

AWEI STANDING SUBMISSION				
Section 1: Standing Submission: HR Policies & Practice			Score	Index
2	Foundatio n	LGBTIQ Inclusivity within Policies and Benefits	2	2
3	Advanced	New Parent Leave Inclusive of LGBTIQ Families	3	3
Section 1: Standing Submission: LGBTIQ Bullying / Harassment & Support			Score	Index
8	Foundatio n	LGBTIQ Training HR / Grievance Officers	3	3
10	Intermedi ate	EAP Provider	3	3
11	Advanced	Tracking of incidents	4	4
Section 1: Standing Submission: Trans / Gender Diverse Inclusion			Score	Index
17	Advanced	(IT Systems) Non-Binary Gender Options for Employees	2	2
Section 1: Standing Submission: Strategic Focus			Score	Index

Annual Submission Section 2: Strategy & Accountability			Score	Index
1	Foundation	External LGBTIQ Expertise	2	2
4	Intermediate	LGBTIQ Inclusion Reporting	2	2
7	Advanced	Executive Leadership Representation	2	2
Section 3: LGBTIQ Employee Networks / Resource Groups			Score	Index
10	Foundation	Network Leadership Structure	3	3
Section 4: Visibility of Inclusion			Score	Index
21	Foundation	Days of Significance	2	2
26	Foundation	Communication of LGBTIQ Support Information	2	2
Section 5: Training, Awareness & Professional Development-nothing submitted for section 5			Score	Index
28	Foundation	Face-to-Face Training	2	2
32	Advanced	LGBTIQ Event Attendance	2	2
Section 6: Executive Leadership & Engagement			Score	Index
33	Intermediate	Executive Sponsor or Champion	2	2
34	Advanced	Executive Advocacy	2	2
35	Intermediate	CEO or Equivalent Communications	2	2

Section 7: Data Collection & Reporting			Score	Index
Section 8: Community Engagement			Score	Index
41	Intermediate	Fundraising	2	2
Section 9: Optional Survey			Score	Index
Section 10: Additional Work			Score	Index
43	Network	Interagency Collaboration: evidence from S3 Q18	1	1
	Additional	Executive Advocacy S6 Q34 over and above	1	1

To improve:

AWEI Standing submission Section 1: Standing Submission: HR Policies & Practice			Score	Index	Notes
1	Foundation	Removal of the terms 'Sexual Preference' or 'lifestyle choice/s'	1	2	Audit done; changes still to be made. Evidence shows that review is in progress but does not show that review is complete, and changes have been made
4	Advanced	Travel Advice for Employees	0	2	No reference to specific safety issues for LGBTQ employees. Needs to show specific reference to LGBT employees, and safety issues relating to LGBT employees
5	Advanced	Third Party Policies	1	2	Audit done; no inclusion statement from actual service providers. Need to see inclusion statement for LGBT, needs to be called out or else LGBT employees will read themselves out
6	Advanced	LGBTIQ Inclusive Domestic & Family Violence Policy	3	5	No LGBTQ challenges covered. Points awarded for LGBT avenues of support, but specific LGBT challenges not found.
7	Advanced	Communications on LGBTIQ Inclusive and Offensive Language	0	4	Looking for a specific guide or guides that covers targeted communications. Need to see a publication where there is comprehensive coverage of terminology and language. The markers were not able to follow the link to the video and the attachment was not supplied.
Total HR Policies & Practice Score			10	20	
Section 1: Standing Submission: LGBTIQ Bullying / Harassment & Support			Score	Index	Notes
9	Intermediate	Behavioural Examples of what constitutes Bullying / Harassment	0	4	Nothing included in the policy on intranet. The markers were not able to award points because although the answer has stated that IP Australia has examples of bullying and harassment – the exact words were not found in the evidence. The evidence must show what you've cited in the commentary.
Total LGBTIQ Bullying / Harassment & Support Score			10	14	
Section 1: Standing Submission: Trans / Gender Diverse Inclusion			Score	Index	Notes
12	Intermediate	Gender Affirmation Policy and Process Documentation	0	5	No GA policy supplied. Evidence provided is not a Gender Affirmation policy
13	Intermediate	Dress Codes and Uniforms	0	4	Does not address requirements. While there is no dress code for IP Australia, what would have received points was to have a statement/paragraph on the LGBT intranet stating there is no dress code etc. This is so that all employees will be able to access this information rather than via a newsletter or email where it's only in that point in time
14	Advanced	Gender Affirmation Leave	0	4	No leave available in 2019. No explicit leave available to support gender affirmation. The request was made in December to include this in the leave policy but not evidence of availability in 2019. Opportunity to revisit this for 2020 and show that gender affirmation leave available in 2020.
15	Advanced	Gender Neutral Bathrooms and Facilities	1	4	Points for [c]. Pts awarded for outlining progress made – please speak to us before proceeding with your signage options

16	Advanced	(Forms) Non-Binary Gender Options for Employees	1	2	Same evidence provided as Q17. These are 2 different things. No examples provided. Question asks for internal documents and forms rather than IT systems (which is Q17 and pts have been awarded for Q17)
18	Advanced	Trans and Gender Diverse Applicants	0	6	WIP - no processes in place. No points awarded as this is still work in progress
Total Trans / Gender Diverse Inclusion Score			4	27	
Section 1: Standing Submission: Strategic Focus			Score	Index	Notes
19	Foundation	External Web LGBTIQ Workplace Inclusion Promotion	0	2	No mention of LGBTQ inclusion. No explicit mention of LGBT (acronym not used on website either), not everyone will know what Pride in Diversity is.
20	Intermediate	HR/Diversity Professional accountabilities	0	2	It is not clear whose this is. Same evidence submitted for someone else's KPIs in S3 Q13. Evidence does not show Rachel's performance plan or KPIs, but instead shows a document sent from Shellie May to Rachel and used as evidence in Section 3, Q13 for Shellie's KPIs.
21	Advanced	Executive Sponsor	2	4	No relevant evidence submitted. Points for bullet in PRIDE TOR, submitted S3 Q9. Insufficient evidence around role expectations or accountability mechanism – we cannot assume that being on the board automatically mean that the role is accountable to the board or is discussed at board meetings. Points have been awarded for Pride TOR evidenced in Section 3 Q9
22	Advanced	Senior Management Diversity Accountability	2	4	Partial marks; there is a mention of cultivating productive relationship, but nothing measurable. Partial points awarded, for full points measurable accountabilities need to be evidenced
23	Advanced	Customer-facing LGBTIQ Inclusion	2	3	An audit has been done. Points awarded for audit done but no additional point as no evidence of any action taken
24	Advanced	Customers Information: Changing Gender Markers	0	3	No evidence regarding how customers change their data. Evidence needs to show the process in which customers can change data – title, name and gender, not just that they can do it
Total Strategic Focus Score			6	18	
Total Standing Submission Score			30	79	

Annual Submission Section 2: Strategy & Accountability			Score	Index	Notes
2	Foundation	Documented Strategy	2	3	No action plans with clear timelines for reporting. Need to show a strategy where the reader can get enough information to track and manage individual actions i.e. if there were action plans with clear timelines for reporting
3	Intermediate	LGBTIQ Advisory Group	0	4	No evidence that this is an established group. It looks like it is ad hoc projects driven by D&I. Pts could not be awarded as the evidence does not show that this is an established group vs ad hoc projects and also no evidence that this has been promoted across the organisation
5	Intermediate	Media Coverage	0	2	This is coverage of Pride in Practice conference not IP Australia's inclusion work. Needs to have reference to inclusion work of IP Australia, not participation or sponsorship of PIP conference
6	Advanced	Strategic Work in Recruitment, Supplier Policy or Service Provision	0	3	LGBTQ is not mentioned; certainly no work to target LGBTQ job seekers. Evidence did not clearly demonstrate LGBT targeted recruitment/job seekers, and not specific or overt enough
8	Advanced	LGBTIQ Inclusion Promotion	0	4	None of these address the question. Evidence does not address the question e.g. external speaker is not pitching for business, and volunteer work does not answer the question
Total Section 2 Score			8	22	
Section 3: LGBTIQ Employee Networks / Resource Groups			Score	Index	Notes
9	Foundation	LGBTIQ Employee Network	1	2	No evidence of a network, just a steering committee leading to a network being set up. Need to see evidence of a network being set up, and a charter or purpose
11	Foundation	Strategy / Work Plan	1	3	Action plans are for 2020, and no progress report supplied. Further points not awarded because no progress report supplied, and action plans are for 2020
12	Intermediate	Orientation / On-boarding	0	2	No evidence that LGBTQ inclusion or the network was covered. As we cannot see speaker notes, the email just contains evidence that someone spoke about general diversity. No evidence that LGBT inclusion or the network was covered.
13	Intermediate	Strategy and Goals	0	2	It is not clear whose this is. Same evidence submitted in S1 Q20 for someones else's KPIs. Same evidence submitted in Section 1, Q20 and it is confusing whether this is Shellie's KPIs and therefore not clear whose this is
14	Intermediate	Sustainability Plan	0	2	Insufficient detail about mechanism of filling and replacing roles. Need to show a plan where the network will continue regardless of personnel moves, but there is not enough detail about mechanism of filling and replacing roles in the evidence.
15	Advanced	Allies of Trans / Gender Diverse People	0	3	Nothing in 2019. Submit speaker in 2020. To submit this evidence for work done in 2020
16	Advanced	Visibility of LGBTIQ Women	0	3	No substantive actions. Need to see an outline of activity and participation with a targeted approach around increasing visibility of LGBT women. Daria spoke at an external conference on behalf of a community organisation and there was no communication about this at all internally and the relevance to the question is hard to see
17	Advanced	Intersectionality	0	3	No evidence of substantive, organisational-wide visibility. Need to see evidence where network provided opportunities for LGBT people to share stories across organisation
18	Advanced	Intersex Allies	x	4	
19	Advanced	Broader Inclusion	0	3	Evidence doesn't show activities or work done other than a proposed meeting. Would have been good to see some outcomes or notes about how broader inclusion has happened
20	Advanced	Network Reporting	0	4	Does not address question. Evidence of a speech does not address the question – we are looking for an internal report that was produced about achievements or future focus over the next year
Total Section 3 Score			5	34	
Section 4: Visibility of Inclusion			Score	Index	Notes
22	Foundation	Visibility	2	3	3 examples not evident. Additional 1pt not given as there was only one example.
23	Intermediate	Ally / Champion Reference Guides	0	3	The evidence supplied was a copy of a training session. Not a reference guide. TGD language guide needed here – not just an ally guide or a copy of the training session.
24	Intermediate	Individual LGBTIQ Inclusion Work Acknowledgement	0	2	It is not clear that this is an organisational recognition, communicated across the organisation. Evidence required is an organisation wide recognition, rather than an individual emailing another individual to acknowledge work
25	Foundation	Confidential Contacts	0	2	This is not the WCO contacts. Other non-HR people who are available for CONFIDENTIAL conversations. .Question is asking for people within the organisation (not the EAP) who can have a chat about anything LGBTQ, not formal or HR and it must say confidential
27	Intermediate	LGBTIQ Social Media Streams	0	2	Cannot see evidence of INTERNAL SM. Evidence supplied is external sites and no evidence of internal employees – we are looking for internal LGBTQ social media streams for employees to engage and share stories and conversations

Total Section 4 Score			6	16	
Section 5: Training, Awareness & Professional Development			Score	Index	Notes
29	Foundation	Online Training	x	2	
30	Advanced	Professional Development for LGBTIQ Employees	x	2	
31	Advanced	Professional Development on LGBTIQ Inclusion	x	4	
Total Section 5 Score			4	12	
Section 6: Executive Leadership & Engagement			Score	Index	Notes
36	Intermediate	CEO or Equivalent Speaking at Events	0	2	This is not the CEO. Needs to be someone else other than the exec sponsor, and the question is asking for the head of the Australian operations or equivalent
Total Section 6 Score			6	8	

Section 7: Data Collection & Reporting			Score	Index	Notes
37	Intermediate	Employee Data Analysis	2	3	There is no analysis of engagement questions for LGBTQ vs other groups or gen pop. Final 1 pt not given because there was no analysis or comparative findings
38	Advanced	LGBTIQ Analysis	0	3	No evidence to support further LGBTIQ analysis No data showing LGBTQ vs other population. Talent management processes or career progression analysis for LGBTQ staff would be impossible without people self-identifying. Similarly, for engagement data, since you can only ask subjective impressions of career progression
Total Section 7 Score			2	6	
Section 8: Community Engagement			Score	Index	Notes
39	Intermediate	Employer Branded Participation at Community Events	0	2	These are not community events. PIP awarded in S5 Q32. Evidence shows conferences, but question is asking about community events
40	Intermediate	Pro-Bono or Financial Support: LGBTIQ Charities / Organisations	1	2	No evidence for sponsorship of Black Rainbow. The receipt shows funds received from selling badges so this would be classified as fund raising and not sponsorship or pro-bono work
Total Section 8 Score			3	6	
Section 9: Optional Survey			Score	Index	Notes
42	Optional	Survey Participation	0	2	22 responses only. Only 22 responses – less than the minimum of 50 required for 2 points
Total Section 9 Score			0	2	
Section 10: Additional Work			Score	Index	Notes
43	Network	Interagency Collaboration	1	1	Evidenced S3 Q18
	Additional	Executive Advocacy	1	1	S6 Q34 over and above
Total Section 10 Score			2	15	
Total Annual Submission Score			36	121	
AWEI TOTAL SUBMISSION SCORES					
Total Standing Submission Score			30	79	
Total Annual Submission Score			36	121	
Total AWEI Score			66	200	
ORGANISATIONAL ACTIVITY SCORES					
Core Network Activity			5		
Additional Network Activity			1		
Network Activity - Total Score			6		
Core Activity - Inclusion of Trans/Gender Diverse Employees			4		
Additional Activity - Inclusion of Trans/Gender Diverse Employees			0		
Inclusion of Trans/Gender Diverse Employees - Total Score			4		