

2019 EMPLOYER PARTICIPATION DETAILS DOCUMENT 1 OF 3

ALL EMPLOYERS MUST COMPLETE THIS SECTION IN 2019

EMPLOYER DETAILS : PLEASE CHECK THAT YOU HAVE COMPLETED ALL DETAILS WITHIN EACH ROW OF THIS TABLE

Employer Name:	Australian Bureau of Statistics
Sector: <i>Please delete that which is not relevant Please delete that which is not relevant`</i>	Public/Government : Federal
Employer Size (Australia): <i>Please delete that which is not relevant</i>	Large (2,000 – 8,000 employees)
Is your head office Regional/Rural?	No
Are you a global employer	No
<i>Please provide full contact details including postal address and postcode..</i> <i>This is the person we should contact if we have any questions. Email results will also be sent to this person and hard copy participation certificates will be mailed to this person.</i>	<p>Name: s22</p> <p>Position Title: Assistant Director, People Strategies and Inclusion</p> <p>Postal address (including postcode):</p> <p>GPO Box 2272 Adelaide SA 5001</p> <p>Phone number: s22</p> <p>Email: s22@abs.gov.au</p>
<p>Industry Benchmarks <i>Please delete that which is not relevant</i></p> <p>Participating employers will by default be benchmarked according to:</p> <ul style="list-style-type: none"> • Sector: Public / Private / NFP / Higher Ed • Government: Federal, State, Local, Victorian Government • Employer Size • Awarded Tier Recognition • Global Employers (new 2019) 	•

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INTERNATIONAL WORKPLACE INDEX PARTICIPATION

Do you participate in any other workplace equality indices globally?

Please delete that which is not relevant

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DISCLOSURE

Please select participation identification level (Name and Employer Tier only, no scores)

Please delete that which is not relevant

We are happy to be identified regardless of employer tier reached

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ADDITIONAL AWARD SUBMISSIONS

Please list any other awards that you are submitting for this year (this provides us with a cross-check to ensure that all expected submissions are received).

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NEGATIVE PRESS / COMPLAINTS DISCLOSURE

Please place an X in the column to the left of the below statements to disclose any negative press or complaints received in terms of your LGBTI inclusivity throughout the submission year.

<input type="checkbox"/>	We have received negative press that has impacted our reputation as an LGBTI inclusive employer
<input type="checkbox"/>	We have had formal complaints lodged against us for LGBTI discrimination, bullying or harassment (Fair Work Ombudsman, Human Rights Commission, Sex Discrimination Act)

In relation to the above (maintaining required confidentiality), please broadly outline your course of action or response/outcomes of any complaints lodged:

Area for outlining course of action or response/outcomes of any complaints lodged.

ACCURACY STATEMENT

We confirm that at the time of submission, details provided for all questions identified within the three submission documents are true and accurate. We understand that should any claims be found to be false, points and rankings will be adjusted accordingly.

Name of person signing off accuracy:	s22
Position within organisation:	Assistant Director, People Strategies and Inclusion
Contact Email:	s22@abs.gov.au
Contact Phone:	s22

AWEI 2019 STANDING SUBMISSION

DOCUMENT 2 OF 3

OPENING DECLARATIONS : THIS PAGE MUST BE READ CAREFULLY AND COMPLETED

THIS SECTION MUST BE COMPLETED. Please place a X in *the applicable row below*.

	We participated last year and have not made any changes to any of our responses. We therefore have not responded to any of the questions within this submission understanding that our points from last year will automatically carry over. There is no need for AWEI markers to look any further within this document.
x	We participated last year and have made some changes or added new responses to questions that we did not answer previously. We understand that any responses on this form will be marked from scratch and will not rely on information from previous years. We have not entered any information in the rows that are to retain the score from last year.
	We did not participate last year. We understand that any responses here will be marked from scratch. If we participated two years ago, we understand that the same applies and that points are not carried over from a two year old submission.

THIS SECTION MUST BE COMPLETED. Please place a cross before *the applicable row below*.

x	We are an Australian organisation. All of our HR/people policies are written locally
	We operate internationally but our HR/people policies are written in Australia.
	We operate internationally and many of our HR/people policies are developed by our international offices and applied in Australia. Policies are written by an overseas office and applied in Australia. <i>If this applies: Please ensure you complete Section 1.14 at the end of this document, clearly articulating which policies addressed throughout this submission have been locally applied AND noting any work undertaken to localise the policies stated. Non-completion of 1.14 could see you lose points unnecessarily.</i>

THIS SECTION MUST BE COMPLETED BY ALL EMPLOYERS.

FOR EMPLOYERS THAT HAVE PREVIOUSLY SUBMITTED: We understand that any changes made to last year's document in order to clarify evidence required have been highlighted in red within this year's submission. We understand that this will not impact any carry over scores from last year if we have left rows blank. We confirm that we have only responded only to those questions that we either wish to be marked from scratch or that we are responding to for the first time.

ALL EMPLOYERS: We understand that we only add items within the *Additional Work* sections of this document that will be considered part of our permanent submission. We have not claimed any points for work that applies to the current year only (these can be claimed in the *Annual Submission*). We understand that unless attachments submitted incorporate the correct question number and row letter within the name and are clearly identified within this document as being included, or if lengthy and superfluous information is included within our responses, Pride in Diversity will not take any responsibility for points not applied.

Signed on behalf of the organisation (name and contact details sufficient): **s22**, Assistant Director, People Strategies and Inclusion, ph: **s22**, email: **s22**@abs.gov.au _____

SECTION 1: HR POLICY & DIVERSITY PRACTICE

Q1.1 FOUNDATION: Discrimination / EEO Policy / EEO Statement

Please place an X in the first column against all attributes articulated within your Policy / Statement. Our Anti-Discrimination / EEO Policy / EEO Statement clearly prohibits discrimination based on:

	(a)	Sexual Orientation
	(b)	Gender Identity
	(c)	Gender Expression
	(d)	Intersex Status
	(e)	Relationship Status

EVIDENCE Please copy and paste your anti-discrimination/EEO clause as it currently reads within your documentation. *Note: For full point allocation, all attributes within the table must be covered within the anti-discrimination/policy statement. Marital status will not be accepted in lieu of relationship status.*

Q1.2 FOUNDATION: Inclusive Language / Terminology

The following partner/family definitions are explicitly inclusive of same sex partners and families (please select the rows that apply)

		If you do not use this terminology, please indicate the term/terms you use.	Actual language used within the policy that explicitly states LGBTI inclusivity in regard to this term. Please present the relevant paragraphs only.	EVIDENCE: Please provide evidence of where the LGBTI inclusivity of these terms have been communicated to employees outside of the policy document itself (ie a permanent , easy to locate intranet page – not within a temporary email or blog).
	(a)	Partner/Spouse		If you are including an attachment, identify the filename here (must include question number and row letter).
	(b)	Family		If you are including an attachment, identify the filename here (must include question number and row letter).
	(c)	Parent/Carer		If you are including an attachment, identify the filename here (must include question number and row letter).

EVIDENCE *Note: For full points, we must see the actual wording within the policy documentation. Some employers may not use all of these terms within their policies (i.e. family), some may use different terms. Providing the relevant terms used are explicitly inclusive of LGBTI people and their families, and the inclusivity of this terminology throughout your policies is communicated elsewhere, full points will be awarded.*

Q1.3 FOUNDATION: Staff Benefits:

We have audited the following staff benefits and can confirm that they are explicitly inclusive of same sex partners/families and have been clearly communicated as such to employees (please select all that apply). Enter N/A in the first column if these are not offered to employees.

		Exact terminology used with the benefit documentation or employer addendum to terminology in regard to this policy (see notes below table). Please present relevant paragraphs only.	EVIDENCE: Please provide evidence of where the LGBTI inclusivity of this benefit has been communicated to employees outside of the benefit or policy document itself (i.e. a permanent , easy to locate intranet page – not within a temporary email or blog. One statement pertaining to the LGBTI inclusivity of all employee benefits will suffice (not required for each individual benefit).
(a)	Health Care Packages (excludes Employee assistance programs, covered elsewhere).		<i>If you are including an attachment, identify the filename here (must include question number and row letter).</i>
(b)	Superannuation/Death Benefits		<i>If you are including an attachment, identify the filename here (must include question number and row letter).</i>
(c)	Travel & Relocation		<i>If you are including an attachment, identify the filename here (must include question number and row letter).</i>
(d)	Insurance Benefits		<i>If you are including an attachment, identify the filename here (must include question number and row letter).</i>
(e)	Other communicated benefits (excludes Employee assistance programs, covered elsewhere).		<i>If you are including an attachment, identify the filename here (must include question number and row letter).</i>

EVIDENCE Please show the language use and provide evidence of where the inclusivity of these benefits is communicated to employees

*Note: To gain points for any of the above listed benefits, we must see the actual wording within the benefit documentation. The language must be explicitly clear that the benefit is applicable to same sex families and where appropriate, gender diverse individuals. **Additionally**, this must be well communicated in an easy to find, permanent location on the intranet (i.e. a paragraph with links to the policies on a diversity intranet page or LGBTI employee network page is an ideal place to communicate this) outside of the policy documentation.*

Q1.4 FOUNDATION: Parental / New Parent Leave Available

Which of the following leave options are available to **new parents** and explicitly inclusive of same sex families (please select the leave types available)

		Leave Type	If you do not use this terminology, please indicate the term/terms you use.	Language that explicitly states the LGBTI inclusivity within policy. Please present relevant paragraphs only.	EVIDENCE: Please provide evidence of where the LGBTI inclusivity of this type of leave has been communicated to employees other than within the actual policy itself (must be a permanent, easy to locate location – not within temporary email or blog). One statement pertaining to the LGBTI inclusivity of all new parent leave will suffice (not required for each individual leave type).
	(a)	Parental leave			<i>If you are including an attachment, identify the filename here (must include question number and row letter).</i>
	(b)	Adoption leave			<i>If you are including an attachment, identify the filename here (must include question number and row letter).</i>
	(c)	Surrogacy			<i>If you are including an attachment, identify the filename here (must include question number and row letter).</i>
	(d)	Foster Parent leave			<i>If you are including an attachment, identify the filename here (must include question number and row letter).</i>

EVIDENCE *Note: To gain points for any of the above listed benefits, we must see the actual wording within the benefit. The language must be explicitly clear that the leave is applicable to same sex families regardless of gender (primary/secondary carer is insufficient for full points). Additionally this must be well communicated in an easy to find, permanent location on the intranet (i.e. a paragraph with links to the policies on a diversity intranet page or LGBTI employee network page is an ideal place to communicate this).*

Q1.5 **FOUNDATION: Access to external subject matter expertise;** We have access to external subject matter expertise to assist us with LGBTI workplace inclusion (includes but is not limited to Pride in Diversity membership.)

EVIDENCE Please provide evidence of any non-Pride in Diversity external support that you have access to.

Note: You do not have to provide evidence of your Pride in Diversity membership. Pride in Diversity membership will only be included if active within the year assessed.

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Q1.6 **INTERMEDIATE: Strategic Focus and Communication of Inclusion:** LGBTI inclusion is well communicated to all staff and documented as a focus of our diversity and inclusion work. (Place an X in the first column against all rows that apply. Provide the evidence requested for each row selected)

	Assessment	Evidence Required	Evidence Provided – If the space within this column is not adequate for your evidence, please save in a separate file including the Question Number and Row identifier in the filename. Please indicate that you have attached a separate document within the evidence column provided.
(a)	THIS QUESTION HAS BEEN REMOVED FROM THE INDEX.	<i>Removed</i>	<i>There will be no points allocated for this submission for this question.</i>
(b)	Our ongoing commitment to LGBTI workplace inclusion is communicated on our external website	Please provide the URL of where this is communicated on your external website.	<p>URL: http://www.abs.gov.au/ausstats/abs@.nsf/Lookup/by%20Subject/1001.0~2017-18~Main%20Features~Management%20of%20human%20resources~5</p> <ul style="list-style-type: none"> - (participated in the Australian Workplace Equality Index (AWEI) to understand the overall impact of inclusion initiatives on the organisational culture for both identifying and non-identifying LGBTI+ employees. The ABS's result increased by 14 base points equating to a 50% improvement on the previous year's results) - (increased our employee networks from two to six with the creation of the ABS Pride Network....) <p>http://www.abs.gov.au/AUSSTATS/abs@.nsf/productsbyCatalogue/237A82DDE0599592CA257B73001384F0?OpenDocument</p> <ul style="list-style-type: none"> - We are seen as an attractive employer that provides a supportive and inclusive workplace. Our workforce profile reflects the Australian population including: <ul style="list-style-type: none"> - Gender equity - Aboriginal and Torres Strait Islander people - People with disability (Physical and Mental) - Neurodiversity - People with caring responsibilities - LGBTI+ people - Culturally and linguistically diverse people - Mature age. <p>http://www.abs.gov.au/websitedbs/Corporate.nsf/home/Diversity+and+Inclusion</p>
(c)	We have at least one Diversity/HR professional whose role description and/or performance appraisal or work plan includes documented objectives/targets in the	Please provide evidence of the documented LGBTI-related accountabilities for this role.	<p><i>If you are including an attachment, identify the filename here (must include question number and row letter).</i></p> <p>Inclusion & Diversity Forward Work Plan Extract – Responsible Officer – S22 [REDACTED] – Assistant Director, People Strategies and Inclusion</p> <p>Q1.6 (c) Inclusion and Diversity Forward Work Plan 2018-2019.pdf</p>

	<p>area of LGBTI inclusion <i>(not just a general reference to diversity).</i></p>		
(d)	<p>We have online resources readily available that employees can access in regard to LGBTI workplace inclusion. This may include but is not limited to e-learning, LGBTI inclusion publications, information sheets, glossaries or other media.</p>	<p>Please provide:</p> <ul style="list-style-type: none"> (a) A brief overview of resources available (b) A screen capture of where some of these resources can be found (c) An outline of how you communicate the existence of these resources along with any target groups for that communication (ie. networks, managers, all staff) <p><i>Note: for full points all of the above statements must be addressed.</i></p>	<p>(a) Resources are available on the ABS Services@ABS page, PRIDE Network Community Connections Page, links to PID Website</p> <hr/> <p>(b) <i>If you are including an attachment, identify the filename here (must include question number and row letter).</i></p> <p>Q1.6 (d) (b) Screen Shots of where some resources can be found.pdf</p> <hr/> <p>(c) Newspoints, (which are daily) and accessibly by all staff via intranet. Emails to specific cohorts for distribution eg SES, Directors, Network groups, Champions</p>

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Q1.7 **INTERMEDIATE: Bullying & Harassment:** Recognising barriers relating to stigma and disclosure in reporting LGBTI related bullying and harassment, we have put the following measures in place. (Place an X in the first column against all rows that apply. Provide the evidence requested for each row selected).

	Assessment	Evidence Required	Evidence Provided – If the space within this column is not adequate for your evidence, please save in a separate file including the Question Number and Row identifier in the filename. Please indicate that you have attached a separate document within the evidence column provided.
(a)	<p>We have included specific examples of what constitutes non-acceptable behaviour targeting LGBTI people within our bullying/harassment policy documentation.</p>	<p>Please provide a copy of any LGBTI targeted bullying/harassment examples contained within your current bullying/harassment policy documentation.</p> <p><i>Note: Please send only the information relevant to this question, not the entire policy. This brings clarity to that which constitutes LGBTI bullying/harassment not only for LGBTI people but managers that need to address this behaviour. This is for formal policy or grievance documentation only (not online compliance or EEO/harassment training).</i></p>	<p><i>If you are including an attachment, identify the filename here (must include question number and row letter).</i></p>
(b)	<p>We have specifically communicated LGBTI friendly HR or grievance contact/s for LGBTI employees wishing to speak to an HR person in regard to their employment or personal issues faced.</p>	<p>Please provide an exact copy of the wording used to identify LGBTI friendly HR contacts and describe how employees find this information (Do not include LGBTI network contacts communicated unless one or more have been specifically identified as HR).</p> <p><i>Note: For full points, it must be clear which employees have been LGBTI trained or are Allies. Unless explicit there may be a hesitation to contact. It must also be clear that conversations</i></p>	<p><i>If you are including an attachment, identify the filename here (must include question number and row letter).</i></p>

	Assessment	Evidence Required	Evidence Provided – If the space within this column is not adequate for your evidence, please save in a separate file including the Question Number and Row identifier in the filename. Please indicate that you have attached a separate document within the evidence column provided.
		<i>will be treated confidentially.</i>	

Q1.8 **INTERMEDIATE: Support of Gender Diverse Employees.** We have the following in place to support Gender diverse employees within the workplace. (Place a X in the first column against all rows that apply. Provide the evidence requested for each row selected)

	Assessment	Evidence Required	Evidence Provided – If the space within this column is not adequate for your evidence, please save in a separate file including the Question Number and Row identifier in the filename. Please indicate that you have attached a separate document within the evidence column provided.
(a)	We have clearly communicated our support for employees transitioning or considering transitioning within the workplace.	<p>Please provide a copy of the text articulating this support along with a brief description of how this information may be found.</p> <p><i>Note: This has to be more than a social media post or a one-off communication. To obtain full points, this information must be easily found and permanent. E.g. if a person was considering transition but has not yet disclosed this, would they be able to easily locate this information?</i></p> <p><i>This is over and above the existence of a policy (next question) and would ideally be part of network intranet page messaging, HR or Diversity intranet page messaging, message where the transitioning policy can be found, but external to it.</i></p>	<i>If you are including an attachment, identify the filename here (must include question number and row letter).</i>

(b)	We have a transitioning policy, process or guidelines documented and in place to assist a person transition in addition to those supporting the person’s transition.	<p>Please provide evidence.</p> <p><i>Note: For full points, we must be able to see a comprehensive internal policy or process for supporting employees who wish to affirm their gender. This needs to be more than a statement of support or reference to a PID publication.</i></p>	<p><i>If you are including an attachment, identify the filename here (must include question number and row letter).</i></p>
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Q1.9 LEADING PRACTICE: Bully & Harassment Cont’d: Expanding on Question 1.7, and recognising the barriers that relate to disclosure in reporting LGBTI related bullying and harassment, we have put the following measures in place. (Place an X in the first column against all rows that apply. Provide the evidence requested for each row selected)

	Assessment	Evidence Required	Evidence Provided – If the space within this column is not adequate for your evidence, please save in a separate file including the Question Number and Row identifier in the filename. Please indicate that you have attached a separate document within the evidence column provided.
(a)	We have taken additional steps to make it easier for LGBTI people to report bullying/harassment given the challenges faced in this area (over and above standard grievance procedures and/or reporting).	<p>Please provide evidence of any additional steps taken and any impact as a result.</p> <p><i>Note: Has to be above and beyond tracking (covered within the next question), this is about creating safety to report, understanding the challenges/roadblocks to reporting, understanding the sensitivity of disclosure. This is a leading practice question and for full points we need to see what you have done within your organisation to address this difficult area.</i></p>	<p><i>If you are including an attachment, identify the filename here (must include question number and row letter).</i></p>
(b)	We currently track, analyse, report and act on LGBTI bullying/harassment reports	<p>Please provide a description of what you do in this area and identify how often you report data.</p> <p><i>Note: For full points we need to see evidence of process that is in place to</i></p>	<p><i>If you are including an attachment, identify the filename here (must include question number and row letter).</i></p>

	Assessment	Evidence Required	Evidence Provided – If the space within this column is not adequate for your evidence, please save in a separate file including the Question Number and Row identifier in the filename. Please indicate that you have attached a separate document within the evidence column provided.
		<p><i>track, analyse, report and act on LGBTI specific bullying/harassment complaints. We need to see what analysis of data you undertake over and above the ability to track data. We need to understand what is reported on and what actions are taken in the instance of negative results. This is about documenting your process with supporting evidence rather than providing a recent report of data collection.</i></p>	
(c)	<p>We have not only engaged with our internal/external counselling or Employee Assistance Programs to ensure that they understand the work that we are doing in LGBTI inclusion and the challenges faced by LGBTI people in the workplace but we are confident of their competency in this area and have communicated the LGBTI inclusivity of our EAP provider to our employees.</p>	<p>Please provide:</p> <ul style="list-style-type: none"> (a) Evidence of engagement (b) Evidence of communication to employees <p><i>Note: For full points, you need to not only show that you have engaged with the EAP provider but that their inclusivity has been communicated in a permanent and easily locatable page on the organisation’s intranet (ie. Network page, Diversity page, Support page). The more evidence you can provide, the greater the number of overall points allocated.</i></p>	<p><i>If you are including an attachment, identify the filename here (must include question number and row letter).</i></p>
(d)	<p>We have resources specifically written for our LGBTI employees (not about LGBTI employees or our inclusion strategy) over and above a transitioning or gender affirmation strategy (covered elsewhere).</p>	<p>Please include a list of any resources available and indicate how employees are made aware of this resource / or resources.</p> <p><i>Note: This is over and above general</i></p>	<p><i>If you are including an attachment, identify the filename here (must include question number and row letter).</i></p>

	Assessment	Evidence Required	Evidence Provided – If the space within this column is not adequate for your evidence, please save in a separate file including the Question Number and Row identifier in the filename. Please indicate that you have attached a separate document within the evidence column provided.
	<p><i>This may include but is not limited to: reiterating our support for any issues faced; identifying where to go for more information; addressing topics such as how to come out at work should they so choose; the inclusivity of policies; HR contacts; network contacts; support for those transitioning (over and above policy); the value of joining the LGBTI employee network and/or other relevant information.</i></p>	<p><i>LGBTI inclusion resources, these are resources specifically written for LGBTI people, hence this being within the advanced practice section. Please provide a copy of the resources or outline of the content and a screen capture of where they are located on the intranet.</i></p>	

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Q1.10 **LEADING PRACTICE: Support of Gender Diverse Employees.** We have the following in place to support Gender diverse employees within the workplace. (Place a X in the first column against all rows that apply. Provide the evidence requested for each row selected)

	Assessment	Evidence Required	Evidence Provided – If the space within this column is not adequate for your evidence, please save in a separate file including the Question Number and Row identifier in the filename. Please indicate that you have attached a separate document within the evidence column provided.
(a)	<p>We have within our leave options, the ability to provide employees who are undergoing any kind of gender affirmation (including but not limited to surgery) appropriate and necessary time away from work without utilising personal or annual leave allocations that are provided to all employees.</p>	<p>Please provide a screenshot of where this has been communicated or copy the text directly from your HR documentation that clearly communicates leave support for transgender people requiring special leave.</p> <p><i>Note: Responses such as “annual leave or personal leave may be taken” will not attract full points. It needs to be clear that employees will be supported above and beyond if required and that there will be some negotiation around alternative/additional leave options. We also need to see where this has been communicated. For best practice, it must be overtly declared that the organisation will support those reaffirming their gender via additional leave options.</i></p>	<p><i>If you are including an attachment, identify the filename here (must include question number and row letter).</i></p>
(b)	<p>We have documentation for HR/Diversity professionals to assist in better understanding and supporting gender diverse employees, including those who do not identify within the gender binary.</p>	<p>Please provide:</p> <ul style="list-style-type: none"> (a) A complete list of resources available (b) Evidence of resources (screen capture or link) (c) Details as to how the availability of these materials are communicated. <p><i>Note: for full points you must address all of the above, providing evidence for each. If you are not referencing PID</i></p>	<p><i>If you are including an attachment, identify the filename here (must include question number and row letter)</i></p> <p>Please list the resources you have (table of contents required if not PID resources):</p> <hr/> <p>Please show via screen capture of where these resources are permanently located:</p>

	Assessment	Evidence Required	Evidence Provided – If the space within this column is not adequate for your evidence, please save in a separate file including the Question Number and Row identifier in the filename. Please indicate that you have attached a separate document within the evidence column provided.
		<p><i>materials, please provide a table of contents so that we can gauge how comprehensive the documentation is. It must be clear that this has been made an official HR/Diversity resource.</i></p>	<p><i>Please detail how the availability of these resources are communicated to HR / Diversity Teams on an ongoing basis to ensure that teams are always aware of their existence.</i></p>
(c)	<p>We have recruitment documentation/guidelines in place that cover challenges faced by LGBTI people in recruitment. In particular transgender or gender diverse employees. This documentation should also discuss the importance of language, non-discrimination and inclusion.</p>	<p><i>Please provide a copy of this resource.</i></p> <p><i>Note: This is over and above unconscious bias training. This is resource specifically targeting the unique challenges faced by LGBTI employees and in particular transgender employees ie. police checks, reference checks, medicals etc.</i></p>	<p><i>If you are including an attachment, identify the filename here (must include question number and row letter).</i></p>
(d)	<p>We have a documented policy in place which covers the use of facilities and dress codes for trans and gender diverse people.</p>	<p>Please provide a copy of the documentation or a screenshot of where these dress codes are communicated.</p> <p><i>Note: For full points your response must cover both facilities and dress codes.</i></p> <p><i>Dress codes must be clearly non-gendered for points and/or explicitly state that employees can adopt the code of their affirmed gender. Additional leading practice points will be given for acknowledgement & consideration of those employees who move between male and female gender expressions.</i></p>	<p><i>If you are including an attachment, identify the filename here (must include question number and row letter).</i></p>

Q1.11 **LEADING PRACTICE: Support of Intersex Employees.** Our HR policies and/or diversity strategy incorporates the support of Intersex people within our workplace. . (Place a X in the first column against all rows that apply. Provide the evidence requested for each row selected)

	Assessment	Evidence Required	Evidence Provided – If the space within this column is not adequate for your evidence, please save in a separate file including the Question Number and Row identifier in the filename. Please indicate that you have attached a separate document within the evidence column provided.
(a)	We clearly acknowledge and communicate support for Intersex people within HR or Diversity documentation online (over and above the use of the letter 'I' in the acronym LGBTI)	Please provide of copy of the text that articulates this or a screen capture marking of any web pages. (If screen shot is not readable, please provide a copy of relevant text). <i>Note: For points, this must be easily locatable and permanent. Temporary communications such as emails, posts, events do not warrant points in this section.</i>	If you are including an attachment, identify the filename here (must include question number and row letter).
(b)	We have internally provided/distributed documentation that educates HR/Diversity teams specifically on what it means to be Intersex, the challenges faced by intersex people along with any potential support that may be required. This would ideally also cover what employers can do to be more inclusive of intersex people.	Please provide: (a) a complete list of resources available (b) evidence of resources (screen capture or link) (c) details as to how the availability of these materials are communicated. <i>Note: For full points you must address all of the above, providing evidence for each. If you are not referencing PID materials, please provide a table of contents so that we can gauge how comprehensive the documentation is. It must be clear this has been made an official</i>	If you are including an attachment, identify the filename here (must include question number and row letter) Please list the resources you have (table of contents required if not PID resources): Please show via screen capture of intranet page where these resources are permanently located: Please detail how the availability of these resources is communicated to HR / Diversity Teams on an ongoing basis to ensure that teams are always aware of their existence.

	Assessment	Evidence Required	Evidence Provided – If the space within this column is not adequate for your evidence, please save in a separate file including the Question Number and Row identifier in the filename. Please indicate that you have attached a separate document within the evidence column provided.
		<i>HR/Diversity resource.</i>	

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Q1.12 **LEADING PRACTICE: Diversity Demographics and Metrics.** We have the ability to track diversity demographics across the organisation for the purposes of analyzing engagement alongside other key HR/Diversity metrics. (Place a X in the first column against all rows that apply. Provide the evidence requested for each row selected)

	Assessment	Evidence Required	Evidence Provided – If the space within this column is not adequate for your evidence, please save in a separate file including the Question Number and Row identifier in the filename. Please indicate that you have attached a separate document within the evidence column provided.
(a)	We collect LGBTI diversity demographics across the organisation	<p>Please provide:</p> <p>(a) Information on how LGBTI data is collected</p> <p>(b) Frequency of data collection</p> <p>(c) A copy of questions used to collect LGBTI data</p> <p><i>Note:; for full points, this must include both trans & gender diverse people AND intersex people. In addition, all of the above points must be addressed.</i></p>	<p>(a)</p> <p>Information is collected from AWEI; and the State of the Service Report</p> <p>(b)</p> <p>Once a year for both survey's approximately 6 months apart</p> <p>State of the Service:</p> <p>1. What is your gender?</p> <p><input type="radio"/> 1 Male</p> <p><input type="radio"/> 2 Female</p> <p><input type="radio"/> 3 X (Indeterminate/Intersex/Unspecified)</p> <p>And</p> <p>17. Do you identify as Lesbian, Gay, Bisexual, Trans, and/or Intersex (LGBTI+)?</p> <p><input type="radio"/> 1 Yes</p> <p><input type="radio"/> 2 No</p> <p><input type="radio"/> 3 Prefer not to say</p>
(b)	We analyse the engagement data for LGBTI people across the organisation and compare to general populations or other diversity dimensions.	<i>Please identify how often LGBTI employee engagement is analysed and the process for comparing the engagement of LGBTI employees against your overall employee population or other diversity demographics. Please provide evidence of this process (previous examples, process charts or capture of reports).</i>	<p><i>If you are including an attachment, identify the filename here (must include question number and row letter).</i></p> <p>Q1.12 (b & C) - Pride network 2018 SOS results.pdf</p> <p>Q1.12 (b) and (c) Engagement Data and Other Key Metrics.pdf</p> <p>Q1.12 (b) and (C) LGBTI Engagement and other key metrics.pdf</p> <p>Q1.12(c) ABS v LGBTI+ Comparison Report.pdf</p>
(c)	We analyse LGBTI data against other key metrics ie. pay, retention, promotions, exits	Please identify all HR metrics over and above engagement used to analyse LGBTI data. Please provide details and	<p><i>If you are including an attachment, identify the filename here (must include question number and row letter).</i></p> <p>Q1.12 (b & C) - Pride network 2018 SOS results.pdf</p>

	Assessment	Evidence Required	Evidence Provided – If the space within this column is not adequate for your evidence, please save in a separate file including the Question Number and Row identifier in the filename. Please indicate that you have attached a separate document within the evidence column provided.
		evidence of this process (e.g. what do you collect, where do you collect it, how often, what do you do with it, do you report on it?).	Q1.12 (b) and (c) Engagement Data and Other Key Metrics.pdf Q1.12 (b) and (C) LGBTI Engagement and other key metrics.pdf Q1.12(c) ABS v LGBTI+ Comparison Report.pdf

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Q1.13 IF YOU WERE GIVEN POINTS IN THIS SECTION LAST YEAR

PLEASE ADD AS MANY ADDITIONAL ROWS AS YOU NEED

We were given points for the following last year **and confirm** that this work/policy/process is still in place:

	Brief descriptor of work awarded points in Q1.13 last year (as it appears in transcript)	Still in place YES/NO
(a)		

Q1.14 ADDITIONAL WORK THAT YOU WOULD LIKE ASSESSED – OVER AND ABOVE ANY WORK FOR WHICH POINTS WERE AWARDED LAST YEAR: Other work in this area not covered elsewhere within this section.

PLEASE ADD AS MANY ADDITIONAL ROWS AS YOU NEED

Note: This is for permanent work only that will become part of your permanent process or documentation. Please do not include work that is only relevant to the current year. Evidence is required for all additional pieces of work submitted below.

NEW WORK TO BE ASSESSED FOR POINTS

	Brief descriptor of work being claimed	Details of work claimed	Evidence Provided – If the space within this column is not adequate for your evidence, please save in a separate file including the Question Number and Row identifier in the filename. Please indicate that you have attached a separate document within the evidence column provided.
(a)			<i>If you are including an attachment, identify the filename here (must include question number and row letter).</i>

Examples may include but are not limited to:


- Domestic Violence Policies clearly including LGBTI domestic violence. Note: Need to show the wording that incorporates LGBTI **and recognition of instances of DFV unique to LGBTI populations**
- Targeted and tracked LGBTI recruitment activity in line with other diversity demographics when recruiting.
- Annual tracking of high performing LGBTI individuals in additional to individuals from other diverse groups to measure our diversity within talent programs, development opportunities and/or succession planning.
- Annual tracking of employees who openly declare that they are lesbian, gay, bisexual, transgender or intersex via a human resource system that allows for the analysis of data
- Tracking of 'out' LGBTI leaders across leadership teams or within our Executive or Board.

FOR EMPLOYERS WITH HR/PEOPLE POLICIES WRITTEN BY THEIR INTERNATIONAL OFFICES

(No additional point value but must be completed by Employers with internationally written policies)

Q1.14 Please identify which of the following policies / practices are written outside of Australia along with any work that has been done to ensure that these are localised within Australia. If insufficient evidence of localisation or local communication is provided, this may impact points allocated for section one.

→ Please note: By completing this table, you are able to help us determine the local applicability of the stated policies or guidelines. Without this information, you unlikely to receive full points claimed within the relevant sections of this submission.

	Policy/Diversity Strategy	Local or International?	Please identify any work or activity undertaken to localise content or communicate policies locally (if policies have been written internationally) over and above listing them on an intranet page. This particularly applies to the following policies where laws and expectations between countries can differ significantly.
(a)	Definitions around Family, Partner, Parent	Local/International?	
(b)	Family/Partner Benefits	Local/International?	
(c)	Transitioning Support/Guidelines	Local/International?	
(d)	LGBTI Strategy	Local/International?	
(e)	Online LGBTI Resources	Local/International?	
(f)	Confidential LGBTI specific HR Contacts for LGBTI people	Local/International?	
(g)	Bullying/Harassment Policies	Local/International?	

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AWEI 2019 ANNUAL SUBMISSION

DOCUMENT 3 OF 3

This document starts at Section 2. Section 1 of this index can be found in: AWEI 2019 (200+ Employees) – Document 2 of 3 - Standing Submission.

The 2019 annual submission applies only to work applicable to the 2018 calendar year. Points will not be allocated for work carried out in 2019.

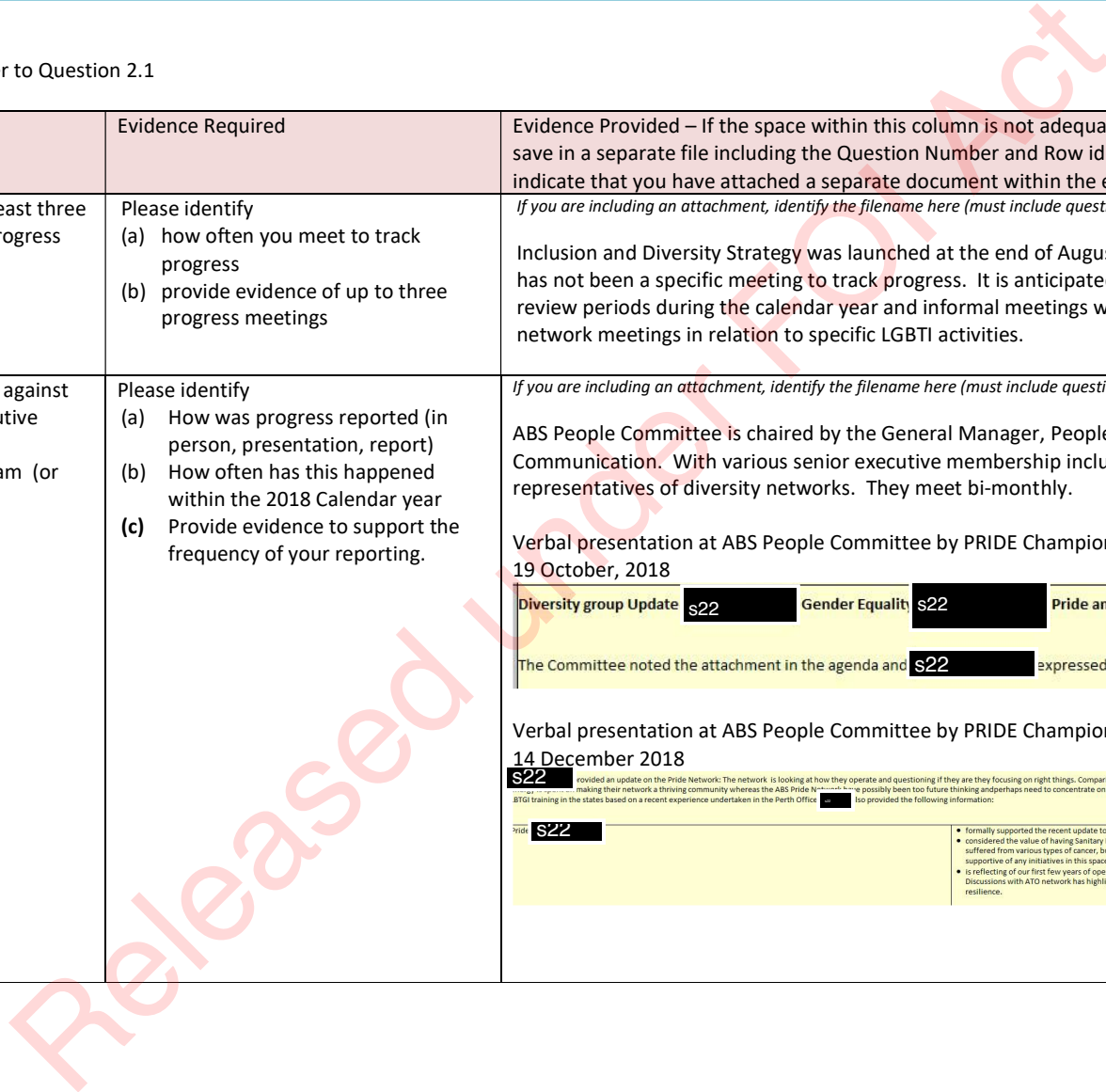
SECTION 2: STRATEGY & ACCOUNTABILITY

Q2.1 FOUNDATION: LGBTI Strategy and Accountability

	Assessment	Evidence Required	Evidence Provided – If the space within this column is not adequate for your evidence, please save in a separate file including the Question Number and Row identifier in the filename. Please indicate that you have attached a separate document within the evidence column provided.
(a)	We have had in place for the assessed year, a documented strategy specifically addressing LGBTI inclusion.	Please attach a copy of your LGBTI inclusion strategy. This may be part of a broader strategy, incorporated within a broader/blended approach to diversity, or it may be standalone. Note: For full point allocation; the strategy must extend beyond an image that states LGBTI inclusion is an area of importance. LGBTI Strategy needs to clearly articulate areas of focus for the year alongside any stated objectives/deliverables.	<i>If you are including an attachment, identify the filename here (must include question number and row letter).</i> http://www.abs.gov.au/ausstats/abs@.nsf/mf/1010.0 Q2.1 – Inclusion and Diversity Strategy PDF
(b)	We have clearly defined and documented action plans, targets and accountabilities to support the strategy.	Please attach a copy of any clearly defined action plans, targets, milestones that supported the strategy over the assessed year. Note: This refers to the working plans BEHIND the strategy. For full points, you will need to show any action plans, accountabilities, milestones designed to track and monitor progress against the stated objectives/deliverables of the strategy referenced in (a) above.	<i>If you are including an attachment, identify the filename here (must include question number and row letter).</i> Q2.1(b) LGBTI+ Action Plan V3 pdf Draft plan currently being updated for 2019.

Q2.2 INTERMEDIATE: Further to Question 2.1

	Assessment	Evidence Required	Evidence Provided – If the space within this column is not adequate for your evidence, please save in a separate file including the Question Number and Row identifier in the filename. Please indicate that you have attached a separate document within the evidence column provided.
(a)	We meet regularly (at least three times a year) to track progress against the strategy	Please identify (a) how often you meet to track progress (b) provide evidence of up to three progress meetings	<p><i>If you are including an attachment, identify the filename here (must include question number and row letter).</i></p> <p>Inclusion and Diversity Strategy was launched at the end of August 2018. Since its launch there has not been a specific meeting to track progress. It is anticipated that there will be 2 formal review periods during the calendar year and informal meetings will occur as part of PRIDE network meetings in relation to specific LGBTI activities.</p>
(b)	We report our progress against the strategy to an Executive Sponsor or other Executive/Executive Team (or equivalent) within the organisation	Please identify (a) How was progress reported (in person, presentation, report) (b) How often has this happened within the 2018 Calendar year (c) Provide evidence to support the frequency of your reporting.	<p><i>If you are including an attachment, identify the filename here (must include question number and row letter).</i></p> <p>ABS People Committee is chaired by the General Manager, People, Capability and Communication. With various senior executive membership including Diversity Champions and representatives of diversity networks. They meet bi-monthly.</p> <p>Verbal presentation at ABS People Committee by PRIDE Champion s22 19 October, 2018</p> <p>Diversity group Update s22 Gender Equality s22 Pride and s22 Disability)</p> <p>The Committee noted the attachment in the agenda and s22 expressed her thanks to the Diversity staff.</p> <p>Verbal presentation at ABS People Committee by PRIDE Champion s22 14 December 2018</p> <p>s22 provided an update on the Pride Network. The network is looking at how they operate and questioning if they are they focusing on right things. Comparisons have been made to the Australian Taxation Office model where a lot of them making their network a thriving community whereas the ABS Pride Network have possibly been too future thinking and perhaps need to concentrate on being a community first. s22 added that the network was investigating BTGI training in the states based on a recent experience undertaken in the Perth Office. s22 also provided the following information:</p> <ul style="list-style-type: none"> s22 formally supported the recent update to the Parental Leave policy which removed discriminatory language. considered the value of having Sanitary bins in Men's Toilets. This has been raised in the context of people who have suffered from various types of cancer, but would also support transgender staff members. The network would be very supportive of any initiatives in this space. is reflecting of our first few years of operation and considering whether we have the right focus for our working groups. Discussions with ATO network has highlighted the need for significant activities focused on network sustainability and resilience.



Q.2.3 **LEADING PRACTICE:** Further to Question 2.1/2.2.

	Assessment	Evidence Required	Evidence Provided – If the space within this column is not adequate for your evidence, please save in a separate file including the Question Number and Row identifier in the filename. Please indicate that you have attached a separate document within the evidence column provided.
(a)	We have has reported our work on LGBTI inclusion to the CEO/Board or equivalent within the 2018 calendar year.	Please identify (a) How was progress reported (in person, presentation, report) (b) How often has this happened within the 2018 Calendar year (c) Provide evidence to support the frequency of your reporting.	<p><i>If you are including an attachment, identify the filename here (must include question number and row letter).</i></p> <p>APS State of the Service diversity results are provided to People Committee and the Executive Board (CE and Deputy CEs). People Committee are provided with a verbal report and EB is provided with a report. This happened once in 2018 (later half as survey is conducted in May/June)</p> <p>Q2.3(a) LGBTI Demographic and other Key Metrics</p>
(b)	We have within the 2018 calendar year formally reported on LGBTI demographic or engagement data.	Please identify (a) Who this information was reported to (b) When this data was last reported (c) Sample of a report (confidential figures may be removed) showing the terminology used and any other demographics the LGBTI data was compared against) <i>Note: AWEI employee survey data can be used here ONLY IF it was used for formally report on; in which case the evidence of the reporting and who to (all criteria above) must still be addressed.</i>	<p><i>If you are including an attachment, identify the filename here (must include question number and row letter).</i></p> <p>APS State of the Service diversity results are provided to People Committee and the Executive Board (CE and Deputy CEs). People Committee are provided with a verbal report and EB is provided with a report. This happened once in 2018 (later half as survey is conducted in May/June)</p> <p>Q2.3(a) LGBTI Demographic and other Key Metrics</p>
(c)	Our work in LGBTI inclusion has been communicated to all staff at least once throughout the assessment year.	Please provide evidence of one such communication. <i>Note: This is not an email or blog with passing reference to LGBTI inclusion or an event. This must be an all staff communication that provides information on your LGBTI inclusion work internally and/or any progress made.</i> <i>Communications that only focus on awards or events will not earn any points.</i>	<p><i>If you are including an attachment, identify the filename here (must include question number and row letter).</i></p> <p>ABS National Consultative forum has a diversity update that is attended by staff representatives. Please see attachment Q2.3(c) – National Consultative Newspoint and Minute extract.pdf from forum that are available and circulated to all staff. National forum is made up of staff and senior executive representatives. People Committee is also made up of a staff representative and senior executives but has a more decision making role.</p>

	Assessment	Evidence Required	Evidence Provided – If the space within this column is not adequate for your evidence, please save in a separate file including the Question Number and Row identifier in the filename. Please indicate that you have attached a separate document within the evidence column provided.
(d)	Our work in LGBTI inclusion is documented within Annual Reports, CSR Reports (or equivalent).	Please identify one such public document that includes reports on your local (Australian) LGBTI inclusion work.	<p><i>If you are including an attachment, identify the filename here (must include question number and row letter).</i></p> <p>Diversity information is reported on as part of the ABS Annual Report – Managing Human Resources. Q2.3(d) ABS Annual Report - Diversity Final Chapter 6.pdf http://www.abs.gov.au/ausstats/abs@.nsf/Lookup/by%20Subject/1001.0~2017-18~Main%20Features~Management%20of%20human%20resources~5</p>

Q2.4 ADDITIONAL WORK RELATED TO STRATEGY & ACCOUNTABILITY (MAX 3 POINTS): Additional work this year in the area of strategy and accountability (not already covered) that you would like assessed for additional points.

- **Use this table for work that you believe is over and above the requirements of the index or work not covered by the index relating to this section.** For example, for many questions throughout the index, we ask for evidence of one or two instances only. If you have completed a significant amount of work in a given area over and above what you have already supplied evidence for, use this section to include the additional work. Please list the area of work within ONE row and each instance of that work within the details column. *Please do not add additional rows for every instance of work in that area.* **For example**, question 2.3(c) asks for evidence of one piece of all staff communication re: your work in LGBTI inclusion. If this is an area that you have done extensive communication in, use this table to add a descriptor of *Extensive communication re: our work in LGBTI inclusion* and within the details of work claimed column, list details of each instance, providing evidence in column 3. *Do not list each instance in a separate row.*

PLEASE ADD AS MANY ADDITIONAL ROWS AS YOU NEED

	Assessment <i>Brief descriptor (just a couple of words)</i>	Details of work claimed <i>Full details of work completed or that which you are claiming points for</i>	Evidence Provided
(a)			<i>If you are including an attachment, identify the filename here (must include question number and row letter).</i>

SECTION 3: LGBTI TRAINING & EDUCATION

This section refers to LGBTI inclusion or awareness training conducted throughout the assessed year.

Q3.1 FOUNDATION: LGBTI Inclusion and Awareness Training

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

	Assessment	Evidence Required	Evidence Provided – If the space within this column is not adequate for your evidence, please save in a separate file including the Question Number and Row identifier in the filename. Please indicate that you have attached a separate document within the evidence column provided.
(a)	<p>We have conducted dedicated face-to-face LGBTI Inclusion and/or Ally/Champion Training within the assessed year, open to all employees within the organisation.</p>	<p>This question refers to dedicated, face-to-face LGBTI or Ally training sessions.</p> <p>EVIDENCE REQUIRED FOR ONE SESSION ONLY</p> <p>Please respond to the evidence requested in the next column.</p> <p><i>Note: this does not apply to e-learning or events that incorporate a training component.</i></p> <p><i>Evidence of only one such session is required. If you have delivered extensive training this year, please mention that within ONE ROW of the ADDITIONAL WORK Section (3.4) along with number of sessions held and brief details of the training. This will be assessed for an additional point.</i></p>	<p>If conducted by PID: Name of Trainer: s22 Date: 28 September 2018, Perth Office Number of attendees: 14</p> <hr/> <p>If NOT conducted by PID:</p> <p>Include a detailed outline of the LGBTI component: <i>If you are including an attachment, identify the filename here (must include question number and row letter).</i></p> <p>Length of the LGBTI/ally course:</p> <p>Number of attendees:</p> <p>Evidence of training being conducted:</p>

	Assessment	Evidence Required	Evidence Provided – If the space within this column is not adequate for your evidence, please save in a separate file including the Question Number and Row identifier in the filename. Please indicate that you have attached a separate document within the evidence column provided. <i>If you are including an attachment, identify the filename here (must include question number and row letter).</i>
(b)	We have dedicated online training for LGBTI inclusion that can be accessed by all staff	<p>EVIDENCE REQUIRED FOR <u>ONE</u> ONLINE PROGRAM ONLY</p> <p>Please provide:</p> <p>(a) The duration of the LGBTI online training</p> <p>(b) An outline of the content covered within that module</p> <p>(c) From your online access statistics: the number of people who have completed the module over the 2018 calendar year.</p> <p><i>Note:</i></p> <ul style="list-style-type: none"> • <i>Points will not be given if you cannot provide completion numbers.</i> • <i>This may include previously videoed live training or utilisation of an LGBTI video library for training.</i> • <i>EEO or Compliance Training is not to be included here.</i> 	
(c)	We have conducted LGBTI training or awareness building within organisational events	<p>EVIDENCE REQUIRED FOR <u>ONE</u> EVENT ONLY</p> <p>Please provide:</p> <p>(a) A description of an event with the most significant LGBTI content</p> <p>(b) Duration of the LGBTI content covered within the event</p> <p>(c) Approximate number of attendees.</p> <p><i>Note: Evidence of only one such session is required. If you have delivered extensive training within organisational events this year, note that within ONE</i></p>	

	Assessment	Evidence Required	Evidence Provided – If the space within this column is not adequate for your evidence, please save in a separate file including the Question Number and Row identifier in the filename. Please indicate that you have attached a separate document within the evidence column provided.
		<i>ROW of the ADDITIONAL WORK Section (3.4) along with a brief outline of the training within the events held to be assessed for an additional point.</i>	
(d)	Employees have attended dedicated LGBTI conferences within the last year (internal organisational LGBTI conferences or summits, national LGBTI conferences, international LGBTI conferences) for professional development	Please provide: (a) List of LGBTI specific conferences attended within the assessed year (includes either national, international, government led or commercial)	Network and HR Employees attended the Pride in Practice Conference. HR Representatives attended the AHRI Diversity and Inclusion Conference in May..

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Q3.2 **INTERMEDIATE:** In addition to any training identified in Q3.1, we have held targeted LGBTI inclusion/awareness sessions specifically for one or more of the following groups within the assessed year. Provide the evidence requested for each row selected)

IMPORTANT: This is dedicated training for a specific audience with tailored content for the targeted group. This does not include e-learning or events or attendance at open training sessions available to everybody.

	Targeted Training within 2018	%	No. of Attendees	Evidence
(a)	<p>We have within the 2018 calendar year, provided a tailored face-to-face LGBTI awareness session specifically for people managers that covers general LGBTI awareness but also provides time for a Q&A and focuses on role of managers in ensuring culture of inclusion and addressing homophobic/transphobic behaviour.</p> <p>Provide evidence of one session only. Sessions of less than 1 hour will not be awarded points.</p> <p><i>For full points you will need to supply all evidence listed within the evidence column.</i></p>	Provide date held	Provide number of attendees	<p>If conducted by PID: Name of Trainer:</p> <hr/> <p>If NOT conducted by PID: LGBTI content covered relevant to Managers (outline): <i>If you are including an attachment, identify the filename here (must include question number and row letter).</i> Duration: Evidence of training being conducted:</p>
(b)	<p>We have provided at least one face to face LGBTI awareness session to a group of new starters or graduates within the 2018 year. This training must move beyond the communication of diversity at your organisation and the existence of network groups.</p> <p>Provide evidence of one session only. Sessions of less than 30 min will not be awarded points.</p> <p><i>For full points you will need to supply all evidence listed within the evidence column.</i></p>	Provide date held	Provide number of attendees	<p>If conducted by PID: Name of Trainer:</p> <hr/> <p>If NOT conducted by PID:</p> <p>Include a detailed outline of the LGBTI component: <i>If you are including an attachment, identify the filename here (must include question number and row letter).</i></p> <p>Outline of LGBTI content over and above diversity initiatives and network groups: Duration of LGBTI component: Evidence of training being conducted:</p>

Q3.3 **ADVANCED:** In addition to any training identified in Q3.1 or 3.2, we have held targeted LGBTI inclusion/awareness sessions specifically for one or more of the following groups within the assessed year. Provide the evidence requested for each row selected)

IMPORTANT: This is dedicated training for a specific audience with tailored content for the targeted group. This does not include e-learning or events or attendance at open training sessions available to everybody.

	Targeted Training within 2018	Date held	No. of Attendees	Evidence
(a)	<p>An LGBTI Awareness Session has been held within the 2018 calendar year specifically for Human Resources and/or Diversity teams with content specific to their role within HR/Diversity.</p> <p>Provide evidence of one session only. Sessions of less than 1 hour will not be awarded points.</p> <p><i>For full points you will need to supply all evidence listed within the evidence column.</i></p>	Provide date held	Provide number of attendees	<p><u>If conducted by PID:</u> Name of Trainer:</p> <hr/> <p><u>If NOT conducted by PID:</u></p> <p>Include a detailed outline of the LGBTI component: <i>If you are including an attachment, identify the filename here (must include question number and row letter).</i></p> <p>Content specific to HR and Diversity Teams covered: Length of the LGBTI component: Evidence of training being conducted:</p>
(b)	<p>We have provided at least one awareness session to the CEO, Board, Senior Executive (or equivalent) teams within the 2018 calendar year that has sought to improve understanding of LGBTI inclusion.</p> <p>This must be a minimum of 20 min LGBTI content to build awareness as opposed to any strategy updates (strategy/plan updates are covered in 2.3(a) – you may only use the same piece of evidence only if an awareness piece was given in addition to the strategy/plan updates).</p> <p>Provide evidence of one session only. Sessions of less than 20 min will not be awarded points.</p> <p><i>For full points you will need to supply all evidence listed within the evidence column.</i></p>	Provide date held	Provide number of <i>If you are including an attachment, identify the filename here (must include question number and row letter).</i> attendees	<p><u>If conducted by PID:</u> Name of Trainer:</p> <hr/> <p><u>If NOT conducted by PID:</u></p> <p>Include a detailed outline of the LGBTI component: <i>If you are including an attachment, identify the filename here (must include question number and row letter).</i></p> <p>Awareness content covered: Evidence of training being conducted:</p>

Q3.4 **ADDITIONAL WORK RELATED TO TRAINING AND EDUCATION (MAX 3 POINTS):** Additional work this year in the area of Training and Education (not already covered) that you would like assessed for additional points.

- **Use this table for work that you believe is over and above the requirements of the index or work not covered by the index relating to this section.** For example, for many questions throughout the index, we ask for evidence of one or two instances only. If you have completed a significant amount of work in a given area over and above what you have already supplied evidence for, use this section to include the additional work. Please list the area of work within ONE row and each instance of that work within the details column. *Please do not add additional rows for every instance of work in that area.* **For example,** for many of the training questions we ask for evidence of ONE such training. If you have conducted extensive training, use this table to add a descriptor of *Extensive LGBTI training* and within the details of work claimed column, list details of each instance over and above what you have already documented within the training questions, providing evidence in column 3. *Do not list each training instance in a separate row.*

PLEASE ADD AS MANY ADDITIONAL ROWS AS YOU NEED

	Assessment	Details of work claimed	Evidence Provided
(a)	<i>Brief descriptor (just a couple of words)</i>	<i>Full details of work completed or that which you are claiming points for</i>	<i>If you are including an attachment, identify the filename here (must include question number and row letter).</i>

Additional work in this area may include but is not limited to:

- Internally developed LGBTI reverse mentoring program with active participation this year (evidence required)

SECTION 4: LGBTI EMPLOYEE NETWORK & ALLY/CHAMPION INITIATIVES

Note: Different terms are used for internal networks including but not limited to Ally/Champion Networks, Employee Resource Groups, Employee Network Groups, and Employee Action Groups. For the purpose of consistency within this document, we will use the term LGBTI Employee Network to reference all of the above.

Q4.1 **FOUNDATION:** Please select all that apply.

	Assessment	Evidence required	Evidence Provided – If the space within this column is not adequate for your evidence, please save in a separate file including the Question Number and Row identifier in the filename. Please indicate that you have attached a separate document within the evidence column provided.
(a)	We are in the process of establishing an LGBTI employee network	Please outline the steps undertaken within the assessed year to establish the network.	<i>If you are including an attachment, identify the filename here (must include question number and row letter).</i> We have an established Pride Network
(b)	We have an established LGBTI employee network	Please identify the network name and the number of people currently within this network.	<i>If you are including an attachment, identify the filename here (must include question number and row letter).</i> Pride Network Membership number: 97
(c)	Our network has a clearly articulated and documented charter or purpose	Please attach a copy of the charter/vision/purpose.	<i>If you are including an attachment, identify the filename here (must include question number and row letter).</i> Q4.1 (c) ABS Pride Network Charter.pdf
(d)	The network has 2-way communication with HR/Diversity teams	Describe how the network interacts with HR/Diversity and vice versa.	<i>If you are including an attachment, identify the filename here (must include question number and row letter).</i> The network communicates and interacts with the Diversity team and vice versa through a number of mechanisms: <ul style="list-style-type: none"> • Attendance at network meetings • Email correspondence • Skype Chat rooms • Dedicated Pride Workgroup Database, and • Dedicated Workplace Diversity Database. The Diversity team also have regular meetings with the Pride Champion to progress issues/activities.
(e)	The network tracks membership growth and participation	If this is the first year of your network, please identify current numbers. If your network was in existence last year, please include any growth or decline in members.	<i>If you are including an attachment, identify the filename here (must include question number and row letter).</i> We have a membership list that is managed by a few PRIDE network members that track numbers in out of the network. Since our last AWEI reporting we have had an overall increase of 10 members.

Q4.2 **INTERMEDIATE:** Further to Q4.1 above, please select all that apply. (Place an X in the first column against all rows that apply. Provide the evidence requested for each row selected)

	Assessment	Evidence required	Evidence Provided – If the space within this column is not adequate for your evidence, please save in a separate file including the Question Number and Row identifier in the filename. Please indicate that you have attached a separate document within the evidence column provided.
(a)	The network has a clearly articulated leadership structure and articulated roles and responsibilities for individuals involved in leading the network	Please attach a copy of your leadership/accountability structure and documented accountabilities. <i>Note: For full points, we must be able to see that there is not only a leadership structure, but a clear indication of roles and responsibilities.</i>	<i>If you are including an attachment, identify the filename here (must include question number and row letter).</i> Q4.2(a) ABS Pride Employee Network Guide.pdf
(b)	The network is responsible for delivering against a strategy or documented targets/action plans	Please note the following in terms of evidence required: (a) If this is the same strategy referenced in 2.1a/b – please identify what part of that strategy the network is responsible for. (b) If this is a separate strategy, or you have independent targets/actions plans. Please enclose a copy in response to this question.	<i>If you are including an attachment, identify the filename here (must include question number and row letter).</i> Q2.1(b) LGBTI+ Action Plan V3 pdf Draft plan currently being updated for 2019
(c)	The network is responsible for managing its own intranet page.	Please provide a current screenshot of your network's page. <i>Note: Internal social media sites are not given points here.</i>	<i>If you are including an attachment, identify the filename here (must include question number and row letter).</i> Q4.2 (c) – Connections Page (intranet page) Managed by members of the network.pdf
(d)	The network clearly identifies non-HR people within the network that LGBTI employees can call for confidential conversations.	Please provide a screen shot of where confidential contacts are communicated. <i>Note: For full points, this should not just be a list of your network leadership or a couple of members of your team. It needs to be clearly stipulated who within the network can be contacted for a confidential conversation or questions.</i>	<i>If you are including an attachment, identify the filename here (must include question number and row letter).</i> Q4.2(d) Confidential Conversation Contacts Information can also be accessed via the Pride Network Guide (Q4.2(a) ABS Pride Employee Network Guide.pdf)
(e)	The network has formally	Please provide context as to how this	<i>If you are including an attachment, identify the filename here (must include question number and row letter).</i>

	Assessment	Evidence required	Evidence Provided – If the space within this column is not adequate for your evidence, please save in a separate file including the Question Number and Row identifier in the filename. Please indicate that you have attached a separate document within the evidence column provided.
	sought feedback within the assessed year from the broader employee or network base in terms of the effectiveness of the network, what they would like to see, improvements that could be made etc.	was formally sought and the key findings of the feedback. <i>Note: This is not about casual calls for feedback. This is a dedicated survey or means by which you can obtain targeted feedback around specific network activity; suitable for trend analysis and input into planning.</i>	Q4.2 (e) Feedback from Members about Network
(f)	The network is actively involved in the formal delivery of (not just the organisation of) LGBTI inclusion and awareness training/coaching across the organisation.	Please provide context as to the role that the network has played within the assessed year (facilitation/panel/sharing stories) and provide evidence to support your response.	If you are including an attachment, identify the filename here (must include question number and row letter).
(g)	Materials are readily available to allies/champions in terms of what it means to be an ally, why it is important, the role that allies play, how allies can be more involved etc.	Please attach a copy of these materials. <i>Note: This is over and above formal ally training covered in section 3. This refers to permanently available resources.</i>	If you are including an attachment, identify the filename here (must include question number and row letter).
(h)	The network has contributed to the active promotion of allies/champions and their stories over the assessed year (ie. why am I an ally, what does it mean, why is it important, why you should be an ally etc) in an effort to increase visibility and participation.	Please attach one ally story promotion as evidence. <i>Note: This is about raising the visibility of non-LGBTI allies and why being an ally is important for the purpose of awareness building or encouraging other allies to take part in the network. This has to be more than a list of allies, it has to be an active attempt to build awareness.</i>	If you are including an attachment, identify the filename here (must include question number and row letter). Q4.2 (h) Newspoints Promotion - Join the Pride network – Allies 2018
(i)	The network has held social events throughout the year.	Please provide approximate number of events held and the kind of events held (e.g. social event, educational event)	If you are including an attachment, identify the filename here (must include question number and row letter). Social Events: <ul style="list-style-type: none"> • Pride Network afternoon teas – these have been scheduled from February 2018 to occur

Assessment	Evidence required	Evidence Provided – If the space within this column is not adequate for your evidence, please save in a separate file including the Question Number and Row identifier in the filename. Please indicate that you have attached a separate document within the evidence column provided.
	<i>Note: Please do not include any that you have a training/awareness component as these are covered in 3.1[c]</i>	<p>monthly in the Canberra office, approximately half way between Pride Network meetings. Generous 1 hour bookings have been made and members are encouraged to ‘bring a plate, box, bag, or a homemade delight’ to share.</p> <ul style="list-style-type: none"> • IDAHOBIT – 17 May – afternoon tea held in several office locations – Canberra, Geelong • Wear it Purple Day – 31 August (lunch/afternoon tea) several office location s- Sydney, Brisbane, Perth, Canberra

Q4.3 **LEADING PRACTICE:** Further to Q4.2 above (Place an X in the first column against all rows that apply. Provide the evidence requested for each row selected)

Assessment	Evidence required	Evidence Provided – If the space within this column is not adequate for your evidence, please save in a separate file including the Question Number and Row identifier in the filename. Please indicate that you have attached a separate document within the evidence column provided.
(a)	<p>The network has provided advice back to the organisation establishing itself as a point of reference with subject matter expertise over the assessed year.</p> <p>Please provide the following information for <u>up to two</u> instances of advice provided:</p> <ol style="list-style-type: none"> Overview of the discussion matter Network members involved Advice given Results/Actions <p><i>Note: Only those advices providing the above evidence will be given points. Partial points will be given to less than two evidenced instances.</i></p>	<p><i>If you are including an attachment, identify the filename here (must include question number and row letter).</i></p> <ol style="list-style-type: none"> Change of language in Parental Policy to be gender-neutral. Several discussions with members of the Workplace Relations team, Inclusion and Diversity team, Pride Champion and network members. At least 6 members were actively involved in leading this discussion advocating for change. Pride Network Members provided information on appropriate gender language and terminology including use of pro-nouns. New Policy has been consulted on with all staff (via consultation process 1-30 Nov 2018) within ABS. Changes have been agreed to and will be implemented in 2019.
P	<p>The network has a sustainability plan documented and in place to ensure the longevity and ongoing contribution of the network.</p> <p>Please attach a copy of the sustainability plan.</p> <p>Examples may include: Elections, Succession plans, cap on years serving etc.</p> <p><i>Note: The overall structure of the network in itself is not sufficient to</i></p>	<p><i>If you are including an attachment, identify the filename here (must include question number and row letter).</i></p>

	Assessment	Evidence required	Evidence Provided – If the space within this column is not adequate for your evidence, please save in a separate file including the Question Number and Row identifier in the filename. Please indicate that you have attached a separate document within the evidence column provided.
		<i>gain points for this leading practice question.</i>	
(c)	The network has worked with appropriate internal teams to enhance the organisations external reputation in terms of its inclusivity.	Please provide the following information for up to two instances of collaboration: <ul style="list-style-type: none"> (a) Context of the collaboration (what was the advice provided) (b) What departments or people outside of the network were involved (c) Outcome of the advice <p><i>Note: This has to be branded or reputation aligned and should be more than working with designers for posters or media for editing of videos. Only those advices providing the above evidence will be given points. Partial points will be given to less than three evidenced instances.</i></p>	<i>If you are including an attachment, identify the filename here (must include question number and row letter).</i>
(d)	Network Leader/s have <i>Diversity Group Leadership</i> (or equivalent) recognised as a formal component of their broader role.	Please provide evidence of this being built into formal accountabilities and identify whether or not performance in this role is formally assessed. If so, how. <p><i>Note: Contributing to cultural values or generic diversity statements will only get partial points. Full points awarded if there are very specific KPI's directly aligned to the leadership role of a network group. For full points, all of the above must be addressed.</i></p>	<i>If you are including an attachment, identify the filename here (must include question number and row letter).</i>
(e)	The network has conducted specific activities over the	Please provide details of one such event supporting <i>trans/gender diverse</i>	<i>If you are including an attachment, identify the filename here (must include question number and row letter).</i>

Assessment	Evidence required	Evidence Provided – If the space within this column is not adequate for your evidence, please save in a separate file including the Question Number and Row identifier in the filename. Please indicate that you have attached a separate document within the evidence column provided.
<p>assessed year to support the inclusion of transgender, gender diverse and/or intersex employees.</p> <p>This can include increasing awareness of gender diverse employees via speaking engagements, films, literature, activities, events etc.</p>	<p><i>employees and</i> details of an event supporting <i>intersex employees</i>.</p> <p>To obtain full points for any one of the two events, you must provide:</p> <ul style="list-style-type: none"> (a) A brief description of the activity and the target group the activity was designed to support (b) How specifically the activity supported the target group (c) Whether or not the target group was involved in the event (d) Any feedback from the target group. <p><i>Note: For full points, all of the above must be addressed for each of the two events.</i></p> <p><i>Partial points will be given for less than the two events requested.</i></p>	

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Q4.4 **ADDITIONAL WORK RELATED TO LGBTI EMPLOYEE NETWORKS / ALLY INITIATIVES (MAX 4 POINTS):** Additional work this year in the area of LGBTI Employee Networks and Ally / Champion initiatives that you would like assessed for additional points.

- **Use this table for work that you believe is over and above the requirements of the index or work not covered by the index relating to this section.** For example, for many questions throughout the index, we ask for evidence of one or two instances only. If you have completed a significant amount of work in a given area over and above what you have already supplied evidence for, use this section to include the additional work. Please list the area of work within ONE row and each instance of that work within the details column. *Please do not add additional rows for every instance of work in that area.* **For example,** in question 4.2(h) we ask for one Ally story that you have promoted. If you have promoted the story of many allies, use this table to add a descriptor of *Extensive Promotion of Allies* and within the details of work claimed column, list details of each instance over and above what you have already documented within the index question, providing evidence in column 3. *Do not list each story within in a separate row.*

PLEASE ADD AS MANY ADDITIONAL ROWS AS YOU NEED


	Assessment <i>Brief descriptor (just a couple of words)</i>	Details of work claimed <i>Full details of work completed or that which you are claiming points for</i>	Evidence Provided
(a)			<i>If you are including an attachment, identify the filename here (must include question number and row letter).</i>

Additional work may include but is not limited to:

- Working collaboratively with other diversity networks within the workplace
- Producing resources/guides/kits not previously mentioned within this section
- Tracking and reporting on gender composition of your employee network

SECTION 5: VISIBILITY & INCLUSION

Q5.1 **FOUNDATION:** How visible is LGBTI inclusion in your workplace?

	Assessment	Evidence required	Evidence Provided – If the space within this column is not adequate for your evidence, please save in a separate file including the Question Number and Row identifier in the filename. Please indicate that you have attached a separate document within the evidence column provided.
(a)	We have throughout the assessed year celebrated IDAHOT, World AIDS Day or Wear It Purple	Please indicate each of the dates celebrated within the assessed year, providing one piece of supporting evidence for each event celebrated.	<p><i>If you are including an attachment, identify the filename here (must include question number and row letter).</i></p> <p>IDAHOBIT Day Wear it Purple Day World Aids Day Q5.1 (a) – Celebrated Days Q5.1 (a) Wear it Purple_day_LCD_v2.pdf</p>
(b)	We have throughout the assessed year celebrated days of significance for transgender and/or intersex employees over and above generic LGBTI days of significance such as IDAHOBIT or Wear it Purple.	Please indicate each of the dates celebrated within the assessed year, providing one piece of supporting evidence for each event celebrated.	<p><i>If you are including an attachment, identify the filename here (must include question number and row letter).</i></p> <p>International TransGender day Of Visibility International TransGender day of Remembrance Intersex Awareness Day Q5.1 (b)) – Celebrated Days</p>
(c)	We talk about LGBTI inclusion or our LGBTI networks within our orientation or new starter programs.	Please provide evidence of covering LGBTI inclusion at orientation or within new starter programs (this does not constitute training, but rather awareness of networks and/or diversity initiatives).	<p><i>If you are including an attachment, identify the filename here (must include question number and row letter).</i></p> <p>Welcome email is provided to new starters which highlights all the diversity networks including PRIDE, where to access further information about the network and how to join.</p> <p>Q5.1(c) Welcome to new starters re Diversity Networks and relevant PRIDE information.</p>
(d)	We have an active dedicated internal LGBTI social media site (ie. Yammer or equivalent) that updates staff on LGBTI news and promotes conversations and stories of interest.	Please provide screenshot evidence of the dedicated group or page. <i>Note: This is separate to and independent of an LGBTI employee network intranet page.</i>	<p>This is a dedicated Skype for Business Persistent Chat room that is open to all members of the PRIDE Network.</p>  <p>The ABS uses our Newspoint (internal system) to promote and update all staff on activities.</p>

Q5.2 **INTERMEDIATE:** Further to Question 5.1 (Place an X in the first column against all rows that apply. Provide the evidence requested for each row selected)

	Assessment	Evidence required	Evidence Provided – If the space within this column is not adequate for your evidence, please save in a separate file including the Question Number and Row identifier in the filename. Please indicate that you have attached a separate document within the evidence column provided.
(a)	There are visible (physical, excluding online) signs of an active LGBTI employee network within the workplace.	Please attach a file containing evidence of network visibility and promotion within the workplace. <i>Note: This item is not about LGBTI inclusion visibility, but network visibility, i.e. posters, banners, postcards etc. with network logo on them.</i>	<i>If you are including an attachment, identify the filename here (must include question number and row letter).</i> The ABS moved to an Activity Based Work environment (with reduced use of paper) across all offices over the past 5 years. Most of our promotion and activity of the employee network is via online sources, including Newspoints, LCD screens and staff breakout area (where appropriate). Posters, banners etc are not currently utilized due to organizational processes. Q5.2 (a) – Visible Signs of PRIDE network
(b)	We can readily identify LGBTI allies within the workplace beyond a list of network group members or allies on an intranet page.	How individual LGBTI allies are physically identified within the workplace? Please provide details along with supporting evidence.	<i>If you are including an attachment, identify the filename here (must include question number and row letter).</i> Allies can identify themselves via Ally rainbow pins, ally stickers, or cards on their desks (which are removable as staff do not have set desks and have clean desk policy). In addition to the network list of identified members.
(c)	We have an active and visible Executive Sponsor or champion for LGBTI Workplace Inclusion who regularly participates in network activities and/or communicates the importance of inclusion throughout the organisation.	Please provide details up to three of the most significant events or communications conducted by this executive along with supporting evidence. <i>Note: Partial points will be given for less than three evidenced instances.</i> If your Executive Sponsor's activity is significant, please consider nominating them for the Executive Leadership Award.	<i>If you are including an attachment, identify the filename here (must include question number and row letter).</i> Executive sponsor has <ul style="list-style-type: none"> • Attends Pride Network meetings. • Provided updates on key issues to the ABS People Committee on issues affecting the Pride Network, including better reporting and visibility, use of gender neutral language in policy. • Attends Pride in Diversity Events • Released NewsPoints (with Head of HR) to promote Network and significant days • Lead discussion on LGBTI results from APS Employee Census Survey and also outcomes of AWEI Participants survey. • Response to 2018 National Consultative Forum with regards to the communication and support of employees as an outcome of the AMLPS.

Q5.3 **LEADING PRACTICE:** Further to Q5.2 above (Place an X in the first column against all rows that apply. Provide the evidence requested for each row selected)

	Assessment	Evidence required	Evidence Provided – If the space within this column is not adequate for your evidence, please save in a separate file including the Question Number and Row identifier in the filename. Please indicate that you have attached a separate document within the evidence column provided.
(a)	Senior Leadership (outside of LGBTI Executive Sponsor/s) regularly speak out in favour of LGBTI inclusion or incorporate inclusion within their communications. (inclusive language, work, activities).	Please provide evidence of up to two significant communications by two separate Senior Leaders within the organisation, along with supporting evidence for each. <i>Note: This has to be over and above referring to an event or award. Partial points will be given for less than two evidenced instances.</i>	<i>If you are including an attachment, identify the filename here (must include question number and row letter).</i>
(b)	Our CEO or equivalent (most senior executive) has communicated to all staff the importance of LGBTI inclusion on at least one occasion throughout the assessed year.	Please provide a copy or transcript of the most significant LGBTI inclusive communication by your CEO along with details of the breadth or reach of this communication. <i>Note: This has to be over and above referring to an event or an award.</i> If your CEO or equivalent's activity is significant, please consider nominating them for the CEO of the Year Award.	<i>If you are including an attachment, identify the filename here (must include question number and row letter).</i>
(c)	There are visible LGBTI people within our Senior Leadership and management teams.	Please provide names and titles of up to three out Senior Leaders who would be happy to be identified in support of this	<i>If you are including an attachment, identify the filename here (must include question number and row letter).</i>

	Assessment	Evidence required	Evidence Provided – If the space within this column is not adequate for your evidence, please save in a separate file including the Question Number and Row identifier in the filename. Please indicate that you have attached a separate document within the evidence column provided.
		submission (confidential). <i>Note: Partial points will be given for less than three acknowledged leaders.</i>	

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Q5.4 **ADDITIONAL WORK RELATING TO VISIBILITY AND INCLUSION (MAX 4 POINTS):** Additional work this year in the area of visibility and inclusion that you would like assessed for additional points.

- **Use this table for work that you believe is over and above the requirements of the index or work not covered by the index relating to this section.** For example, for many questions throughout the index, we ask for evidence of one or two instances only. If you have completed a significant amount of work in a given area over and above what you have already supplied evidence for, use this section to include the additional work. Please list the area of work within ONE row and each instance of that work within the details column. *Please do not add additional rows for every instance of work in that area.* **For example,** In question 5.3(a) we ask for up to two pieces of evidence of leadership speaking out in favour of LGBTI inclusion. If your leaders have been prolific in this area, use this table to add a descriptor of *Leaders Extensive Support of LGBTI Inclusion* and within the details of work claimed column, list details of each instance over and above what you have already documented within the index question, providing evidence in column 3. *Do not list each instance in a separate row.*

PLEASE ADD AS MANY ADDITIONAL ROWS AS YOU NEED

	Assessment <i>Brief descriptor (just a couple of words)</i>	Details of work claimed <i>Full details of work completed or that which you are claiming points for</i>	Evidence Provided
(a)			<i>If you are including an attachment, identify the filename here (must include question number and row letter).</i>

Additional work may include but is not limited to:

- Significant visibility of inclusion over and above what has been covered within this section or the Network/Champions section of this submission (please provide evidence). Please do not repeat any evidence/content covered elsewhere.

SECTION 6: COMMUNITY ENGAGEMENT AND EXTERNAL ADVOCACY

Q6.1 FOUNDATION: External promotion of inclusivity

	Assessment	Evidence required	<i>Evidence Provided – If the space within this column is not adequate for your evidence, please save in a separate file including the Question Number and Row identifier in the filename. Please indicate that you have attached a separate document within the evidence column provided.</i>
(a)	Employees have, with employer branding or collateral, participated in LGBTI community events (external to the organisation) within the assessed year.	<p>Please provide details of up to two employer endorsed participation in community events. Please do not include any evidence covered in 6.2 a/b.</p> <p><i>Note: This includes events such as Mardi Gras, Midsumma, Fair Days etc. but does not include professional events.</i></p> <p><i>Partial points will be given to less than two evidenced instances.</i></p>	<p><i>If you are including an attachment, identify the filename here (must include question number and row letter).</i></p>

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Q6.2 INTERMEDIATE: Support of LGBTI Charities / Community Groups / Community Events

	Assessment	Evidence required	Evidence Provided – If the space within this column is not adequate for your evidence, please save in a separate file including the Question Number and Row identifier in the filename. Please indicate that you have attached a separate document within the evidence column provided.
(a)	<p>We have provided pro bono work, groups of volunteers, office space or support services for LGBTI charities or community groups and/or:</p>	<p>Please provide details of up to two such instances relating to any of the following:</p> <ul style="list-style-type: none"> (a) Pro bono work undertaken within the assessed year (b) Office space or in-kind services provided (c) Details of any employer volunteer groups <p>For points, you must provide evidence, i.e. written verification of the support or logo on support webpages.</p> <p><i>Note: individual personal volunteering is not included within this question. Providing all information is included. Partial points will be given to less than two evidenced instances.</i></p>	
(b)	<p>Employees, with the full endorsement of the employer have raised funds for LGBTI charities or community groups within the assessed year.</p>	<p>Please provide details of up to two such fundraising initiatives.</p> <p>For points, you must provide evidence, i.e. written verification of the support or fully documented details of the fundraising activity and amount</p>	<p><i>If you are including an attachment, identify the filename here (must include question number and row letter).</i></p> <p>Many offices participated in Wear it Purple Day and IDAHOBIT Day across Australia and collected donations for the events. Minutes of PRIDE Meeting in July gave permission from the PRIDE Champion to participate in fundraising if local offices wanted to.</p> <p>Q6.2 (b) Employee Fundraising. Q6.2 (b) Employee Fundraising Receipt_2012132-2221805-1.pdf Q6.2 (b) Employee Fundraising GiveNow-Receipt-GN884188.pdf</p>

Assessment	Evidence required	Evidence Provided – If the space within this column is not adequate for your evidence, please save in a separate file including the Question Number and Row identifier in the filename. Please indicate that you have attached a separate document within the evidence column provided.
	<p>raised signed off by senior HR or D&I exec.</p> <p><i>Note: Partial points will be given to less than two evidenced instances.</i></p>	

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Q6.3 **LEADING PRACTICE:** Employer Branded or Supported Activity (reminder: activity must have occurred within the assessed year).

	Assessment	Evidence required	Evidence Provided – If the space within this column is not adequate for your evidence, please save in a separate file including the Question Number and Row identifier in the filename. Please indicate that you have attached a separate document within the evidence column provided.
(a)	We have undertaken branded sponsorships or provided production support for LGBTI related events / work or publications.	<p>Please provide details of up to two such instances of support with supporting evidence.</p> <p><i>Note: Partial points will be given to less than two evidenced instances.</i></p>	<p><i>If you are including an attachment, identify the filename here (must include question number and row letter).</i></p>
(b)	We have been appeared, advertised or been profiled in LGBTI or mainstream media for our work on LGBTI inclusion	<p>Please provide evidence of up to two such instances.</p> <p>For evidence, please provide</p> <p>(a) Name and date of publication</p> <p>(b) Link to the article or .pdf attachment</p> <p><i>Note: This is over and above a passing mention of a company name and over above any Pride in Diversity promotion. If you have appeared in many, please select the two with greatest coverage of your organisation for evidence. Partial points will be given to less than two evidenced instances.</i></p>	<p><i>If you are including an attachment, identify the filename here (must include question number and row letter).</i></p>
(c)	We have actively sought to recruit LGBTI people and/or promote our LGBTI inclusivity at recruitment/ campus/university events.	<p>Please provide evidence of one such instance.</p> <p><i>Note: If you are listed on the inclusive employer website or other similar websites please include that in the evidence.</i></p>	<p><i>If you are including an attachment, identify the filename here (must include question number and row letter).</i></p> <p>Participated in the first ever LGBTI expo at UTS, as part of PRIDE week in September 2018. Highlighting the ABS in relation to recruitment –particularly graduate recruitment. Members from our National Recruitment team and Pride Network member attended.</p> <p>Q6.3 (c) Attendance at University Events - Recruitment –</p>

	Assessment	Evidence required	Evidence Provided – If the space within this column is not adequate for your evidence, please save in a separate file including the Question Number and Row identifier in the filename. Please indicate that you have attached a separate document within the evidence column provided.
(d)	We have profiled LGBTI individuals, couples or families in our external recruitment, advertising, or product/service promotions.	<p>Please provide evidence.</p> <p><i>Note: LGBTI couples need to be easily identified within the evidence provided.</i></p>	<i>If you are including an attachment, identify the filename here (must include question number and row letter).</i>
(e)	Senior Executive(s) within our organisation have spoken at external conferences and/or industry events about our work in LGBTI inclusion.	Please provide evidence of the most significant event at which a Senior Executive has spoken about LGBTI inclusion along with a copy or transcript of the content covered within that presentation.	<i>If you are including an attachment, identify the filename here (must include question number and row letter).</i>

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Q6.4 **ADDITIONAL WORK RELATING TO COMMUNITY ENGAGEMENT & EXTERNAL ADVOCACY (MAX 4 POINTS):** Additional work this year in the area of community engagement and external advocacy that you would like assessed for additional points.

- **Use this table for work that you believe is over and above the requirements of the index or work not covered by the index relating to this section.** For example, for many questions throughout the index, we ask for evidence for one or two instances only. If you have completed a significant amount of work in a given area over and above what you have already supplied evidence for, use this section to include that. Please list the area of work within ONE row and each instance of that work within the details column. Please do not add additional rows for every instance. **For example, if** you are in the training section and have delivered a substantial amount of training over and above the number of instances that we requested, list ADDITIONAL TRAINING within a row, and all the instances within the *Details of work claimed* column. Do not list every single training course in a row of its own. Please call for clarification if this is not clear.

PLEASE ADD AS MANY ADDITIONAL ROWS AS YOU NEED

	Assessment <i>Brief descriptor (just a couple of words)</i>	Details of work claimed <i>Full details of work completed or that which you are claiming points for</i>	Evidence Provided
(a)			<i>If you are including an attachment, identify the filename here (must include question number and row letter).</i>

Additional work may include but is not limited to:

- Organisational advocacy or Senior Leader support for issues impacting the LGBTI community (not covered elsewhere within this publication)
- Active communication of our work in LGBTI inclusion or support for LGBTI inclusion via social media channels (excludes personal accounts)

SECTION 7: AWEI OPTIONAL SURVEY PARTICIPATION & ADDITIONAL ACTIVITY

Q7.1 OPTIONAL: AWEI Employee Survey Participation

	Assessment	Evidence required	Evidence Provided – If the space within this column is not adequate for your evidence, please save in a separate file including the Question Number and Row identifier in the filename. Please indicate that you have attached a separate document within the evidence column provided.
(a)	We are participating in the 2019 AWEI Employee Survey	Please provide a list of all efforts undertaken to gain as many survey responses as possible. Please provide evidence of these efforts.	If you are including an attachment, identify the filename here (must include question number and row letter). Series of newspoints run over the period of the survey encouraging people to participate. Q7.1 (a) Newspoints Promotion - Participate in the 2019 AWEI LGBTI Survey

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Q7.2 OTHER ADDITIONAL ACTIVITY (MAX 4 POINTS): This section allows you to describe and provide evidence for any additional work completed throughout the assessed year that **has not already been included** within this year’s index submission. Please see the AWEI 2019 Completion Guide for examples of work previously claimed for this section.

This section is for:

- **Work that does not fit into any of the index categories** and has not been covered elsewhere within the index; or

IMPORTANT CLARIFICATION: Points will not be allocated for work already given points within the index. In the case of multiple entries relating to one area of work, these will be combined for a point so please ensure that you do not list multiple instances in multiple rows.

PLEASE ADD AS MANY ADDITIONAL ROWS AS YOU NEED

	Assessment <i>Brief descriptor (just a couple of words)</i>	Details of work claimed <i>Full details of work completed or that which you are claiming points for</i>	Evidence Provided
(a)			<i>If you are including an attachment, identify the filename here (must include question number and row letter).</i>

If you have developed innovative inclusion products or initiatives, please consider applying for the Innovation Award.

