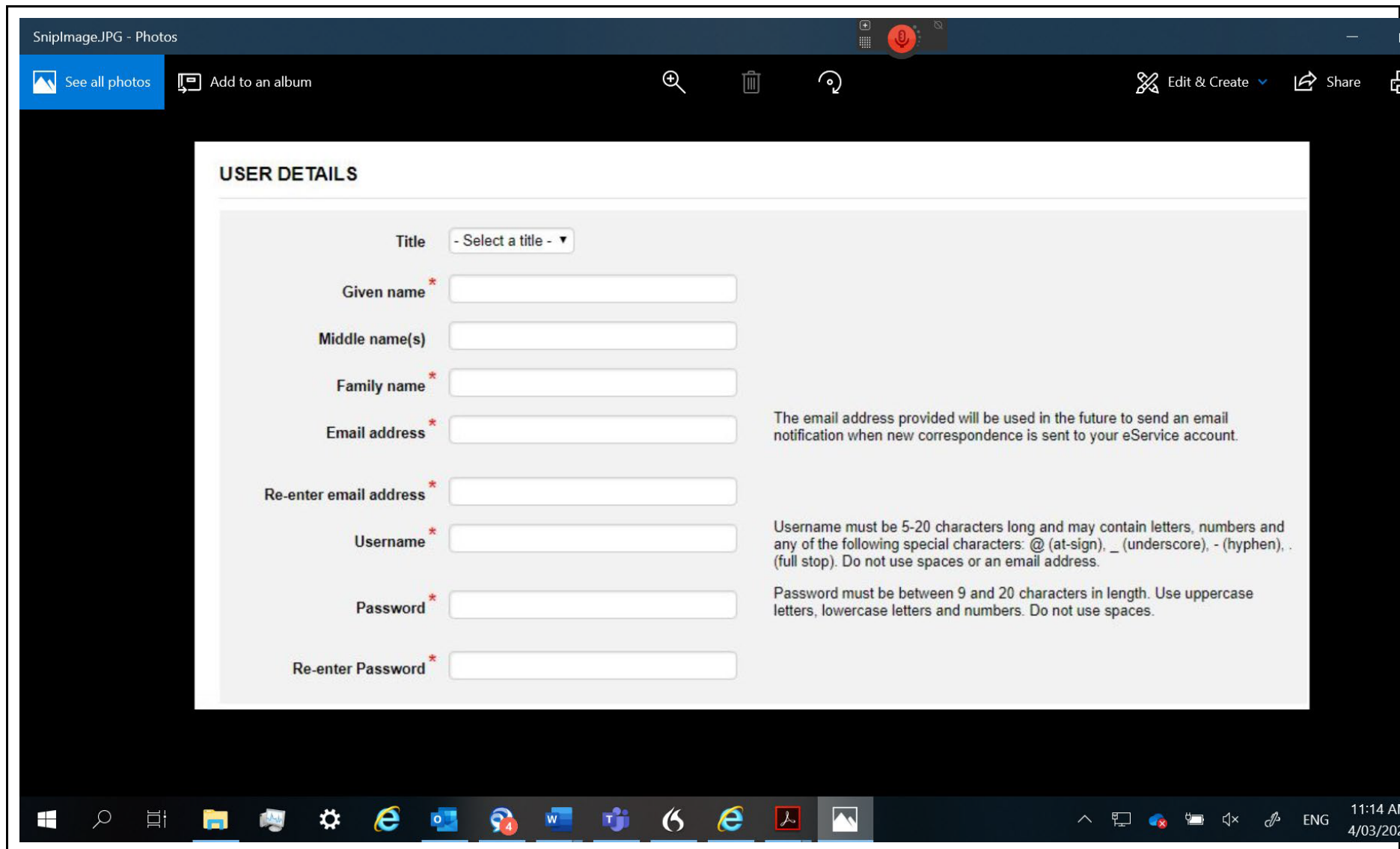
**3 points**

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

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. See attached Section 1 Q 24. It is not compulsory for customers to input any information regarding gender within our systems, but easily changed if needed.



**\*\* 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
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).	
<i>Please provide evidence of <u>one</u> such engagement throughout the assessed year, identifying who that was with.</i>	

External LGBTIQ Expertise is PRIDE in Diversity expert [REDACTED]. IPA obtained Pride membership in July 2019 and continued it's membership in 2020(see attached receipt under Section 2 Q1). Adrian met with IPA regularly to provide support regarding an Inclusion, training and assistance with the AWEI actions(see attached one example of our correspondence). See attached

**ANNUAL SUBMISSION: STRATEGY & ACCOUNTABILITY**

**2. Documented LGBTQ Strategy**

**FOUNDATION  
Max. 3 points**

**We have a documented LGBTQ inclusion strategy (or pillar within an overarching diversity strategy) in place for the assessed year that includes clearly defined LGBTQ targets and/or action plans.**

*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*

*[Insert Evidence Here or Indicate Name of Attached File(s)]*

IP Australia has a documented Diversity and Inclusion Strategy which includes LGBTQ inclusion actions. Diversity and Inclusion Strategy overview can be found: <https://www.ipaustralia.gov.au/sites/default/files/diversity-and-inclusion-strategy-overview-2019-2022.pdf>

The Diversity and Inclusion Strategy: <https://www.ipaustralia.gov.au/sites/default/files/diversity-and-inclusion-strategy-2019-2022.pdf>

Under Section 2 Q 2, I have attached the action plan (we report activities yearly although we provide a quarterly report to the Inclusion Champion and LGBTIQ + Champion. I have attached one of these reports). I have also attached the Diversity and Inclusion minutes for one of our meetings with an update on actions from the Strategy as well as the Terms of Reference which defines the requirements of the group.

LGBTIQ+	LGBTIQ+ Australians are supported to join IP Australia and can work in a gender sensitive organisation. to achieve their full potential at all levels.	<p><b>Engage:</b> Review recruitment documentation, advertising and processes to identify and address any barriers to LGBTIQ+ potential applicants.</p> <p><b>In form:</b> Support decision makers to identify bias, both conscious and unconscious, and assist them to find and implement tools to overcome this.</p> <p>Stigma and stereotypes related to gender diversity are reduced through sharing the</p>	<p>Identify IP Australia's Australian Workplace Equality Index score for inclusion of the LGBTIQ+ community by end 2019.</p> <p>IP Australia's Australian Workplace Equality Index score for inclusion of the LGBTIQ+ community improves by 20% by end 2022.</p>
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		<p>stories and achievements of people who are gender diverse.</p> <p><b>Support:</b> Review people related policies and other guidance material to ensure reflection of the LGBTIQ+ community.</p> <p>Ensure that support services for employees (case management, EAP and others) have an informed approach to the LGBTIQ+ community.</p> <p><b>Celebrate:</b> IDAHOBIT day participation recognises and celebrates the diversity of gender and sexual orientation of IP Australia’s community.</p>		
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<p><b>ANNUAL SUBMISSION: STRATEGY &amp; ACCOUNTABILITY</b></p> <p><b>3. LGBTQ Advisory Group</b></p>	<p><b>INTERMEDIATE</b> Max. 4 points</p>
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We have ***established and promoted*** an internal LGBTQ advisory group which has:

- a) met specifically to identify areas requiring change or to work on projects requiring their expertise and guidance
- b) 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:*

- (a) evidence of how this group’s expertise or counsel is promoted across the organisation
- (b) evidence of any meetings or work undertaken by this group throughout the assessed year

The LGBTQ Advisory Group meet monthly (they are the IP Pride Steering Committee).

We also have the Diversity and Inclusion working group who work on projects requiring their expertise and guidance. A couple of members in the Diversity and Inclusion Working group also identify as LGBTIQ. The group come together quarterly to discuss all actions under the Strategy including all LGBTIQ+ actions.

An example of the Steering Committee discussions is attached alongside the one of the D&I working group minutes and terms of reference.

The Diversity and Inclusion Manager [REDACTED] emails all the networks to discuss projects that need completion as part of the Diversity and Inclusion Strategy and actions. The projects are discussed at the Diversity and Inclusion working group and endorsed by the Champions. The email gets sent to the IP Pride network, the inspire network and the DRIVE network (Diversity Respect Inclusion Vision Equality). From these emails people advise that they would like to work on the project.

#### ANNUAL SUBMISSION: STRATEGY & ACCOUNTABILITY

**INTERMEDIATE**  
2 points

#### 4. LGBTQ Inclusion Reporting

**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.*

In 2020, we reported on LGBTQ Inclusion. This report was the Employee Census and results were provided to our Director General and all the Executive through email. They then met to discuss the results and actions (high level results are attached).

The voluntary public release of the APS employee census results can be found from 2019 on : <https://www.ipaustralia.gov.au/about-us/agency-overview/voluntary-public-release-aps-employee-census-results>. The 2020 census results will be uploaded again by the APSC in the next coming weeks.

Our results show that employees are proud to work at IP Australia, with steady improvement on already high-performing measures such as:

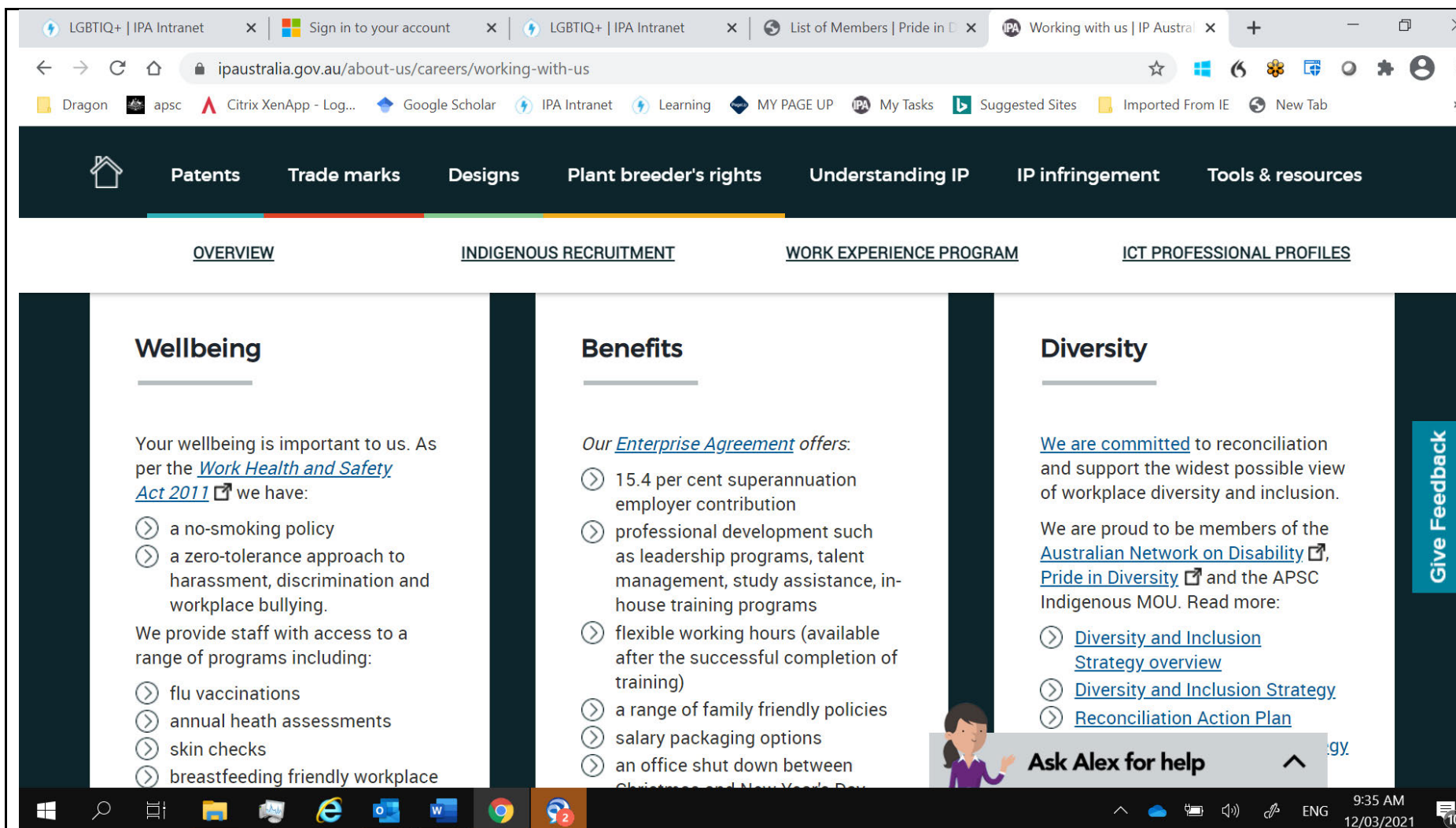
- an increase in people identifying as LGBTI (from 2019-2020).
- improved on our 2019 results in nearly all aspects of wellbeing, and all our wellbeing results are above the APS average and the results of comparable large agencies.
- an inclusive and diverse culture (with an increase from 2019).
- a workplace where people feel connected and are contributing to our purpose.
- workplace conditions where flexibility to balance work and life commitments is promoted and supported.

These results are consistent with IP Australia's Employee Value Proposition, promoting a sense of belonging in a diverse and flexible workplace, and contribution to high quality outcomes in administering IP rights." And in line with our Diversity and Inclusion Strategy objectives.

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<b>ANNUAL SUBMISSION: STRATEGY &amp; ACCOUNTABILITY</b>	<b>INTERMEDIATE</b>
<b>5. Media Coverage</b>	<b>2 points</b>
<p><b>Our work in LGBTQ inclusion has been covered by an independent source (not internally written or published) within the assessed calendar year.</b></p> <p><b>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.</b></p> <p><i>Please provide evidence of how your LGBTQ inclusion work has been recognised by an independent source: screenshot, URL, image or insert attachment.</i></p>	
<p>Visibility is the key when promoting IP Australia’s LGBTIQ inclusion work. As part of our Strategy and visibility it was important that we sponsor Pride in Practice conference in 2019 and 2020.</p>	

<b>ANNUAL SUBMISSION: STRATEGY &amp; ACCOUNTABILITY</b>	<b>ADVANCED</b>
<b>6. Strategic Work in Recruitment, Supplier Policy or Service Provision</b>	<b>Max. 3 points</b>
<p><b>We have completed, updated or are making progress towards work within <u>one</u> of the following areas over the assessed calendar year:</b></p> <ul style="list-style-type: none"> <li>• LGBTQ targeted recruitment (targeting LGBTQ job seekers)</li> <li>• 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)</li> <li>• LGBTQ marketing campaigns or service provision brochures/collateral specifically targeting LGBTQ populations or answering questions specific to this population</li> </ul> <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>LGBTIQ targeted recruitment. IP Australia have amended their job ads to include the following statement:</p> <p>“IP Australia acknowledges that those with diverse experiences, perspectives, and backgrounds enhance our workplace and our capability for innovation. Applications from Aboriginal and/or Torres Strait Islander People, LGBTQ+ and People with Disability, are encouraged to apply for any advertised position, that they may be suitable for, within IP Australia.”</p> <p>On our <a href="#">Careers website</a> we also state: we are Pride in Diversity members and have our Diversity and Inclusion Strategy demonstrating our commitment to LGBTIQ+ recruitment and retention of staff.</p>	



**Wellbeing**

Your wellbeing is important to us. As per the [Work Health and Safety Act 2011](#) we have:

- ⌵ a no-smoking policy
- ⌵ a zero-tolerance approach to harassment, discrimination and workplace bullying.

We provide staff with access to a range of programs including:

- ⌵ flu vaccinations
- ⌵ annual health assessments
- ⌵ skin checks
- ⌵ breastfeeding friendly workplace

**Benefits**

Our [Enterprise Agreement](#) offers:

- ⌵ 15.4 per cent superannuation employer contribution
- ⌵ professional development such as leadership programs, talent management, study assistance, in-house training programs
- ⌵ flexible working hours (available after the successful completion of training)
- ⌵ a range of family friendly policies
- ⌵ salary packaging options
- ⌵ an office shut down between Christmas and New Year's Day

**Diversity**

[We are committed](#) to reconciliation and support the widest possible view of workplace diversity and inclusion.

We are proud to be members of the [Australian Network on Disability](#), [Pride in Diversity](#) and the APSC Indigenous MOU. Read more:

- ⌵ [Diversity and Inclusion Strategy overview](#)
- ⌵ [Diversity and Inclusion Strategy](#)
- ⌵ [Reconciliation Action Plan](#)

**Give Feedback**

**Ask Alex for help**

On the Pride in Diversity [members section](#) we are also mentioned as being Members. We also have sponsored events such as Pride in Practice conference in 2019 and 2020 demonstrating our commitment to learning and development, support and Inclusion. People are then informed that we are an Inclusive employer and feel more comfortable to apply.

Recruitment also attended Ally training sessions throughout 2020 from the Pride in Diversity membership.

IP Australia have also done several presentations to universities talking about Inclusive employment and encouraging LGBTIQ+ people to apply to our roles. I have attached the presentation which talks about the demographics of IPA as of the 2019 employee census as well as our Diversity and Inclusion Strategy (under Section 2 Question 6).

**ANNUAL SUBMISSION: STRATEGY & ACCOUNTABILITY**

**7. Executive Leadership Representation**

**ADVANCED  
2 points**

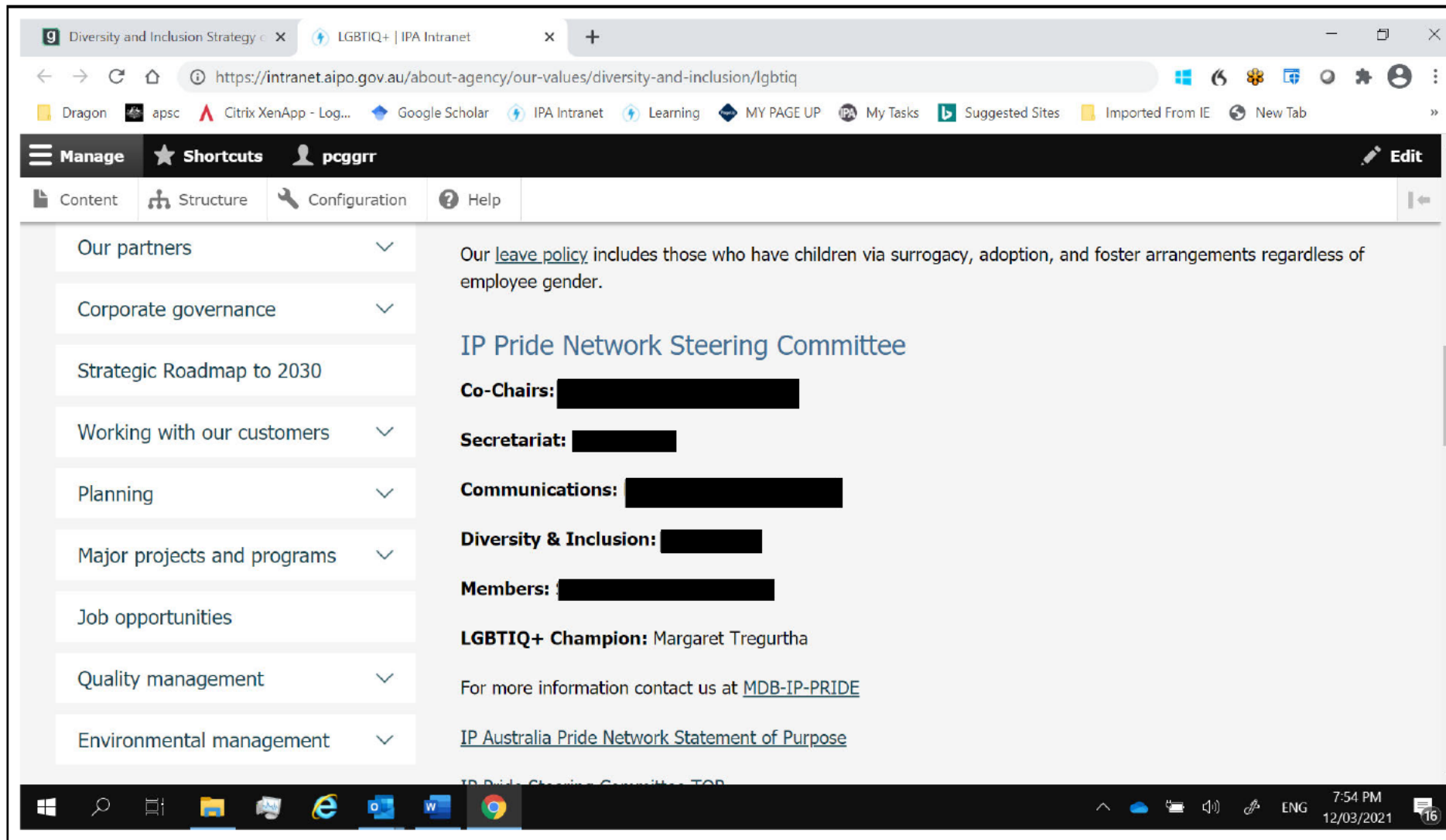
**We currently have openly LGBTIQ identifying people within our internal Diversity Council and/or within our Executive Leadership Team.**

*Please provide details of the names and roles of openly LGBTIQ identifying people within either your Diversity Council or Executive Team*

██████████ is ██████████. She is openly 'B' in LGBTIQ and is part of the ██████████ ██████████ is not only part of the Pride Steering Committee and Network, but also part of the Diversity and Inclusion working group and a support for people who need it (as advertised on our LGBTIQ intranet page).

██████████ ██████████ and is also part of our Pride Steering Committee and Network.

"I'm very "out" and I don't think I could hide who I am or lie about my personal life at work. IP Australia sees diversity as a strength that it is important for people to feel safe and included at work and because of this, working here is such a relief. I really think it makes a difference. It makes for a better workplace and a better, happier and more collaborative workforce. It is a privilege to work here and I hope we can set an example for other organisations to follow. "



Browser tabs: Diversity and Inclusion Strategy, LGBTQ+ | IPA Intranet

Address bar: <https://intranet.aipo.gov.au/about-agency/our-values/diversity-and-inclusion/lgbtiq>

Navigation: Manage, Shortcuts, pcgrr, Edit

Menu: Content, Structure, Configuration, Help

Our partners

Corporate governance

Strategic Roadmap to 2030

Working with our customers

Planning

Major projects and programs

Job opportunities

Quality management

Environmental management

Our [leave policy](#) includes those who have children via surrogacy, adoption, and foster arrangements regardless of employee gender.

### IP Pride Network Steering Committee

**Co-Chairs:** [REDACTED]

**Secretariat:** [REDACTED]

**Communications:** [REDACTED]

**Diversity & Inclusion:** [REDACTED]

**Members:** [REDACTED]

**LGBTIQ+ Champion:** Margaret Tregurtha

For more information contact us at [MDB-IP-PRIDE](#)

[IP Australia Pride Network Statement of Purpose](#)

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**ANNUAL SUBMISSION: STRATEGY & ACCOUNTABILITY**

**8. LGBTQ Inclusion Promotion** **ADVANCED**  
Max. 4 points

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.

*[Insert Evidence Here or Indicate Name of Attached File(s)]*

### 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

9. LGBTQ Employee Network

FOUNDATION  
Max. 2 points

Within the assessed calendar year, we have *either*:

- 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

*If you are in the process of creating a network, please evidence progress made within the assessed year.*

*If you have an existing network, please provide a copy of the network's charter/purpose.*

*[Insert Evidence Here or Indicate Name of Attached File(s)]*

Our IP Pride LGBTQ Employee Network was established in 2019 and has continued to meet every 2 months throughout 2020. The terms of reference are attached and provide clear documented purpose (see attached under Section 3 Q9).

Our purpose states:

IP Australia Pride Network Statement of Purpose

The role of the Pride Network is to support sex, sexuality and gender diversity at IP Australia.

The Pride Network is committed to following responsibilities:

- Promoting initiatives and events within IP Australia to educate and embed a culture that is inclusive of LGBTQIA+ diversity.
- Promoting the visibility of LGBTQIA+ staff within IP Australia.
- Creating and maintaining a visible peer support network for staff to meet, network, and discuss LGBTQIA+ issues.
- Exploring LGBTQIA+ diversity accreditation for IP Australia.

The terms of reference and purpose can be found on our intranet pages under LGBTQ+ and IP Pride network page.

See below screen shot:

IP Pride Network | IPA Intranet

intranet.aipo.gov.au/community/ippridenetwork

Dragon apsc Citrix XenApp - Log... Google Scholar IPA Intranet Learning MY PAGE UP IPA My Tasks Suggested Sites Imported From IE New Tab

Manage Shortcuts pcgrr

Content Structure Configuration Help

You are here: Home > Community

**IP Pride Network**

Staff awards program

IP Australia Social Club

inspire

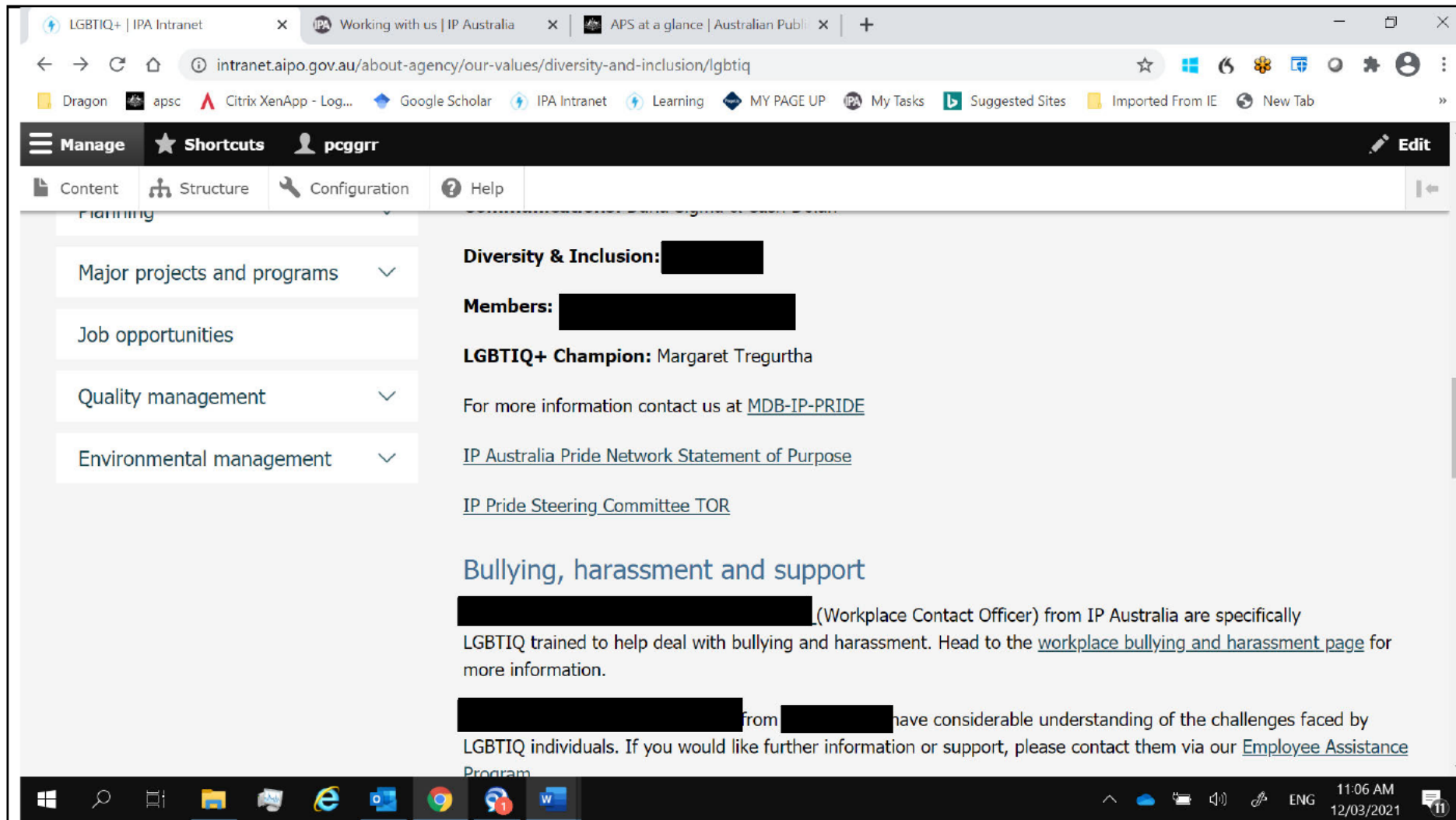
**IP Pride Network**

Toastmasters club

IP Pride Network...html  
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Show all

11:11 AM  
12/03/2021



intranet.aipo.gov.au/about-agency/our-values/diversity-and-inclusion/lgbtiq

**Manage** ★ Shortcuts 👤 pcgrr Edit

Content Structure Configuration Help

Planning

- Major projects and programs
- Job opportunities
- Quality management
- Environmental management

**Diversity & Inclusion:** [REDACTED]

**Members:** [REDACTED]

**LGBTIQ+ Champion:** Margaret Tregurtha

For more information contact us at [MDB-IP-PRIDE](#)

[IP Australia Pride Network Statement of Purpose](#)

[IP Pride Steering Committee TOR](#)

**Bullying, harassment and support**

[REDACTED] (Workplace Contact Officer) from IP Australia are specifically LGBTIQ trained to help deal with bullying and harassment. Head to the [workplace bullying and harassment page](#) for more information.

[REDACTED] from [REDACTED] have considerable understanding of the challenges faced by LGBTIQ individuals. If you would like further information or support, please contact them via our [Employee Assistance Program](#)

**ANNUAL SUBMISSION: LGBTQ EMPLOYEE NETWORKS / RESOURCE GROUPS** **FOUNDATION**  
**10. Network Leadership Structure** **Max. 3 points**

**Our employee network has a clearly articulated leadership structure with:**

- a) clear roles and/or responsibilities for those involved
- b) an HR or Diversity representative as part of the leadership structure

*For full points, please provide:*

- (a) a copy of your network leadership structure clearly articulating role accountabilities
- (b) evidence that you have HR or diversity representation within the leadership

3.10 IP Australia's steering committee was established in 2019. The terms of reference were updated in 2020 and provides clear roles and responsibilities for those involved. The network also has a HR/Diversity and Inclusion representative as part of the leadership structure (see attached document under Section 3 Q10).

**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 IP Pride Network and the Diversity and Inclusion working group work together to complete the Diversity and Inclusion Strategy actions. I have attached the specific LGBTQ actions which are reported quarterly to the Inclusion and LGBTQ+ Champion (one quarterly report is attached in Section 3 Q11). The IP Pride Steering Committee meets monthly and the IP Pride Network meets every 2 months to work on actions. The Diversity and Inclusion working group meet quarterly. The actions are from the Diversity and Inclusion actions which has been provided above.

Attached in Section 3 Q11 is the Diversity and Inclusion Working group TOR, the IP Pride TOR and purpose, and an example of one of the quarterly reports of completed actions sent to Inclusion and LGBTQ Champion plus one example of the minutes from the Diversity and Inclusion working group with updates of completed actions.

<b>ANNUAL SUBMISSION: LGBTQ EMPLOYEE NETWORKS / RESOURCE GROUPS</b> <b>12. Orientation/ On-boarding</b>	<b>INTERMEDIATE</b> <b>Max. 2 points</b>
<p><b>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.</b></p>	
<p><i>For full points, please provide:</i>          (a) <i>evidence of when this last occurred</i>          (b) <i>the degree of network involvement/participation</i></p>	
<p><i>[Insert Evidence Here or Indicate Name of Attached File(s)]</i></p> <p><b>Orientation/onboarding includes accessing compulsory online learning through learn hub: see attached in Section 1 Q12 Diversity module which includes sexual orientation units, gender and sex in our Learn hub onboarding units.</b></p>	

<b>ANNUAL SUBMISSION: LGBTQ EMPLOYEE NETWORKS / RESOURCE GROUPS</b> <b>13. Strategy and Goals</b>	<b>INTERMEDIATE</b> <b>2 points</b>
<p><b>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).</b></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><i>[Insert Evidence Here or Indicate Name of Attached File(s)]</i></p> <p>Please see attached co-chair of the Pride network's performance plan snippet (under Section 1 Q 13). KPI's are in relation to the IP Pride Steering Committee and network member role. Please also refer to IP Pride terms of reference which were provided in previous questions.</p> <p>Our network leads (steering committee) have objectives that are assessed annually within performance discussions (IP Australia call this ACHIEVE), relating specifically to performance within that role.</p>	

<b>ANNUAL SUBMISSION: LGBTQ EMPLOYEE NETWORKS / RESOURCE GROUPS</b> <b>14. Sustainability Plan</b>	<b>INTERMEDIATE</b> <b>Max. 2 points</b>
<p><b>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.</b></p>	
<p><i>Please provide:</i></p>	

- (a) an outline of what considerations were considered in the development of the plan
- (b) a copy of the plan

*[Insert Evidence Here or Indicate Name of Attached File(s)]*

IP Pride Terms of reference have been attached under Section 3 Q 14

“Committee roles are filled on a volunteer basis and are for a 12 month term according to Financial Year.”

A Review was also added which states:

“The Committee will review these Terms of Reference and evaluate its performance on an annual basis. The review will include consultation with the Champion. The review may include the Committee’s workload, number of events and the success of the mentoring program. Any substantive change to these Terms of Reference will be recommended and approved by the Committee.”

**ANNUAL SUBMISSION: LGBTQ EMPLOYEE NETWORKS / RESOURCE GROUPS**

**ADVANCED**

**15. Allies of Trans and Gender Diverse People**

**Max. 3 points**

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.

*[Insert Evidence Here or Indicate Name of Attached File(s)]*

**ANNUAL SUBMISSION: LGBTQ EMPLOYEE NETWORKS / RESOURCE GROUPS**

**ADVANCED**

**16. Visibility of LGBTQ Women**

**Max. 3 points**

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.

We have undertaken and document significant activity throughout the year to increase visibility of LGBTQ women and out role models.

Examples promoted in the Around the Agency newsletter under Section 3 Question 16:

“As part of IP Australia’s Pride in Diversity membership, all staff are invited to attend an upcoming virtual event ‘Fireside Chat with Ros Coffey’. Ros is Head of People, Culture and Client Experience for Macquarie’s Banking and Financial Services Group. She will be discussing the ‘double-glazed’ ceiling and her experience as a woman and member of the LGBTIQ+ community in the workplace. Please register your spot via [Eventbrite](#).”

Developed and made progress against our Diversity and Inclusion Strategy actions “Stigma and stereotypes related to gender diversity are reduced” with the initiative being “Sharing the stories and achievements of people who are gender diverse.” See attached one of the IP Pride newsletters with Steering Committee story from LGBTQ women [REDACTED] This was in place to increase visibility of LGBTQ women.

**ANNUAL SUBMISSION: LGBTQ EMPLOYEE NETWORKS / RESOURCE GROUPS**

**17. LGBTQ Intersectionality**

**ADVANCED**

**3 points**

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.



ANNUAL SUBMISSION: LGBTQ EMPLOYEE NETWORKS / RESOURCE GROUPS

19. Broader Inclusion

ADVANCED  
Max. 3 points

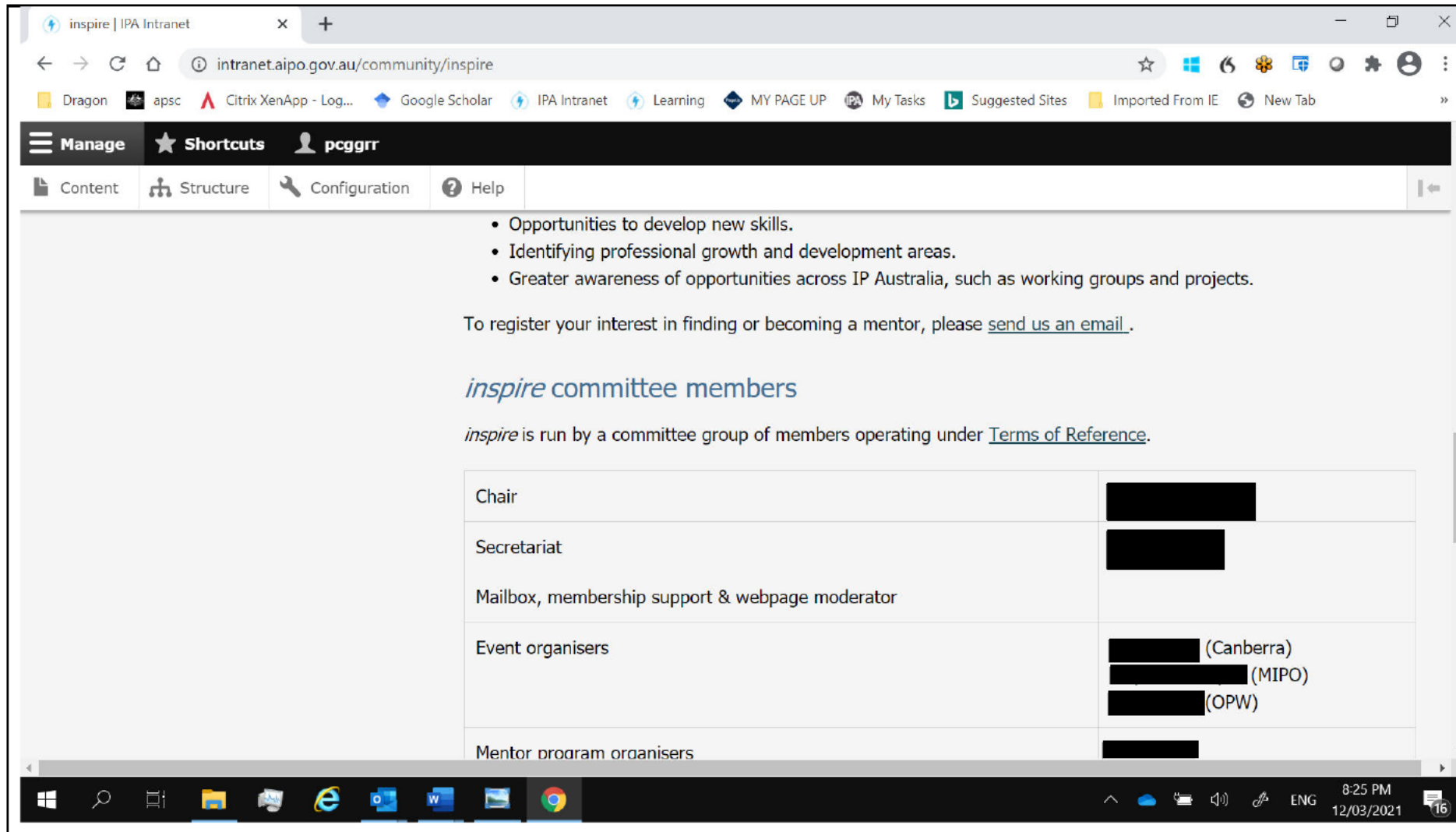
Within the assessed calendar year, the network has ***planned, targeted and tracked both activity and progress*** within ***one*** of the following areas:

- 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

We have members of the LGBTIQ+ networks/steering committees who are also part of other networks such as our Gender network inspire for example [REDACTED] on the inspire committee below screenshot:



inspire | IPA Intranet

intranet.aipo.gov.au/community/inspire

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Content Structure Configuration Help

- Opportunities to develop new skills.
- Identifying professional growth and development areas.
- Greater awareness of opportunities across IP Australia, such as working groups and projects.

To register your interest in finding or becoming a mentor, please [send us an email](#).

### inspire committee members

inspire is run by a committee group of members operating under [Terms of Reference](#).

Chair	[REDACTED]
Secretariat	[REDACTED]
Mailbox, membership support & webpage moderator	
Event organisers	[REDACTED] (Canberra) [REDACTED] (MIPO) [REDACTED] (OPW)
Mentor program organisers	[REDACTED]

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**ANNUAL SUBMISSION: LGBTQ EMPLOYEE NETWORKS / RESOURCE GROUPS**

**20. Network Reporting**

**ADVANCED  
Max. 4 points**

**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.*

See attached quarterly report. LGBTIQ specific areas are below:

LGBTIQ+	<ul style="list-style-type: none"> <li>✓ Review recruitment documentation, advertising and processes.</li> <li>✓ Membership of PRIDE in diversity</li> <li>✓ Identify IP Australia’s Australian Workplace Equality Index (AWEI) score for inclusion of the LGBTIQ+ community.</li> <li>✓ Review IP Australia’s AWEI and identify opportunities for improvement.</li> <li>✓ Unconscious bias training on learnhub for all staff in Diversity units.</li> <li>✓ Offer LGBTIQ+ Ally training annually.</li> <li>✓ Sharing the stories and achievements of people who are gender diverse through IP Pride Steering Committee.</li> <li>✓ Review people related policies, other guidance material and communications to reflect inclusive language.</li> <li>✓ Ensure EAP provider and identified staff have received specific training in or have</li> </ul>	<ul style="list-style-type: none"> <li>✓ Review recruitment documentation, advertising and processes.</li> <li>✓ Membership of PRIDE in diversity</li> <li>✓ Provide training on unconscious bias delivered through MEETs and LEADs Diversity unit on learnhub.</li> <li>✓ Offer LGBTIQ+ Ally training annually.</li> <li>✓ Sharing the stories and achievements of people who are gender diverse through IP Pride newsletter and IP Pride meetings</li> <li>✓ Review people related policies, other guidance material and communications.</li> <li>✓ Ensure EAP provider and identified staff have received specific training in or have considerable understanding of the challenges faced by LGBTIQ+ individuals.</li> </ul>
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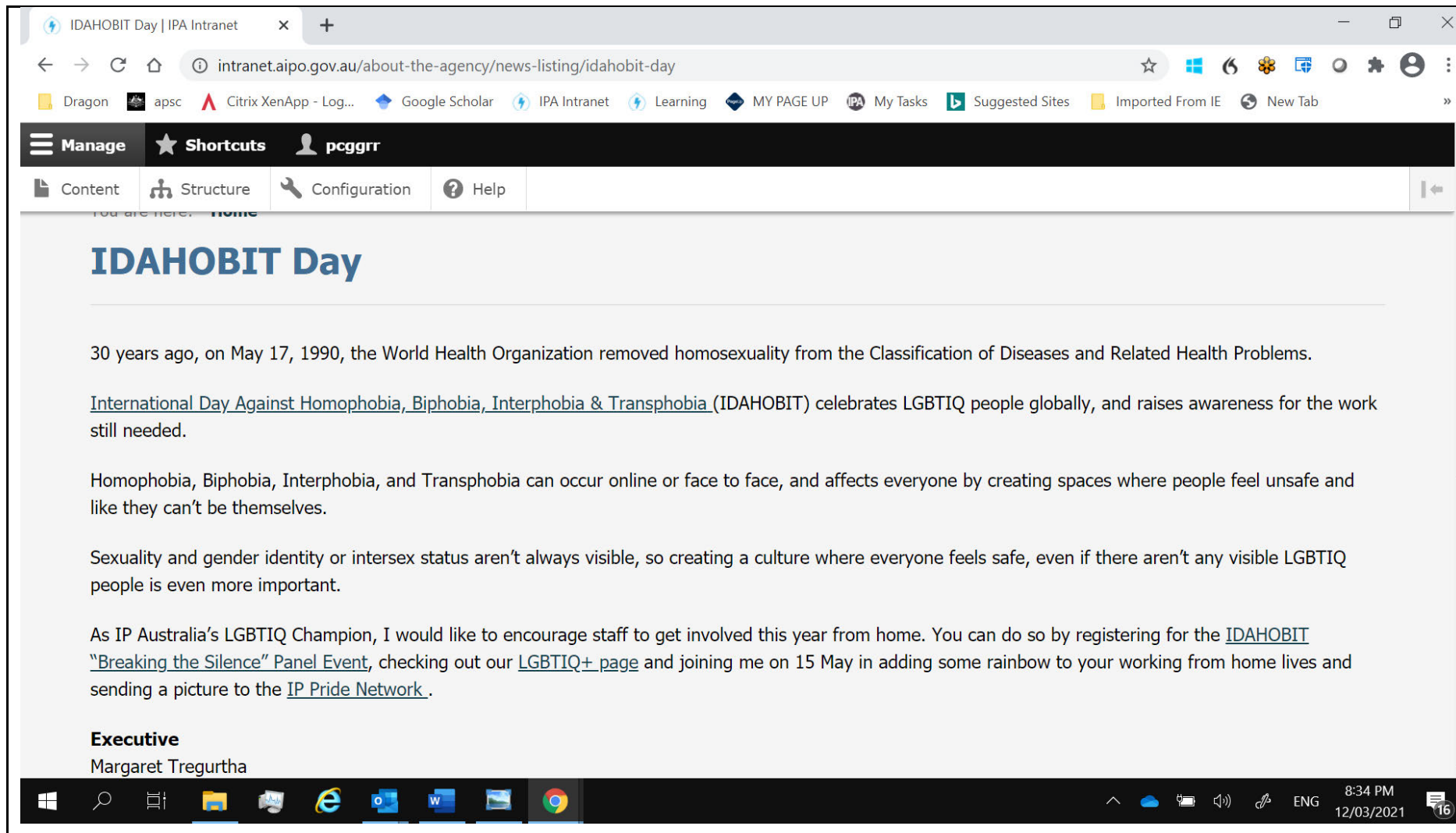
	<p>considerable understanding of the challenges faced by LGBTIQ+ individuals.</p> <p>✓ Recognise and celebrate IDAHOBIT day.</p>	
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## SECTION 4: VISIBILITY OF INCLUSION

<p>ANNUAL SUBMISSION: 2020 VISIBILITY OF INCLUSION</p> <p>21. Days of Significance</p>	<p>FOUNDATION</p> <p>Max. 2 points</p>
<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>For full points, please provide:</p> <p>a) a list of LGBTQ Days of Significance celebrated throughout the assessed year</p>	

b) a brief description of each event, *detailing how you promoted an understanding of why the day is significant*

See below: message from the Executive for IDAHOBIT Day 2020 and Wear it Purple Day 2020. This was also promoted in the Director General Messaging and in the Around the Agency newsletter. We also had an event listing on our intranet.



IDAHOBIT Day | IPA Intranet

intranet.aipo.gov.au/about-the-agency/news-listing/idahobit-day

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## IDAHOBIT Day

30 years ago, on May 17, 1990, the World Health Organization removed homosexuality from the Classification of Diseases and Related Health Problems.

[International Day Against Homophobia, Biphobia, Interphobia & Transphobia](#) (IDAHOBIT) celebrates LGBTIQ people globally, and raises awareness for the work still needed.

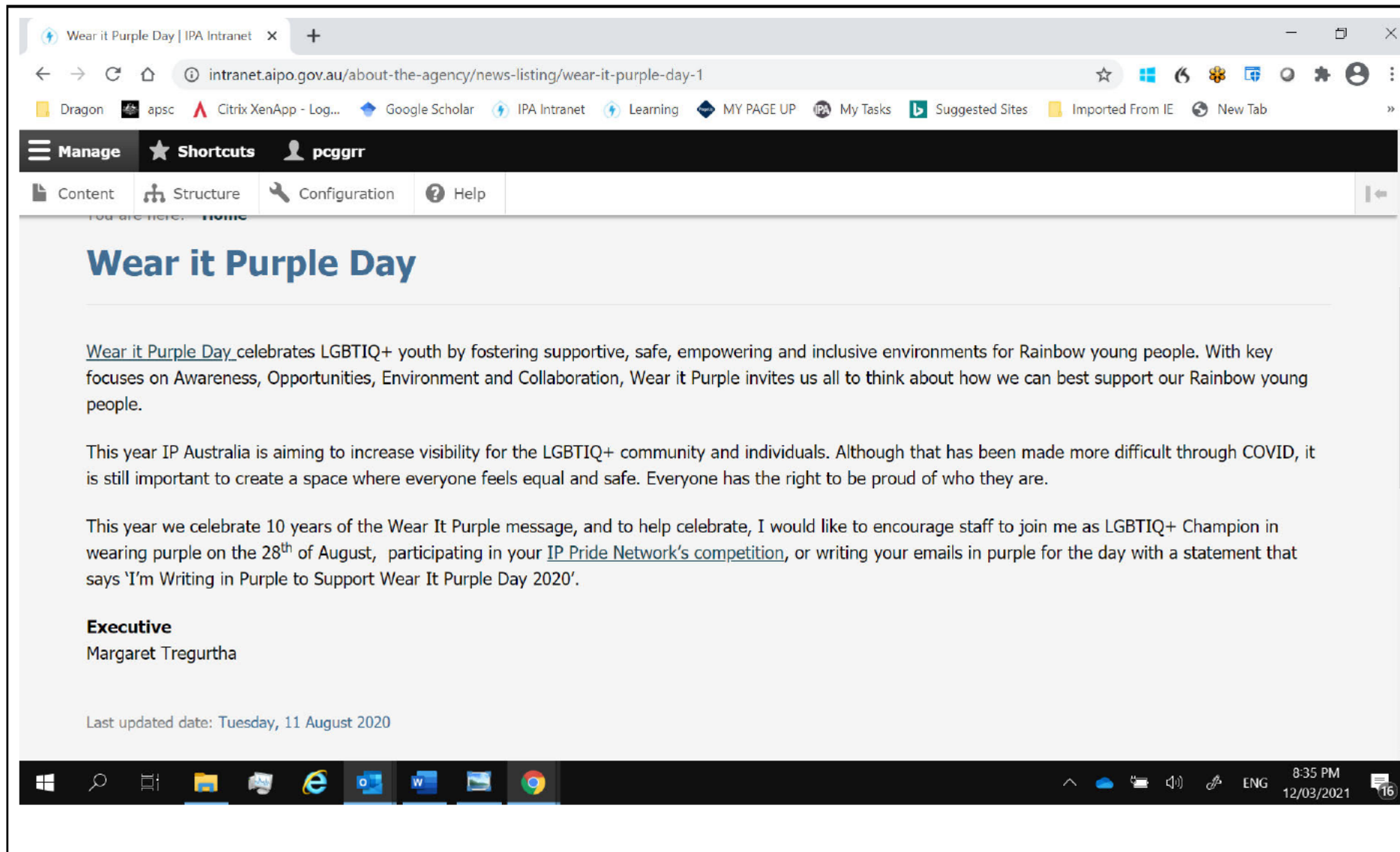
Homophobia, Biphobia, Interphobia, and Transphobia can occur online or face to face, and affects everyone by creating spaces where people feel unsafe and like they can't be themselves.

Sexuality and gender identity or intersex status aren't always visible, so creating a culture where everyone feels safe, even if there aren't any visible LGBTIQ people is even more important.

As IP Australia's LGBTIQ Champion, I would like to encourage staff to get involved this year from home. You can do so by registering for the [IDAHOBIT "Breaking the Silence" Panel Event](#), checking out our [LGBTIQ+ page](#) and joining me on 15 May in adding some rainbow to your working from home lives and sending a picture to the [IP Pride Network](#).

**Executive**  
Margaret Tregurtha

8:34 PM  
12/03/2021



The screenshot shows a web browser window with the address bar displaying 'intranet.aipo.gov.au/about-the-agency/news-listing/wear-it-purple-day-1'. The browser's address bar includes navigation icons (back, forward, refresh, home) and a search icon. Below the address bar is a toolbar with various icons for search, home, and other browser functions. The page content is displayed in a dark-themed interface with a navigation menu at the top containing 'Manage', 'Shortcuts', and a user profile 'pcggrr'. Below the navigation menu are tabs for 'Content', 'Structure', 'Configuration', and 'Help'. The main content area features a large blue heading 'Wear it Purple Day'. The text below the heading discusses the purpose of the day, which is to celebrate LGBTIQ+ youth by fostering supportive, safe, empowering, and inclusive environments. It mentions that the year IP Australia is aiming to increase visibility for the LGBTIQ+ community and individuals, and that although this has been made more difficult through COVID, it is still important to create a space where everyone feels equal and safe. The text also encourages staff to join the author as LGBTIQ+ Champion in wearing purple on the 28th of August, participating in the IP Pride Network's competition, or writing their emails in purple for the day with a statement that says 'I'm Writing in Purple to Support Wear It Purple Day 2020'. The author is identified as Executive Margaret Tregurtha. The page was last updated on Tuesday, 11 August 2020. The browser's taskbar at the bottom shows various application icons and system tray icons, including the time 8:35 PM and date 12/03/2021.

Wear it Purple Day | IPA Intranet x +

intranet.aipo.gov.au/about-the-agency/news-listing/wear-it-purple-day-1

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Manage Shortcuts pcggrr

Content Structure Configuration Help

You are here: Home

## Wear it Purple Day

Wear it Purple Day celebrates LGBTIQ+ youth by fostering supportive, safe, empowering and inclusive environments for Rainbow young people. With key focuses on Awareness, Opportunities, Environment and Collaboration, Wear it Purple invites us all to think about how we can best support our Rainbow young people.

This year IP Australia is aiming to increase visibility for the LGBTIQ+ community and individuals. Although that has been made more difficult through COVID, it is still important to create a space where everyone feels equal and safe. Everyone has the right to be proud of who they are.

This year we celebrate 10 years of the Wear It Purple message, and to help celebrate, I would like to encourage staff to join me as LGBTIQ+ Champion in wearing purple on the 28<sup>th</sup> of August, participating in your [IP Pride Network's competition](#), or writing your emails in purple for the day with a statement that says 'I'm Writing in Purple to Support Wear It Purple Day 2020'.

**Executive**  
Margaret Tregurtha

Last updated date: Tuesday, 11 August 2020

Windows taskbar: 8:35 PM 12/03/2021

## 22. Visibility in the Workplace

Max. 3 points

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.

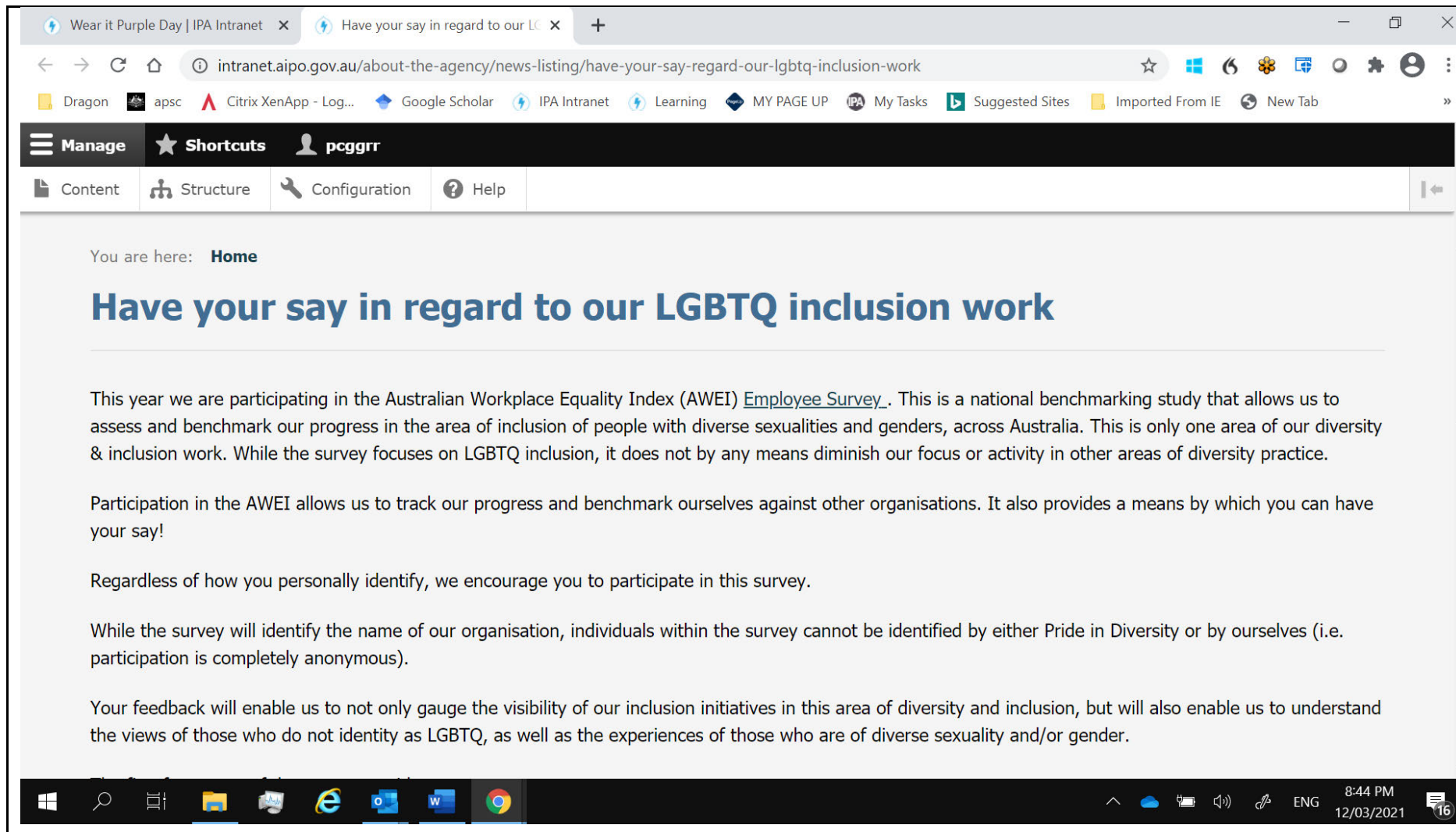
Please provide:

- a) a list of options available to employees through which they can visually indicate that they are an ally or supporter of LGBTQ inclusion
- b) 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)

*[Insert Evidence Here or Indicate Name of Attached File(s)]*

Staff have been provided an opportunity to show their visibility through their emails. (see examples under Section 4 Q24 and below)

All staff email from Margaret (DDG and LGBTIQ+ Champion) is also below:



Wear it Purple Day | IPA Intranet x Have your say in regard to our LGBTQ inclusion work x

intranet.aipo.gov.au/about-the-agency/news-listing/have-your-say-regard-our-lgbtq-inclusion-work

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Content Structure Configuration Help

You are here: **Home**

## Have your say in regard to our LGBTQ inclusion work

This year we are participating in the Australian Workplace Equality Index (AWEI) [Employee Survey](#). This is a national benchmarking study that allows us to assess and benchmark our progress in the area of inclusion of people with diverse sexualities and genders, across Australia. This is only one area of our diversity & inclusion work. While the survey focuses on LGBTQ inclusion, it does not by any means diminish our focus or activity in other areas of diversity practice.

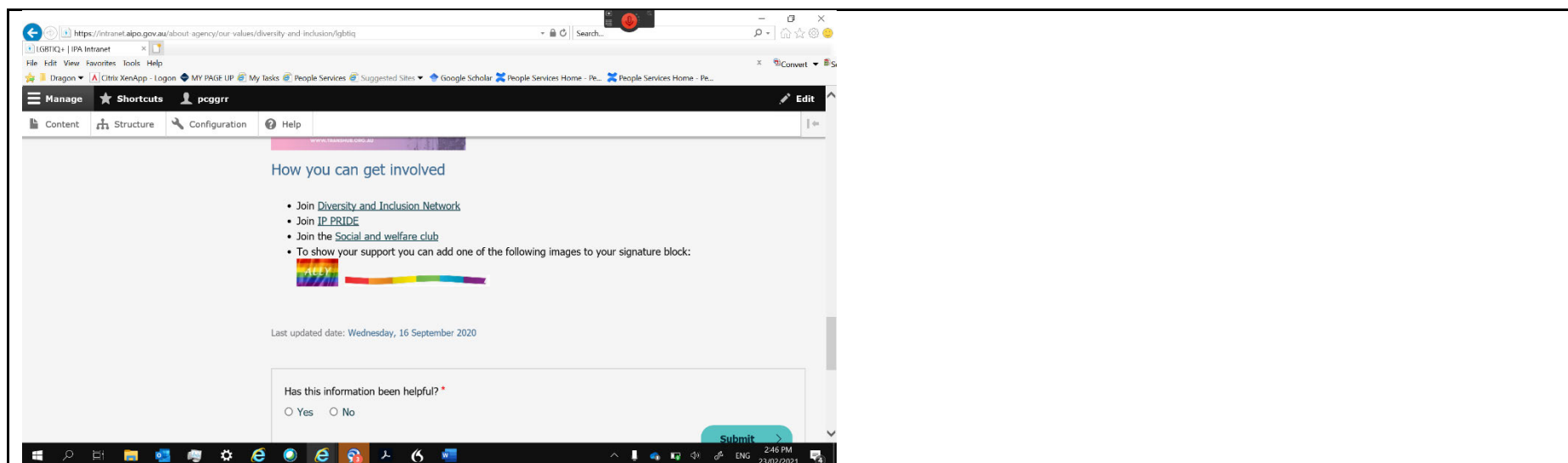
Participation in the AWEI allows us to track our progress and benchmark ourselves against other organisations. It also provides a means by which you can have your say!

Regardless of how you personally identify, we encourage you to participate in this survey.

While the survey will identify the name of our organisation, individuals within the survey cannot be identified by either Pride in Diversity or by ourselves (i.e. participation is completely anonymous).

Your feedback will enable us to not only gauge the visibility of our inclusion initiatives in this area of diversity and inclusion, but will also enable us to understand the views of those who do not identify as LGBTQ, as well as the experiences of those who are of diverse sexuality and/or gender.

Windows taskbar: 8:44 PM 12/03/2021



**From:** Margaret Tregurtha s 47F  
**Sent:** Friday, 28 August 2020 4:58 PM  
**To:** DL-ALL IP AUSTRALIA STAFF <[DL-ALL\\_IP\\_AUSTRALIA\\_STAFF@ipaustalia.gov.au](mailto:DL-ALL_IP_AUSTRALIA_STAFF@ipaustalia.gov.au)>  
**Subject:** COVID-19 Update [SEC=UNCLASSIFIED]

Dear Colleagues

(coming to you in purple acknowledging Wear it Purple Day, which reminds us all to think about how we can best support our Rainbow young people. I am looking forward to seeing the results of our IP Pride Network’s competition!)

As mentioned in last week’s email, the MRT met this week to consider how we can best continue to respond to COVID-19 over the longer-term through a more ‘normalised’ approach. In discussing this approach, we noted the COVID-19 issues that are known and that we continue to deal with on a daily basis, and those that may emerge in the short, medium and long-term.

In considering the above, the MRT agreed that the processes we’ve established to monitor and respond to COVID-19 over the past 6 months are robust and being appropriately administered by General Managers. On this basis, the MRT has decided that it will stand-down and transition responsibility for decision-making on those known issues to General Managers on an ongoing basis. The MRT also agreed that it would immediately re-form should a new issue emerge that has the potential to significantly impact our staff or customers. This change in our approach should not impact the way in which you

engage or interact with our COVID-19 response—if you identify issues or concerns you should raise them immediately with your supervisor or General Manager so that they can be escalated and addressed appropriately.

I also want to assure you, particularly those staff in Victoria who are still dealing with significant disruptions to their daily lives, that this decision is not about stepping away from or reducing our efforts on COVID-19. Rather it is about better concentrating those efforts to continue to provide the best support to you all. We will continue to monitor the effectiveness of our overall response and the Director General, Deputy Director Generals and General Managers will receive weekly updates on any COVID-19 matters or issues that emerge. You will also be informed immediately of any issues that may impact on you, and our [Ways of working during COVID-19](#) intranet page will continue to be updated as new information comes to hand.

Knowing that we will be dealing with COVID-19 for the foreseeable future this change in the approach of the MRT does not lessen the expectations on all of us to continue to maintain COVID-Safe practices, so please remember:

- Maintain social distancing and good hygiene.
- Follow all signs and directions within the workplace.
- Clear and wipe down your desks each morning and evening.
- Do not travel to COVID-19 hotspots and keep your supervisor informed of your travel plans in accordance with our Travel Restrictions Framework.
- Do not attend work if you're unwell.
- Monitor for symptoms and get tested where recommended. Do not forget to inform your supervisor and do not attend work until you receive advice it is safe to do so.

Our [support services](#) remain available to you all at any time, so please continue to make use of them as and when you need. I hope you all have restful weekend with your families.

Kind regards

**Margaret Tregurtha**

Deputy Director General  
Policy and Corporate Division  
IP Australia



s 47F

Visit us at <http://www.ipaustralia.gov.au>



Visibility is also shown in the from the Executive for events (provided in previous example for IDAHOBIT and Wear it Purple).

We also have an IP Pride Newsletter for ways to be visible and also provide information to staff.

We also provide L&D training in how to be an Ally which is on our LGBTIQ+ page and accessible by all staff. Training is also provided in our Leadership programs.

**ANNUAL SUBMISSION: 2020 VISIBILITY OF INCLUSION**

**23. Ally / Champion Reference Guides**

**INTERMEDIATE**

**Max. 3 points**

**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.**

*Please provide*

- (a) copy of this guide or an outline of the content covered within the guide*
- (b) information regarding how it is distributed or where this guide can be found*

Reference guide on how to be an ally can be found on our LGBTIQ page on the intranet under Diversity and Inclusion which links you into our learnhub. The training was recorded when conducted by Pride in Diversity on how to be an Ally. Language Guide is also accessible as per link below.

<https://intranet.aipo.gov.au/about-agency/our-values/diversity-and-inclusion/lgbtiq>

prideinpractice.com.au | LGBTQ+ | IPA Intranet | LGBTQ+ & Workplace Inclusion: ...

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### Program.

## Resources

[LGBTIQ+ Workplace Inclusion](#) course on Learnhub

[LGBTIQ+ Training Video File](#) : [redacted] introduces [redacted] from Pride in Diversity and the Pride Network who provides an overview of how IP Australia can build an inclusive workplace.

[LGBTIQ+ Powerpoint Presentation File](#) : Inclusion: how to be an Ally

[A Language Guide: Trans and Gender diverse inclusion URL](#) : This guide explains key terms and offers examples of language that can help us build safer, more inclusive environments for trans and gender diverse communities.

## How you can get involved

- Join [DRIVE](#)
- Join the [Social and welfare club](#)

**We have an LGBTQ+ intranet page that clearly identifies LGBTQ+ people or allies who can be contacted for a confidential and informal discussion regarding being an LGBTQ+ employee within the organisation. This is over and above any HR or grievance contacts and confidentiality must be assured.**

Page 29 of 51 | 10856 words | English (Australia)

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<b>24. Individual LGBTQ Inclusion Work Recognition</b>	<b>2 points</b>
<p>Leadership has formally <b>recognised</b> and communicated the work of employee/s across the organisation, regarding their <u>internal</u> contribution in LGBTQ inclusion within the workplace.</p> <p><b>Note:</b> 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><i>[Insert Evidence Here or Indicate Name of Attached File(s)]</i></p> <p>IP Australia acknowledges and communicates the work of exemplary individuals regarding their work in LGBTIQ inclusion within the workplace. See attached some examples of thanks in the IP Pride Newsletter [REDACTED] was mentioned.</p>	

<b>ANNUAL SUBMISSION: 2020 VISIBILITY OF INCLUSION</b>	<b>INTERMEDIATE</b>
<b>25. Confidential Contacts</b>	<b>2 points</b>
<p><b>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>.</b></p> <p><i>Please provide a screenshot of where this information is provided. <b>If the contact is not clearly communicated as CONFIDENTIAL, full points will not be awarded.</b></i></p>	
<p><i>[Insert Evidence Here or Indicate Name of Attached File(s)]</i></p> <p>IP Australia has an LGBTIQ intranet page that clearly identifies LGBTIQ people or allies who can be contacted for a confidential and informal discussion regarding being an LGBTIQ employee within the organisation. This is over and above any HR or grievance contacts and confidentiality is assured. <b>See below contacts from IPA [REDACTED] and [REDACTED] as all IPA employees).</b> EAP is also available. It states under our EAP that all conversations are free and confidential (see below screen shot).</p>	

https://intranet.aipo.gov.au/about-agency/our-values/diversity-and-inclusion/lgbtiq

LGBTIQ+ | IPA Intranet

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**Job opportunities**

Quality management

Environmental management

**members:** [REDACTED]

**LGBTIQ+ Champion:** [REDACTED]

For more information contact us at [MDB-IP-PRIDE](#)

### Bullying, harassment and support

[REDACTED] (Workplace Contact Officer) from IP Australia are specifically LGBTIQ trained to help deal with bullying and harassment. Head to the [workplace bullying and harassment page](#) for more information.

[REDACTED] from [REDACTED] have considerable understanding of the challenges faced by LGBTIQ individuals. If you would like further information or support, please contact them via our [Employee Assistar Program](#).

### Resources

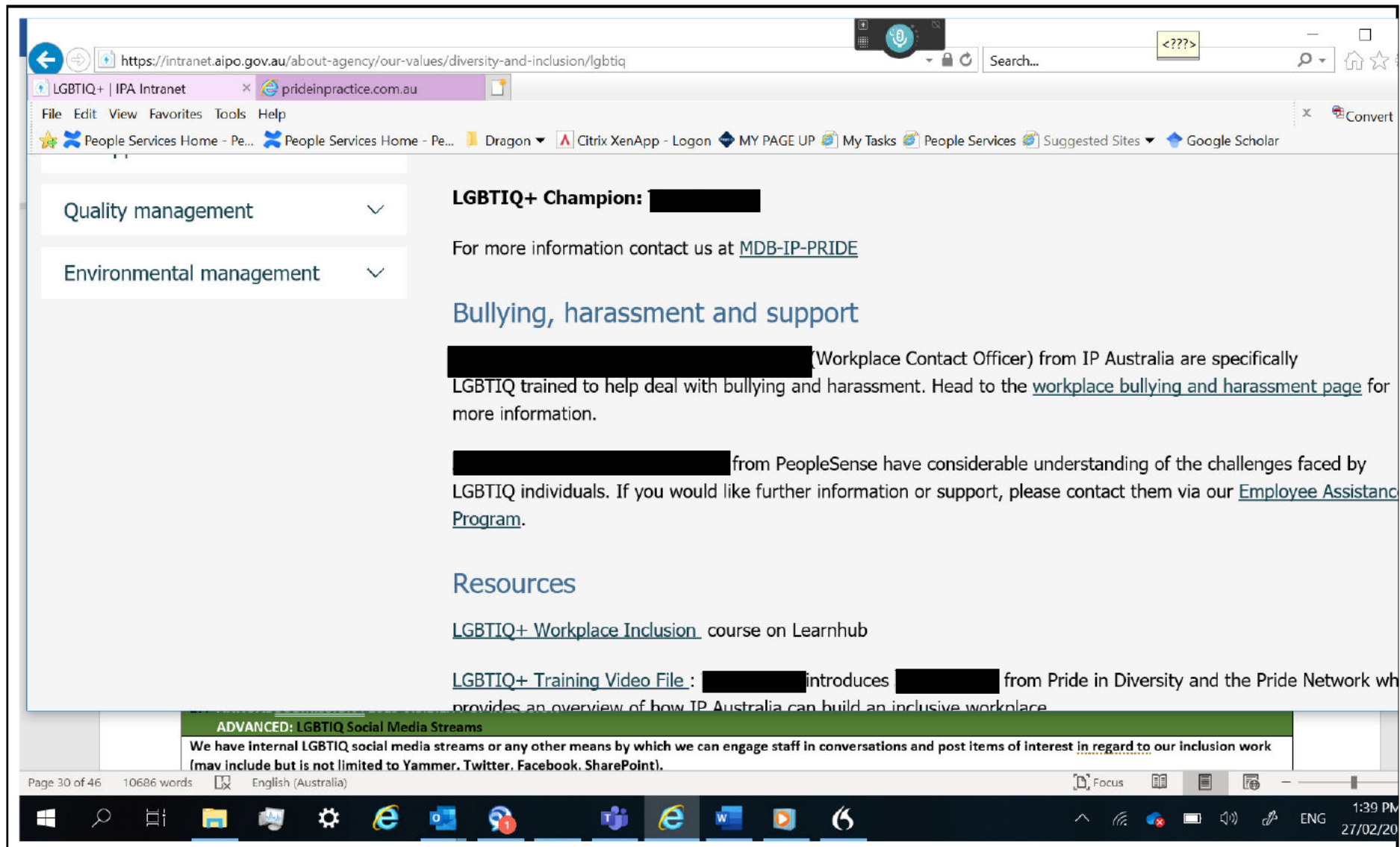
[LGBTIQ+ Workplace Inclusion](#) course on Learnhub

[LGBTIQ+ Training Video File](#) : [REDACTED] introduces [REDACTED] from [REDACTED] and the Pride Network w provides an overview of how IP Australia can build an inclusive workplace.

[LGBTIQ+ Powerpoint Presentation File](#) : Inclusion: how to be an Ally

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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"> <li>a) the process for formally reporting workplace LGBTQ bullying/harassment</li> <li>b) available LGBTQ friendly support (should this occur)</li> </ul> <p><i>For full points, please:</i></p> <ul style="list-style-type: none"> <li>(a) provide a screenshot of where this information is communicated on the network or LGBTQ diversity page.</li> <li>(b) clearly show LGBTQ friendly support avenues</li> </ul> <p>All information is on our Intranet, specifically mentioned on our Diversity section under LGBTIQ. IP Australia has a Bullying and Harassment Policy attached under S4 Q26 (with specific examples “not including gender diverse people or people who identify as LGBTIQ+ in social events which may involve partners attending”, avenues and support for LGBTIQ”). We have Workplace contact officers specifically trained for LGBTIQ bullying and harassment support, EAP providers specifically trained for LGBTIQ employees. We also have a report that is completed by the workplace contact officers that specifies if the bullying and harassment is specific to LGBTIQ so that IPA can address the situation. Bullying and harassment is not tolerated at IPA as we are a government agency. Everyone is expected to abide by the APS Values and Code of Conduct (<a href="https://www.apsc.gov.au/code-conduct">https://www.apsc.gov.au/code-conduct</a>)</p>	



https://intranet.aipo.gov.au/about-agency/our-values/diversity-and-inclusion/lgbtiq

LGBTIQ+ | IPA Intranet

File Edit View Favorites Tools Help

Quality management

Environmental management

**LGBTIQ+ Champion:** [REDACTED]

For more information contact us at [MDB-IP-PRIDE](#)

### Bullying, harassment and support

[REDACTED] (Workplace Contact Officer) from IP Australia are specifically LGBTIQ trained to help deal with bullying and harassment. Head to the [workplace bullying and harassment page](#) for more information.

[REDACTED] from PeopleSense have considerable understanding of the challenges faced by LGBTIQ individuals. If you would like further information or support, please contact them via our [Employee Assistance Program](#).

### Resources

[LGBTIQ+ Workplace Inclusion](#) course on Learnhub

[LGBTIQ+ Training Video File](#) : [REDACTED] introduces [REDACTED] from Pride in Diversity and the Pride Network who provides an overview of how IP Australia can build an inclusive workplace

**ADVANCED: LGBTIQ Social Media Streams**

We have internal LGBTIQ 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).

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ANNUAL SUBMISSION: 2020 VISIBILITY OF INCLUSION

27. LGBTQ Social Media Streams

ADVANCED  
2 points

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).

*Please provide screenshot evidence of such posts and/or conversations on your social media streams.*

*[Insert Evidence Here or Indicate Name of Attached File(s)]*

## 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
<b>28. Face-to-Face Training</b>		
<p><b>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).</b></p>		
Name of Trainer or Provider:	[Evidence Here]	<input type="checkbox"/> Our trainer is accredited by or from Pride in Diversity
Length of training:	[Evidence Here]	
Date/s:	[Evidence Here]	
Number of attendees approx that will have gone through this training:	[Evidence Here]	
Evidence of training undertaken (one piece required):	Screenshot of the invitation sent or where training has been communicated. [Evidence Here]	
Copy of presentation or outline of training covered:	[Evidence Here] (Not required if Pride in Diversity or Pride in Health + Wellbeing delivered)	
<p><i>LGBTIQ Awareness session in December 2020. See IP Pride newsletter attached with details.</i></p>		

ANNUAL SUBMISSION: 2020 TRAINING, AWARENESS & PROFESSIONAL DEVELOPMENT		FOUNDATION 2 points
<b>29. Online Training</b>		
<p><b>We have LGBTQ online training modules or pre-recorded content that can be accessed by employees throughout the assessed calendar year.</b></p>		
Name of Online Training or Video:	[Evidence Here]	
Length of the LGBTQ component within the video/training:	[Evidence Here]	
Where employees can access this training :	Please provide screenshot of where this training is accessed. [Evidence Here]	
Tracking:	<p>To provide evidence of training being accessed, please identify:</p> <p>(a) how participation numbers are tracked [Evidence Here]</p> <p>(b) approximate number of people accessing this training throughout the assessed year [Evidence Here]</p>	
Copy of the module or a brief outline of it's LGBTQ content.	[Evidence Here]	
<p><i>See below screen shot of LGBTQ+ Ally Training.</i></p>		

IPA provide LGBTIQ training or videos that can be accessed by employees throughout the assessed calendar year. All staff can access this information on our learning and development sight called learnhub: training goes for approx. 1.5 hours. Numbers are tracked by our Learning and Development team where they can see how many people, who and how much of the training is complete. This training was run and recorded by Pride In Diversity.

## LGBTIQ & Workplace Inclusion

Today you will journey into the challenges faced by the LGBTIQ+ community and learn how to be an informed, engaged and visible ally

- o  LGBTIQ+ Training Video File

██████████ introduces ██████████ from Pride in Diversity and the Pride Network who provides an overview of how IP Australia can build an inclusive workplace.

Video length: 56 mins

- o  LGBTIQ+ Powerpoint Presentation File

Powerpoint slides from Pride and Diversity presentation.

- o  A Language Guide: Trans and Gender diverse inclusion URL

This guide explains key terms and offers examples of language that can help us build safer, more inclusive

### ANNUAL SUBMISSION: 2020 TRAINING, AWARENESS & PROFESSIONAL DEVELOPMENT

**ADVANCED**  
Max. 2 points

#### 30. Professional Development for LGBTQ Employees

**Outside of the Pride in Practice Conference within the assessed calendar year, we have either:**

- (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.

Please provide evidence for the one selected item above. If you can provide both, please add the second item to the ADDITIONAL WORK section at the end of this submission.

*[Insert Evidence Here or Indicate Name of Attached File(s)]*

See attached IP Pride Newsletter with LGBTQ specific training (under Section 5Q30). Some of these were also promoted on our intranet, through Executive messaging and Around the Agency newsletter.

2 of our LGBTIQ staff also were provided the opportunity to attend the Pride in Practice conference and bring back their learnings (see attached evidence of approval to attend).

**ANNUAL SUBMISSION: 2020 TRAINING, AWARENESS & PROFESSIONAL DEVELOPMENT**

**ADVANCED  
Max. 4 points**

**31. LGBTQ Inclusion Training Plan**

**We have a strategy or training plan in place to specifically address LGBTQ inclusion and/or awareness training for all employees.**

*Please provide:*

*(a) a copy of the strategy*

*(b) outlined progress made throughout the assessed year*

Our Diversity and Inclusion Strategy actions (provided in previous questions) acknowledges that Ally training will be provided to staff on a yearly basis. LGBTIQ inclusion has now been embedded in onboarding training (evidence provided in a previous question).

**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 attend 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 2019 and 2020 IPA provided opportunities for employees to attend external dedicated LGBTIQ conferences or seminars nationally or internationally. [REDACTED] and [REDACTED] attended the 2020 Pride in Practice conference (evidence provided in previous question).

## 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](#)

<b>ANNUAL SUBMISSION: 2020 EXECUTIVE LEADERSHIP &amp; ENGAGEMENT</b> <b>33. Executive Sponsor or Champion</b>	<b>INTERMEDIATE</b> <b>Max. 2 points</b>
<p><b>We have a visible and active Executive Sponsor or Senior Champion for LGBTQ inclusion who has both:</b></p> <ul style="list-style-type: none"> <li>a) <b>contributed to the LGBTQ strategy</b></li> <li>b) <b>is engaged in tracking performance progress against the strategy throughout the year</b></li> </ul> <p><i>For full points, please provide evidence for all parts to this question:</i></p> <ul style="list-style-type: none"> <li>a) <i>specific contribution to the strategy</i></li> <li>b) <i>level of engagement, tracking progress against the strategy (signed statement by the Executive as to their role in strategy development/tracking will suffice)</i></li> </ul> <p>We have 6 Executive Sponsors who have contributed the Diversity and Inclusion Strategy(LGBTIQ included in the Strategy) and engaged in tracking performance against the strategy.</p> <p>Specifically, the Champions meet once a month with Diversity and Inclusion and are provided an opportunity to discuss their vision and provide feedback to the strategy. The strategy was provided to the Champions late 2019 prior to it going to BOC. In particular, [REDACTED] and Margaret(LGBTIQ Champion) wanted IP Australia to have the AWEI as part of the strategy, Ally training and Executive training as part of the Strategy and create a visible unbiased workplace. This was achieved in 2019 and 2020.</p> <p>On top of this, Diversity and Inclusion Manager met with each Champion once a month to keep Champion updated, get feedback regarding Executive quarterly PRIDE meetings, track, action and approve agreed actions under the Strategy. See attached one example of the monthly meeting talking points.</p>	

<b>ANNUAL SUBMISSION: 2020 EXECUTIVE LEADERSHIP &amp; ENGAGEMENT</b> <b>34. Executive Advocacy</b>	<b>ADVANCED</b> <b>2 points</b>
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**Within the assessed calendar year, Senior Executive(s) within our organisation have:**

- a) advocated for LGBTQ inclusion at an executive level *externally* amongst peers
- b) advocated for LGBTQ inclusion at an executive level *internally* amongst peers; or
- c) attended at least two of the Pride in Diversity Executive Allies Forums within the assessed year

*Please provide evidence for one of the above.*

*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.*

Margaret (LGBTIQ) attended most of the Pride in Diversity Executive Allies Forums in 2020. See attached reminder re one of the forums.

Advocating LGBTQ inclusion at Executive level internally (see DG message attached from Michael Schwager).

<b>ANNUAL SUBMISSION: 2020 EXECUTIVE LEADERSHIP &amp; ENGAGEMENT</b>	<b>ADVANCED</b>
<b>35. CEO or Equivalent Communications</b>	<b>2 points</b>
<p><b>Within the assessed calendar year, our CEO or equivalent has sent formal communications to all employees comprehensively discussing progress made in LGBTQ inclusion work and its importance to the organisation. This may be CEO communications prioritised on intranet pages or within a CEO newsletter (beyond social media, award announcements only).</b></p> <p><i>Please provide the most comprehensive communication sent out by your CEO (or equivalent) to all employees in regard to your work in LGBTQ inclusion.</i></p> <p>See attached emails from our DG Michael (under 5 Q35) that talks about the Strategy and respect for all</p>	

<b>ANNUAL SUBMISSION: 2020 EXECUTIVE LEADERSHIP &amp; ENGAGEMENT</b>	<b>ADVANCED</b>
<b>36. CEO or Equivalent Speaking at Events</b>	<b>2 points</b>
<p><b>Our CEO or equivalent has spoken at LGBTQ events held by our organisation, either internally or externally.</b></p> <p><i>For full points, all of the following must be provided:</i></p> <ul style="list-style-type: none"> <li>(a) evidence of the individual speaking at the event and approximate duration of speech</li> <li>(b) brief outline of event purpose and typical audience</li> <li>(c) approximate attendee numbers</li> </ul>	

## SECTION 7: DATA COLLECTION & REPORTING

ANNUAL SUBMISSION: 2020 DATA COLLECTION & REPORTING 37. Employee Data Analysis	INTERMEDIATE Max. 3 points
<p>Within our annual engagement, pulse or diversity surveys, either for the assessed calendar year or year prior, we have:</p> <ul style="list-style-type: none"> <li>a) included questions in regard to one’s sexual orientation, gender identity or whether or not someone is intersex, AND</li> <li>b) analysed and reported on LGBTQ engagement data alongside other diversity demographics or overall population statistics</li> </ul> <p><i>For full points, please provide:</i></p> <ul style="list-style-type: none"> <li>a) details of when that data was last collected</li> <li>b) a copy of the questions used to identify LGBTQ population</li> <li>c) an overview of comparative findings or analysis as compared to other internal populations</li> </ul>	
<p>IP Australia (like other government agencies) participate in the APS Employee census which includes questions about <a href="https://www.apsc.gov.au/aps-employee-census">https://www.apsc.gov.au/aps-employee-census</a>.</p> <p>This data is analysed by our reporting team and discussed with our DG and Executive to determine what works well and what doesn’t work well to determine what needs to be done next. Questions and reports are published on : <a href="https://www.apsc.gov.au/aps-employee-census-2019">https://www.apsc.gov.au/aps-employee-census-2019</a>. The IP Australia results are on : <a href="https://www.ipaustralia.gov.au/about-us/agency-overview/voluntary-public-release-aps-employee-census-results">https://www.ipaustralia.gov.au/about-us/agency-overview/voluntary-public-release-aps-employee-census-results</a> which includes details of when data was collected, questions and findings compared to other agencies. The employee census is completed yearly. Questions related to sexual orientation, gender identity, whether or not someone is intersex AND analysed and reported data alongside other diversity demographics can be found in the report under Inclusion and Diversity. Here is the high level report: <a href="https://www.ipaustralia.gov.au/sites/default/files/australian_public_service_employee_census_2019.pdf">https://www.ipaustralia.gov.au/sites/default/files/australian_public_service_employee_census_2019.pdf</a></p> <p>The 2020 census high level results are attached showing an improvement in Inclusion and LGBTIQ disclosure (increase of 1 percent compared to 2019 results)</p> <p>We have also participated in the AWEI survey 2019 (in 2020) and this one 2020 (in 2021) where we will compare results.</p>	

ANNUAL SUBMISSION: 2020 DATA COLLECTION & REPORTING 38. LGBTQ Analysis	ADVANCED 3 points
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Within the assessed calendar year (or year prior), we have specifically asked, investigated or assessed one of the following:

- if LGBTQ employees are directly or indirectly disadvantaged at any stage during the recruitment process
- if LGBTQ employees are directly or indirectly disadvantaged in talent management processes or career progression
- if there are discrepancies in attrition rates between LGBTQ and non-LGBTQ employees
- if within gender aggregated data, we include non-binary employees and if not a proposed plan of action
- if internal engagement or AWEI Survey data show any “most in need” areas to focus on, resulting in a plan of action

Please provide evidence for one of the above, including a plan of action where stipulated. Points will be given for one of the above.

If you have done work in more than one of the above areas within the assessed year, or year prior, please add such work to the ADDITIONAL WORK section at the end of this submission.

IP Australia (like other government agencies) participate in the APS Employee census which includes questions about talent management, career pathways and wellbeing, <https://www.apsc.gov.au/aps-employee-census>

High level results were provided in previous question and are currently being reviewed by the Executive.

## SECTION 8: COMMUNITY ENGAGEMENT

Please note: For this Submission, we will be accepting evidence only regarding one such event/instance for each question within this section, respectively (as opposed to two). If you have more than one example to evidence for the questions within this section, please *please add the additional item/s to the ADDITIONAL WORK section at the end of this submission.*

ANNUAL SUBMISSION: 2020 COMMUNITY ENGAGEMENT

39. Employer Branded Participation at Community Events

INTERMEDIATE

2 points

Within the assessed calendar year, we held stalls at LGBTQ community events or participated in pride parades under our employer/company branding. **(This may include online community events with prominent employer branding.)**

Note: This must be a targeted branding exercise, over and above employees wearing corporate t-shirts but not contributing formally to the event.

Please provide evidence of branding displayed at one such community event, *including online community events.*

*[Insert Evidence Here or Indicate Name of Attached File(s)]*

**ANNUAL SUBMISSION: 2020 COMMUNITY ENGAGEMENT**

**40. Pro-Bono or Financial Support: LGBTQ Charities/Organisations**

**INTERMEDIATE**

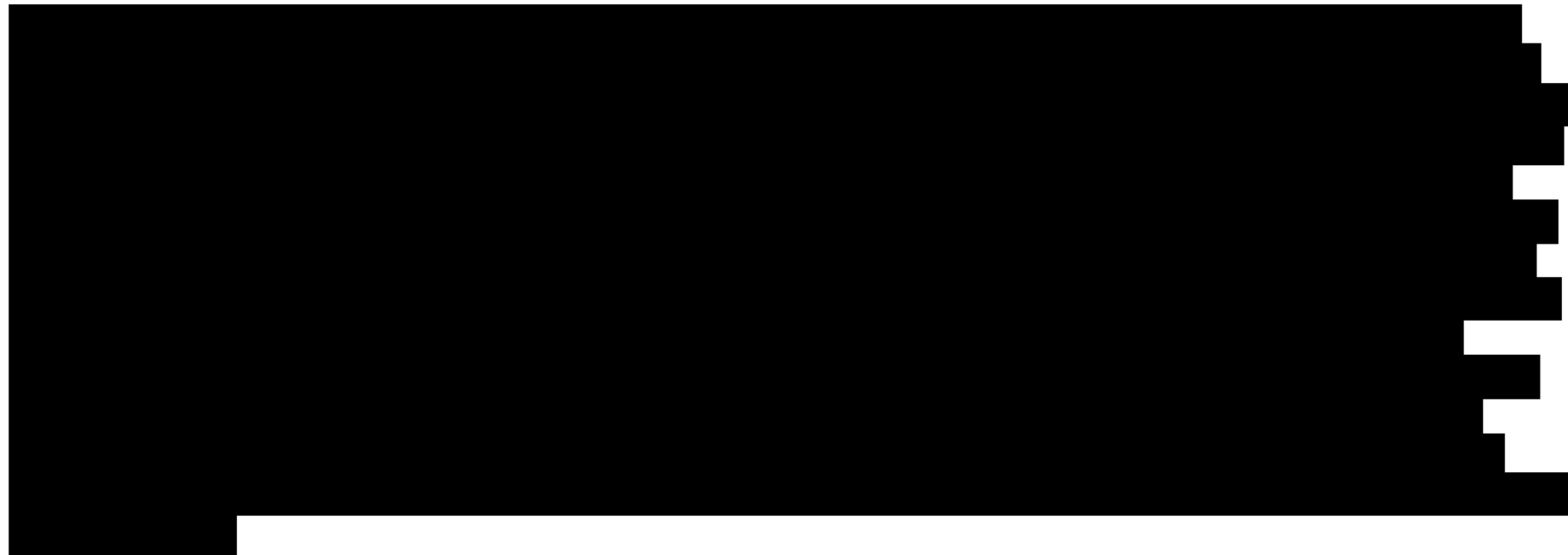
**2 points**

Throughout the assessed calendar year, we have provided pro-bono or financial support to LGBTQ charities/community groups. (This includes sponsorships of events, publications or pro-bono accommodation/venue support. Fundraising is covered in Q41.)

*Please provide evidence of **one** such instance.*

Hi Folks,

I exaggerated a bit when I said we had **\*entries\*** to the competition- more like **\*entry\***... lucky for us it was a good one.



We have shared this with Margaret and she is happy to award this the prize, as it is exactly what we were looking for.

He has asked to be referred to by his initials when we print this, and of course that's perfectly fine.  
 [REDACTED] has kindly offered to do this up with some graphics/prettiness for publication in the newsletter so Can Miss [REDACTED] and [REDACTED] touch base with [REDACTED] so she can help you out with that?

The prize will be a \$50 voucher to The Bookshop and Darlinghurst. Margaret is arranging for the prize to be sent to him now.

We pretty much saturated all available comms channels with the competition, so if anyone can think of ways to get buy in from the Network that would be great!

Kind Regards,

[REDACTED]

**ANNUAL SUBMISSION: 2020 COMMUNITY ENGAGEMENT**

**41. Fundraising**

**INTERMEDIATE**

**2 points**

**Throughout the assessed calendar year, we have engaged in fundraising for LGBTQ charities / communities / groups. (This may include the support of any LGBTQ charity groups within workplace giving programs.)**

*Please provide evidence of **one** such instance. (This can be a letter of appreciation, certificate, receipts or confirmation of funds raised issued by the charity/group.)*

IP Australia encouraged donations throughout the year for a number of LGBTIQ charities/communities/groups. An example of an email that was sent to the IP Pride Network is attached under Section 8, question 41.

"Out For Australia is a registered charity, receives no government funding and we are 100% volunteer-run. All donations go straight back to helping support LGBTQIA+ people across Australia to be their authentic selves in workplaces which celebrate diversity.

You can donate to us on [our donation page](#)." A number of staff donated, but due to Privacy, we are not able to provide individual receipts.

## SECTION 9: SURVEY



Executive Advocacy	Sent to the IP Pride Network monthly. It contains Learning and Development opportunities, personal stories, resources for staff to access, tools, days of significance and events. An example is attached "IP Pride Newsletter Sep 2020."
Promoting External events	See attached email 'request opinion and podcast' which ask staff comments on toilet signage and talks about respect Margaret also provides staff with podcast to listen to. Margaret is IP Australia's LGBTIQ+ Champion and Deputy Director General. Margaret has also taken it upon herself to go to each Section meeting and advocate for LGBTIQ+ staff. See 'LGBTIQA+ Speaking notes for Group Meetings.'
	See November Out for Australia email as one example of promoted material to IP Pride Network.

## AWEI 2021 SUBMISSION DATES

**We can accept AWEI submissions between Monday 4th January – 5pm Friday 12th March 2021 (or midnight Saturday 13th March 2021 for large file transfer URL).**

- No later than 5pm, Friday 12th March 2021 for hand-delivered, couriered or mailed submissions (hard copies, USB, etc).
- Deadline for large file transfer program URL (including but not limited to Dropbox, Google Docs, Parcel Post, SharePoint or any other internally approved large file transfer system) midnight Saturday 13th March 2021
- **Important: File attachments within emails will not be accepted. Pride in Diversity will take no responsibility for attachments sent via email.**
- **All file transfers and access to various systems must be sent to [AWEI@prideindiversity.com.au](mailto:AWEI@prideindiversity.com.au); with a copy to S 47F**

### IMPORTANT INFORMATION FOR SUBMITTERS

Please ensure that you have signed up to the following newsletter – this will ensure that you receive all relevant information and updates in terms of the up and coming AWEI period. Click here to sign up or go to: <http://eepurl.com/tT7vf>

### OPTIONAL AWEI EMPLOYEE SURVEY

**Participating in the AWEI optional Survey? You will be able to [request your unique survey URL](#) as of 1st December 2020.** You will receive this link when the survey goes live on Monday 4th January 2021 and will remain open until the close of submissions on Friday 12th March 2021.

Participation in the survey allows you to balance the results of your AWEI with the views and lived experiences of your employees. While survey data is linked to your organisation enabling us to provide you with a comprehensive high-level analysis of responses, individual respondent data is not collected

## INDIVIDUAL AWARD NOMINATIONS

Please consider nominating your colleagues, networks, etc. for an LGBTQ Inclusion Award. Award categories can be found within the Participation Details of this Submission or on the AWEI website: <http://www.pid-awei.com.au/submission-documents/>