

2020 EMPLOYER PARTICIPATION DETAILS

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ALL EMPLOYERS MUST COMPLETE THIS SECTION IN 2020

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

Employer Name:	Australian Federal Police
Sector: <i>Please delete those not relevant</i>	Public/Government : Federal
Employer Size (Australia): <i>Please delete those not relevant</i>	Number of employees within Australia: • 2,000 – 8,000 employees
Regional Employers	Is your head office Regional? Yes / No
Global Employers	Do you have international offices: Yes / No Is your head office in Australia: Yes / No
Contact Person for the Index: <i>Please provide full contact details including postal address and postcode.</i> <i>This is the person we should contact if we have any questions. Email results will also be sent to this person and hard copy participation certificates will be mailed to this person.</i>	Name: [REDACTED] Position Title: Project Support Officer, Workforce Diversity and Inclusion team Postal address (including postcode): GPO Box 401, Canberra City, ACT 2601 Phone number: [REDACTED] Email: [REDACTED]

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Industry Benchmarks Participating employers will by default be benchmarked according to: • Sector: Public / Private / NFP / Higher Ed • Government: Federal, State, Local, Victorian Government • Employer Size • Awarded Tier Recognition • Global Employers	We currently benchmark the following industries (in addition to the standard benchmarks listed to the left) <i>Please only select the industry that reflects your core work. All benchmarking tables will be provided for comparison, but only those that reflect your dominant industry/business should be selected here. Please remove all that are not applicable or your core business.</i> • Aged Care • All listed ASX Top 50 • Automotive Wholesale and Retail • Banking & Financial Services • Community Services • Computer Software • Construction, Automotive & Transport • Disability Services • Education (broader than Higher Education) • Energy / Utilities • Engineering • Health & Wellbeing • Information Services & Media • Infrastructure • Insurance	• Law Enforcement • Legal • Manufacturing • Media & Entertainment • Operations Security • Pharmaceuticals • Professional Services & Consulting • Property & Construction • Property/Real Estate • Rail & Logistics Transportation • Recruitment & Labor Hire • Research & Development • Resourcing & Mining • Retail & Hospitality • Retail Property • Technology & Telco • Tourism & Gaming • Are there any other industry benchmarks that you would like to see: Federal Government
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INTERNATIONAL WORKPLACE INDEX PARTICIPATION

Do you participate in any other workplace equality indices globally? <i>Please delete those not relevant</i>	• N/A
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DISCLOSURE

Please select participation identification level at which we can identify you (Name and Employer Tier only, no scores) <i>Please delete those not relevant</i>	We list annually employers that reach each of the employer recognition tiers within the AWEI, unless you choose to be anonymous. Some employers choose only to be identified should they reach a certain recognition tier. Please identify the recognition tier at which we can identify you: • 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).

The AFP will be submitting for the below individual award nominations:

- ✚ Network leader of the year;
- ✚ Out role model; and
- ✚ Sapphire inspire

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NEGATIVE PRESS / COMPLAINTS DISCLOSURE

- We have received negative press that has impacted our reputation as an LGBTIQ inclusive employer
- Formal complaints were lodged against us for LGBTIQ+ discrimination, bullying or harassment (Fair Work Ombudsman, Human Rights Commission, Sex Discrimination Act)
- We understand that up to 25 points **may be** deducted from our score if we have received a significant amount negative press regarding an anti-LGBTIQ incident

In relation to the above (maintaining required confidentiality), please broadly outline your 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:	Jane Ackland
Position within organisation:	Manager, Culture & Recognition
Contact Email:	[REDACTED]@afp.gov.au
Contact Phone:	[REDACTED]

2020 STANDING & ANNUAL SUBMISSION

Both Standing and Annual Submission are now combined within the one document. All employers must complete *both* the Standing and Annual Submissions 2020.

SECTION 1: STANDING SUBMISSION

As this is a new iteration of the AWEI, please complete the Standing Submission in full this year. Points will not be carried over from previous submissions. Please respond to each question as if it is being addressed for the first time.

STANDING SUBMISSION: HR POLICY & DIVERSITY PRACTICE

1. STANDING SUBMISSION: HR POLICIES & PRACTICE

FOUNDATION: Removal of the terms: 'Sexual Preference' or 'Lifestyle Choice(s)'

We have conducted a review to ensure that any reference to 'sexual preference' or 'lifestyle choice' within our policy documentation, diversity references, on external facing websites and company intranet pages has been replaced with the words 'sexual orientation.'

In 2019, the AFP's Human Resource branch called People, Safety and Security (PSS), undertook a review of their separate Better Practice Guides (BPG's) (AFP terminology for the organisations HR policies) on Workplace Discrimination and BPG on Workplace Discrimination.

It was decided by the AFP's PSS branch to combine these two documents into the one policy titled BPG on Workplace Bullying and Discrimination. On page 7 of 15 of this policy, any reference to 'sexual preference' or 'lifestyle choice' has been replaced with 'sexual orientation' and the organisation has also included a separate dot point specifically stating 'gender identity, gender expression or intersex status'.

The AFP's Manager People Strategies also publicised the release of this document, via staff announcements on the AFP intranet page, outlining the objectives of this document.

The BPG and staff announcement is available to all staff on the AFP intranet website.

Please provide name and contact details of senior representative who can, if required, verify the above:

Senior HR Name/Contact Details for verification: Manager People Strategies, Ms Luci Henson, [REDACTED]

Refer to attachments:

- 1.1.a – BPG Workplace Bullying and Workplace Discrimination; and
- 1.1.b – Staff announcement – Better Practice Guide on Workplace Bullying and Discrimination.

2. STANDING SUBMISSION: HR POLICIES & PRACTICE

FOUNDATION: LGBTIQ Inclusivity within Policies and Benefits

On our policy intranet pages (or upfront within our policy documentation), we have made it explicitly clear that all policies are inclusive of LGBTIQ employees and their families (where families are included within policies/benefits).

Within AFP policy documentation, it is explicitly clear that all policies are inclusive of LGBTI employees, and their families, with the inclusion of an “immediate family” definition. The definition is:

Immediate family	A spouse, a former spouse, de-facto partner (irrespective of gender), a former de-facto partner, child, parent, grandparent, grandchild or sibling of the employee; A child, parent, grandparent, grandchild or sibling of a spouse or de-facto partner (irrespective of gender) of the employee; or A person with whom the employee has a traditional kinship where there is a relationship or obligation, under the customs and traditions of the community or group to which the employee belongs.
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The relevant AFP HR policies that explicitly state “immediate family” definition are:

- The AFP’s Enterprise Agreement; and
- Better Practice Guide on Leave Management (AFP terminology for the organisations HR policies).

Further to this, the AFP’s People and Safety branch (the AFP’s equivalent of an HR branch) have publicised a Flexible Work Arrangement: Frequently asked questions AFP intranet page. This AFP intranet page makes it explicitly clear that employees can submit a request regardless of gender. Refer to excerpt from AFP intranet page below:

General FAQs

Who is entitled to a flexible work arrangement?

Under the AFP’s Flex by Default approach, any employee can request a flexible work arrangement for any reason. All AFP staff interested in a flexible work arrangement are encouraged to submit a request regardless of gender, sworn/professional/PSO, rank, age or personal circumstances.

3. STANDING SUBMISSION: HR POLICIES & PRACTICE

ADVANCED: New Parent Leave Inclusive of LGBTIQ Families

On our policy pages (or upfront within our family policy documentation), we explicitly communicate that our New Parent Leave (or equivalent) includes those who have children via surrogacy, adoption and foster arrangements regardless of employee gender.

Please note for ease of identification purposes, the AFP has highlighted the relevant components within our policies.

Within the AFP's current Enterprise Agreement (EA), there is specific leave clauses for parental leave and adoption leave. Please note, though surrogacy and foster arrangements are not stated as separate leave types, AFP employees can request utilisation of their Annual Leave and Miscellaneous Leave credits for this purpose.

Within the AFP's Enterprise Agreement (EA), **regardless of employee gender** is defined within the highlighted section below:

Immediate Family Member means:

- i. **A spouse, a former spouse, de facto partner (irrespective of gender) or former de facto partner, child, parent, grandparent, grandchild or sibling of the Employee**

As per the AFP's EA (and in line with the "immediate family" definition above), leave options are explicitly communicated to all AFP employees, that require new parental leave inclusive of surrogacy, adoption and fostering arrangement as follows:

AFP Enterprise Agreement 2017-2020

44. Paid Supporting Partner Leave

(1) An Employee who is the parent of a newborn or **newly adopted child** and:

- b. is not the primary carer of an adopted child,**

will be entitled to paid Supporting Partner Leave for up to 10 consecutive Working Days.

(2) Paid Supporting Partner Leave must commence within two months (8 weeks) from the day the Employee's partner give's birth or **where an adopted child** begins to reside in the Employee's home.

47. Adoption Leave

(1) An Employee with at least 12 months continuous service with the AFP, who adopts a child and is the primary carer, will be entitled to six weeks paid adoption leave at the time the adoption is recognised by the making of an adoption order.

(2) The adoptive child must not be a child or a stepchild of the Employee or the Employee's partner unless that child had only been in the custody and care of the Employee or the Employee's partner for a period of less than six months.

(3) In exceptional circumstances, the Commissioner may grant an additional eight weeks paid adoption leave.

The AFP's EA is readily accessible to all organisational employees, via, the AFP's Enterprise Agreement intranet page.

Further to the AFP's EA, the AFP's People and Security branch (the AFP's equivalent of an HR branch) have publicised a Better Practice Guide (BPG) on Leave Management (AFP terminology for the organisations HR policies). Within the introduction section of the BPG on Leave Management, it explicitly states that this policy refers to inclusion of employees that identify within the LGBTI spectrum. The BPG on Leave Management excerpt is below:

“Our policies are written to include and embrace Diversity of Sexuality and Gender, Disability, Indigenous Australians and Cultural and Linguistically Diverse AFP employees.”

The term diversity of Sexuality and Gender has been identified, by Pride in Diversity, as an alternate term to using the LGBTI (and similar) acronym.

Within the AFP'S BPG on Leave Management, leave options that are explicitly communicated to all AFP employees are:

- Paid Supporting Partner leave - Adoption;
- Paid miscellaneous leave – Extended adoption leave, long term foster care and surrogacy;
- Long term foster care leave
- Surrogacy leave

Refer to specific excerpts from the BPG on Leave Management for adoption, surrogacy and foster parent leave below:

10. Paid Supporting Partner Leave

An employee who;

- is not the birth mother of the child; or
- is not the primary carer of an adopted child,

will be entitled to paid supporting partner leave for up to 10 consecutive working days, commencing within two months (eight weeks) from the day their partner gives birth or where an adopted child begins to reside in the employee's home.

15.2 Approval of paid miscellaneous leave

There is no minimum or maximum period of paid miscellaneous leave that may be approved. Miscellaneous leave with pay will be available in very limited circumstances and only where the reason for the leave is compelling or clearly in the interests of the department. Some circumstances for which miscellaneous leave with pay may be approved are as follows:

- additional adoption leave (a maximum of two weeks);
- long term foster care leave (up to a maximum of 16 weeks) and;
- surrogacy leave (up to a maximum of 16 weeks);

15.3 Long term foster care leave

An employee may apply for up to 16 weeks paid miscellaneous leave for a long term foster care arrangement if they meet the following eligibility requirements:

- 12 months continuous service with the AFP; and

- is the primary care giver of a long term foster child; or
- is granted custody and guardianship of a child as a result of a permanent care order; and
- the child did not previously reside with the employee for a period of six months or more as at the day of placement.

15.4 Surrogacy leave

An employee may apply for up to 16 weeks paid miscellaneous leave for the purpose of a surrogacy arrangement if they meet the following eligibility requirements:

- 12 months continuous service with the AFP; and
- when there is a legal transfer of parentage to the employee of a child born under a surrogacy arrangement.

4. STANDING SUBMISSION: HR POLICIES & PRACTICE

ADVANCED: Travel Advice for Employees

We have travel advice and support available to our LGBTIQ employees or employees with LGBTIQ dependents should they be required to travel for work (e.g. cultural context, safety, LGBTIQ matters in other jurisdictions).

As the AFP has international offices, we have publicised external links to Australian Government travel websites to support AFP employees when travelling. In particular, the link to the Smarttraveller website, has explicitly stated information for people travelling that identify within the Lesbian, Gay, Bisexual, Transgender and Intersex community. The link to the Smarttraveller website, where there is specific information for travellers who identify as LGBTI, is readily available to all staff on our AFP intranet webpage. This is linked into the following AFP policies and guidelines:

Refer to attachments:

- 1.4.a – AFP Intranet website – External links
- 1.4.b – Smarttraveller LGBTI specific information;
- 1.4.c – Excerpt from AFP National Guideline on travel and living away from home – Clause 15; and
- 1.4.d – AFP personal guide to Safety and Security – International Travel General Safety Advice.

5. STANDING SUBMISSION: HR POLICIES & PRACTICE

ADVANCED: Third Party Policies

We have audited third party service providers to ensure they align with our non-discriminatory policies/procedures, inclusive of LGBTIQ people and their families.

Please select all that have been audited, evidence only required for one:

- ☒ Superannuation
- ☒ Death & TDP Benefits / Life Insurance
- ☒ Travel Insurance
- ☒ Healthcare (excluding EAP – Employee Assistance Programs – covered elsewhere)

As part of the AFP's Australian Workplace Equality Index (AWEI) submission process, the AFP's Workforce Diversity and Inclusion team completed a research based audit on AFP's third party services. Please note results and illustration of inclusive policies that were identified within this audit below:

1.5.a

Superannuation Benefits

As a Commonwealth agency, the AFP contributes to three prescribed super funds on behalf of AFP employees, **all of which, are explicitly inclusive of same-sex partners and/or families**. One example is as follows:

The super fund Public Sector Superannuation Accumulation Plan (PSSAP) state in their "beneficiary factsheet"

Who can I nominate?

Superannuation law restricts the beneficiaries you can nominate to dependants, who are:

- your spouse (including a de facto **spouse of the same sex** or opposite sex, who lives with you on a genuine domestic basis)

Within this "beneficiary factsheet" and the option of nominating a child, it is clearly stated **"who is a child within the meaning of the Family Law Act 1975" is inclusive of same sex partnerships**, as per below excerpt:

Who is a child within the meaning of the *Family Law Act 1975*?

The meaning of child in the *Family Law Act 1975* includes children:

- **born to a woman as the result of an artificial conception procedure while that woman was married to, or was a de facto partner of, another person (whether of the same sex or opposite sex); and**
- who are children of a person because of an order of a state or territory court made under a state or territory law prescribed for the purposes of section 60HB of the Family Law Act 1975, giving effect to a **surrogacy agreement**.

1.5.b Death Benefits

One of the AFP's prescribed funds, PSSAP, has publicised a "beneficiary nomination" fact sheet, which is, available via the website below:

<https://www.csc.gov.au/members/advice-and-resources/factsheets-and-publications/pssap>

The "beneficiary nomination" factsheet articulates **explicitly states it is inclusive of same sex relationships**, as highlighted below:

Who can I nominate?

Superannuation law restricts the beneficiaries you can nominate to dependants, who are:

- your spouse (including a de facto **spouse of the same sex** or opposite sex, who lives with you on a genuine domestic basis)
- your children of any age (including **adopted**, step-children, ex-nuptial children, or a child within the meaning of the *Family Law Act 1975*)

Who is a child within the meaning of the *Family Law Act 1975*?

The meaning of child in the *Family Law Act 1975* includes children:

- born to a woman as the result of an artificial conception procedure while that woman was married to, or was a de facto partner of, another person (whether of the same sex or opposite sex)

1.5.c

Travel and Relocation

The AFP policies titled “AFP Domestic Relocations for Permanent Transfer at Department Expense” and “AFP Domestic Relocations for Term Transfer at Departmental Expense” clearly articulates entitlements for members in same sex relationships under Section 7: Definitions

“De facto relationship – a relationship between two people (whether of the same or opposite sex), who although not legally married, live together as a couple on a genuine domestic basis”.

Compassionate Assignment

The AFP has published a Better Practice Guide (AFP’s HR policy terminology) on Compassionate assignment. This better practice guide has been established to enable AFP employees to temporarily relocate (for a period of up to six months) to another geographical location to enable the provision of direct support to their family residing in a different geographical location. Within the better practice guide definitions, immediate family member is articulated. Further definition of immediate family member is within the Australian Federal Police Enterprise Agreement 2017 -2020, which is clearly defined as irrespective of gender.

Refer to attachment 1.5.c – BPG on Compassionate Grounds.

1.5.d - Healthcare

The AFP do not have a specific healthcare fund that AFP employees must and/or it is preferred they join. In saying this, the private health insurance company, NIB, offers up to 8% discount for all AFP employees that join their private health insurance. NIB advised, that same sex couples are able to join the health fund as a couple or family, provided they qualify under the rules as per the policy booklet. As they are committed to a diverse and inclusive workforce, they do not have specific gender language in their policies enabling their language to be inclusive to all people.

Refer to attachment 1.5.d – NIB Third Party Policy Audit.

Senior HR Name/Contact Details for verification: [REDACTED], [REDACTED]@afp.gov.au, [REDACTED]

6. STANDING SUBMISSION: HR POLICIES & PRACTICE

ADVANCED: LGBTIQ Inclusive Domestic & Family Violence Policy

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

- specific challenges and unique types of violence faced by LGBTIQ communities
- stated LGBTIQ avenues of support
- a statement that the policy covers situations involving partners and their families

The AFP has a published and current Domestic and Family Violence Strategy readily available to all AFP employees, via its intranet page.

Refer to attachment 1.6 – Family and Domestic Violence Strategy.

1.6.a

Though the AFP Domestic and Family Violence Strategy does not state specific types of violence faced by the LGBTIQ community, it does specifically state on Page 7 the AFP's approach to Family and Domestic Violence. This statement explicitly references members of LGBTI communities. Refer to excerpt below:

“Rather than using the term ‘family violence’, the AFP, consistent with other Australian Government agencies, uses the term ‘family and domestic violence’. By doing so, we recognise that violence may occur between members of families in relationships not necessarily connected by kinship or marriage. Such relationships may include:

- *those in intimate relationships including people in same-sex relationships; and*
- *intimate relationships where one or more people involved identify as trans or gender diverse whether or not their gender identity is legally documented “*

1.6.b

The AFP's Domestic and Family Violence Strategy explicitly states internal and external avenues of support, as below;
Family and domestic violence affects people in many ways. A number of support services are available.

Key external and internal supports are:

External

Benestar (EAP) 1300 360 364

Benestar currently have 154 LGBTI specialist trained members. This is explicitly stated and promoted, via the AFP's Gay and Lesbian Officer (GLLO) Network's, intranet page.

Internal

Safe Place and/or Confidant Network (02) 6131 2828

AFP Organisational Health Triage (02) 6131 6000

Welfare Officer Network (02) 6131 2977

1.6.c

The Strategy clearly articulates inclusions specific to the LGBTIQ community, which is:

- Those in intimate relationships, including same-sex relationships;
- People of all genders;
- People of all sexual orientations, gender identities and Intersex status; and
- Actions – increasing involvement of people of all genders in gender equity.

Refer to attachment 1.6 Family and Domestic Violence Strategy

7. STANDING SUBMISSION: HR POLICIES & PRACTICE

ADVANCED: Communications on LGBTIQ Inclusive and Offensive Language

We have developed targeted communications or public relations guides that are available to all employees within the organisation (i.e. guides that outline how to reference LGBTIQ communities in communications, articles, media, advertising, etc.), providing examples of inclusive language as well as language that is exclusive or offensive to LGBTIQ people.

As part of the AFP's AWEI submission process, the Workforce Diversity and Inclusion (WDI) team completed an audit of the AFP's internal Gay and Lesbian Liaison Officer (GLLO) Network intranet page. It was identified that the AFP GLLO intranet page has targeted communications and guides on inclusive language. The targeted communications are:

Refer to attachments:

- 1.7.a – Inclusive Language – Terminology and Meanings; and
- 1.7.b – 2019 Trans and Gender Diverse Language Guide.

These guides are readily accessible to all AFP employees when accessing the AFP GLLO intranet page.

Further to these publicised documents, the AFP has published a style guide – writing for the web readily accessible to all AFP employees on the internal intranet website. Of particular mention is the use of inclusive language, which, explicitly references marital status and sexual orientation.

Refer to attachment 1.7.c – Inclusive language – Writing Effectively for the Web

STANDING SUBMISSION: LGBTIQ BULLYING/HARASSMENT & SUPPORT

8. STANDING SUBMISSION: LGBTIQ BULLYING / HARASSMENT & SUPPORT

FOUNDATION: LGBTIQ Training HR/Grievance Officers

We have an internal formal HR/Grievance process whereby LGBTIQ people can request or engage with:

- a) someone specifically trained in LGBTIQ Inclusion; OR
- b) an ally who has a good understanding of LGBTIQ sensitivities and potential areas of concern

To be noted, the AFP does not delineate between identifying LGBTI employees and allies within the organisation. The Workforce Diversity and Inclusion (WDI) team, in conjunction with the AFP's Gay and Lesbian Liaison Officer (GLLO) Network, provide face to face and online LGBTI awareness training across the organisation. In 2019, face to face training included specific LGBTI training to the AFP's People, Security and Safety branch (AFP's equivalent of our HR branch).

- a) Within the AFP's formal Better Practice Guide (please note, better practice guide is the terminology AFP utilises for organisational policies) on Workplace Bullying and Harassment: Section 5 there is specifically HR (within the AFP, this is known as, the People Centre and Diversity Network support services). This list specifically includes the AFP's GLLO Network, as below

1. Support services

There are a number of options available to AFP appointees and workers that provide support, assistance and guidance when the individual is experiencing unreasonable behaviour, including workplace bullying and workplace discrimination.

At any time any AFP appointee or worker involved in the resolution of, or experiencing, a workplace bullying or workplace discrimination issue can access one or more of the following support services:

Service provider	Email/website	Phone
People Centre (this is part of the AFP's HR branch)	PeopleCentre@afp.gov.au	02 5217 1120
Workforce Diversity (NWAN, MION, GLLO, AAA, CALD)	[REDACTED]	TL – 02 5126 5071 PO – 02 5126 5623

Further to this, the AFP's Organisational Health team has published an intranet page regarding Workplace Bullying. Within this intranet page, it clearly articulates examples of what does and does not constitute bullying. On this page, the AFP's Gay and lesbian Liaison Officer (GLLO) Network and People Centre is specifically mentioned.

Refer to attachment 1.8.a – AFP Intranet Page – Organisational Health – Workplace Bullying

b) As the organisation understands that each employee has different needs, we offer a suite of support services to enable employees to feel safe and access services that best align with sensitivities and areas of concern. LGBTIQ employees can engage in formal grievance processes by:

- Contacting the AFP's Professional Standards business area. On initial contact, the complainant can identify as LGBTI and PRS will then assign the complaint to the most appropriate and relevant person within the team;
- Further to this, trained AFP GLLO's are easily identifiable via the AFP's internal AFP phone directory. Any employee seeking support and/or assistance can enter the acronym "GLLO" in the search field and a list of trained GLLO's will appear. Employees can then find a GLLO, within the HR stream, as per below example (please note, I have removed the AFP members personal details for privacy purposes)

Surname	First Name	Title	AFP ID	Extension	Department	Position	Main Phone	Fax	Mobile	Email	Building	Suburb	State
					PEOPLE, SAFETY & SECURITY	A/TEAM LEADER PEOPLE CENTRE - GLLO							

For AFP employees to have this marker against their phone directory details, they have had to undertake a three day LGBTI specific training program.

9. STANDING SUBMISSION: LGBTIQ BULLYING / HARASSMENT & SUPPORT

INTERMEDIATE: Behavioural Examples of what constitutes Bullying / Harassment

Documentation within our bullying and harassment policy/guidelines provide clear behavioural examples of what constitutes bullying/harassment in terms of sexual orientation, gender identity/expression AND examples of behaviour that constitutes bullying/harassment of intersex people.

Within the AFP's Better Practice Guide on Workplace Bullying and Workplace Discrimination explicitly states what characteristics, inclusive of sexual orientation and gender identity, gender expression or Intersex Status, and definition of direct and indirect discrimination against people who identify with one or more of these characteristics.

2. Workplace Discrimination

Discrimination on the basis of a protected trait may be unlawful under anti-discrimination, equal opportunity, workplace relations and human rights laws.

Generally unlawful discrimination is where a person or group of people treat, or propose to treat, another person or group of people less favourably because of their background or certain personal characteristics which are recognised and protected by legislation.¹ It can be against the law if the discrimination is based on a person's:

- sex

¹ See Australian Human Rights Commission (<https://www.humanrights.gov.au/quick-guide/12030>).

- marital or relationship status
- family responsibilities
- sexual orientation
- gender identity, gender expression or intersex status; and
- association with another person who has, or is assumed to have, one of these characteristics.

It may also be discrimination if a person is treated unfavourably because they are assumed to have a characteristic listed above now or sometime in the future. Direct discrimination happens when a person is treated less favourably because of one of the attributes listed above compared to someone who does not have that attribute. Indirect discrimination is when there is a rule or policy that is the same for everyone but fails to acknowledge and accommodate differences where they are relevant. Specifically, indirect discrimination concerns the disproportionate impact of an apparently neutral rule on a protected group because of their shared attribute.

10. STANDING SUBMISSION: LGBTIQ BULLYING / HARASSMENT & SUPPORT

INTERMEDIATE: EAP Provider

We have either:

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

and we have:

- clearly communicated this on our EAP Provider page and/or our LGBTIQ intranet page

As part of the AFP's AWEI submission process, the AFP's Workforce Diversity and Inclusion (WDI) team conducted an internal audit into the training and expertise of the organisations EAP provider. In that audit, it was established that:

- there are currently 154 clinicians within the AFP's EAP provider that are specialised in providing assistance to LGBTIQ people;
- The AFP's EAP provider, Benestar, has confirmed Benestar's clinicians are qualified, registered and have at least 5 years of post-registration experience. They undertake rigorous induction programs which include mandatory LGBTI training modules - 'Introduction to LGBTI Mental Health', 'Transgender People' and 'Mental Health and Working Therapeutically with LGBTI clients'.
- The availability of, LGBTI specifically trained EAP staff, is clearly communicated on the AFP's Gay and Lesbian Liaison Officer (GLLO) Network intranet page. This intranet page is readily accessible to all AFP employees. Please refer to excerpt of the intranet page below:

Other internal supports

- [Employee Assistance Program](#)

Refer to attachment 1.10.a – EAP Provider

11. STANDING SUBMISSION: LGBTIQ BULLYING / HARASSMENT & SUPPORT

ADVANCED: Tracking of Incidents

We can provide evidence that shows:

a) how we extract LGBTIQ related instances from collected bullying/harassment data

The Australian Federal Police (AFP) integrity framework utilises CRAMS (Complaint Recording and Management System), an automated user friendly complaint referral system which can be accessed by all AFP appointees via the AFP Intranet. Every CRAMS undergoes triage by Complaint Coordination Team (CCT) within Professional Standards. To ensure the AFP meets reporting requirements to the AWEI a survey marker has been specifically inserted into CRAMS. The responsibility for selecting the AWEI survey marker falls to CCT during the complaint triage process. This survey marker provides capability for the AFP to track, analyse and report LGQBTI matters.

b) the development of a process that is sensitive to LGBTIQ disclosure enabling us to mediate and/or action incidents

The AFP provides all appointees with a range of options to report matters informally prior to formally submitting a complaint using CRAMS. An appointee choosing to proceed informally may approach internal AFP areas, namely the Confidant Network, Safe Place, and Professional Standards, Organisation Health or any AFP appointee. Appointees are bound by professional standards internal governance requiring mandatory reporting obligations, if required, and the compliance with strict privacy provisions. The AFP Gay and Lesbian Liaison Officer (GLLO) Network provides additional support for members of the lesbian, gay, bisexual, trans and intersex (LGBTI) community and this is another optional contact and support source.

Having regard to the circumstances of a complaint, informal matters may, after assessment and consultation with the complainant, proceed formally utilising the AFP integrity framework and thus CRAMS. Likewise serious conduct issues may be reported directly via CRAMS by the complainant or they may approach the Confidant Network, Safe Place, Professional Standards, Organisation Health and GLLO Network to make a complaint or seek advice and comfort.

All complaints investigated under Part V of the *Australian Federal Police Act 1979*, are the subject of strict privacy provisions the breach of which may constitute a breach of law or a Serious Breach of the AFP Code of Conduct. These legislative provisions provide comfort to all appointees that their matters remain strictly confidential.

Further to the AFP's integrity framework system mentioned above, the AFP's Safe Place business area does have the capability to track, analyse, and report on LGBTI matters, via an "involves LGBTI" indicators on referral and general enquires also. This business area of the AFP is client led so disclosure of any information is reliant on the client and what they disclose to their case officer about the matter. All referrals that are met and deemed as meeting certain thresholds are forwarded to the internal Operations Committee, which, has a diverse range of panel members. The OC will then determine an appropriate course of action, in line with, the client's personal wishes for management of their grievance, the operating environment and other specific circumstances relevant to an individual's case. Due to the sensitivity of these matters, the AFP is unable to provide further details on any incidents and outcomes for 2019. The AFP Safe Place team does have an intranet page which outlines what they are, where to get help and access to a Safe Place trends report. The page and the Safe Place trends report are accessible to all AFP staff. Also within this report, Gender x is clearly stated within the bullying referrals by gender table as a tracking mechanism of LGBTI matters.

Refer to attachments:

- 1.11.a – AFP Safe Place intranet page;
- 1.11.b – AFP Safe Place Referral Logging Instructions; and

- 1.11.c – AFP Safe Place- Referral Template.

STANDING SUBMISSION: INCLUSION OF TRANS / GENDER DIVERSE PEOPLE

12. STANDING SUBMISSION: INCLUSION OF TRANS / GENDER DIVERSE PEOPLE

INTERMEDIATE: Gender Affirmation Policy and Process Documentation

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

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

Though the AFP does not have a formal policy, if members wish to go through a 'gender affirming' process, there is a specific section on the Gay and Lesbian Liaison Officer (GLLO) intranet page outlining the best contact point to commence this process and discussions. Please refer to excerpt from the AFP's GLLO intranet page below:

"Trans members

The AFP actively supports any member who wishes to transition in the workplace. Feel free to contact the Workforce Diversity and Inclusion team at any point during your transition journey. The team will work collaboratively with you, the GLLO Network, and your business area to best support your transition."

It needs to be noted, that this advice is general as each members journey will be different on a personal level, there is also State Jurisdiction law that may inhibit the level of services AFP can provide e.g. for members to change their birth certificate details in WA, they must have had surgery to be recognised in their affirmed gender.

Further to this section, the AFP has listed specific Transgender organisations on their GLLO intranet page, which is accessible to all AFP employees, these are:

Helpful external organisations

A Gender Agenda (ACT) - A Gender Agenda aims to support the goals and needs of the intersex, transgender and gender diverse communities of Canberra and the surrounding region.

Trans Victoria (VIC) – TransGender Victoria is Victoria's leading body for trans and gender diverse advocacy. We work to achieve justice, equity and inclusive service provision for trans and gender diverse people, their partners, families and friends.

In addition to the above, as part of the AFP's Security Vetting processes, all employees are to update change of circumstances as they occur. The AFP Security Vetting team has clearly articulated what constitutes as change of circumstance that, could be utilised by AFP employees, who identify within the LGBTI community. Refer to excerpt from form below:

When do I need to fill in a Change of Circumstances Form?

When there have been any changes to your personal circumstances since your last security clearance was granted / reviewed including but not limited to:

- entering into, or ceasing, a marriage or relationship;
- change of name/identity (gender);
- changes in health or medical circumstances; and
- other significant changes in circumstances, such as major change in religious faith, political ideology or other life changes.

13. STANDING SUBMISSION: INCLUSION OF TRANS / GENDER DIVERSE PEOPLE

ADVANCED: Dress Codes and Uniforms

We have removed gendered language within organisational wide dress code policies and/or guidelines to empower all employees, including trans, gender diverse and non-binary employees to dress in a manner (or select uniforms) that best reflects who they are. Further contact details and information has also been provided for support, if required.

The AFP's National Guideline on Uniform and Standards of dress does not contain specific gendered guidelines and rulings. Within this guideline, all staff are referred to as AFP appointees.

After consideration on releasing of guideline in its entirety (from the AFP's LGBTI Champion), due to its size and the number of attachments, it was decided that an outline of the key changes relating to gender neutral language would be a more appropriate response to this question. Refer to outline of relevant areas from guideline below:

"During the redrafting of the AFP National Guideline on uniform and standards of dress, all sections that used gender specific language were identified. Sections relating to hair and jewellery were rewritten to remove any reference to gender. Mess kit information that previously outlined 'male' and 'female' styles, was edited to provide style options for members to choose from. The order of wear attachment was also fully overhauled to provide a list of uniform items required for each entitlement, regardless of gender.

The embellishments section was updated to include the wearing of badges and ribbons for both the Gay and Lesbian Liaison Officer (GLLO) network and the Malunggang Indigenous Officers Network (MION). Mention has also been made of the GLLO network logo being currently approved for use on polo shirts.

The redrafted guideline was endorsed by the senior executive and was published internally in January 2019."

By AFP not specifically stating genders etc. it ensures that our policy is inclusive of all employees. All employees are able to order uniform, via an online system, within their specific operational area with no gender limitations.

14. STANDING SUBMISSION: INCLUSION OF TRANS / GENDER DIVERSE PEOPLE

ADVANCED: Gender Affirmation Leave

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

Though the AFP does not have specific and explicitly stated leave entitlements for employees to manage their gender affirmation, all AFP employees are able to access annual leave and personal leave with certificate for this purpose. By the AFP not explicitly stating what these leave types cover, it enables the employee who is gender affirming to utilise multiple avenues of leave to cover the time they need to undertake and manage their gender affirmation.

Further to the AFP's standard annual and personal leave with certificate entitlements, **employees are able to apply for Miscellaneous Leave WITH Pay**. This leave mechanism is separate to annual and personal leave entitlements and is available to all AFP employees to access. Miscellaneous Leave with Pay is clearly articulated in the AFP's Better Practice Guide on Leave Management. This BPG is published on the AFP's intranet site and is readily accessible to all AFP employees. It is important to note that the intention of AFP's miscellaneous leave is to provide flexibility for managers and employees. The AFP recognises that gender affirmation is different for each individual, therefore by having this flexibility clause and no minimum and/or maximum time periods stated in the policy, it allows gender affirming employees to take the time they need depending on their individual journey and process.

Please refer to excerpt from BPG below:

15. Miscellaneous Leave

The intention of miscellaneous leave is to provide flexibility for managers and employees by providing leave, with or without pay, for a variety of purposes, listed at sections 15.2 and 15.6.

15.1 Applying for miscellaneous leave

Applications for miscellaneous leave must be via an application form. The business area must sight the request and indicate whether or not it is supported, before forwarding to the delegate for final approval.

Applications for miscellaneous leave without pay are to be submitted in writing, to the delegate or approver.

Requests for miscellaneous leave that require a minimum delegation of MPS must be submitted, via the chain of command.

In the event that the application for miscellaneous leave relates to rare and exceptional circumstances, such as a personal tragedy, further guidance is available via a Factsheet to assist both applicants and managers in managing these requests. This includes advice to managers regarding the required consultation with People Strategies, Organisational Health, and other associated services available.

15.2 Approval of paid miscellaneous leave

There is no minimum or maximum period of paid miscellaneous leave that may be specifically approved. Miscellaneous leave with pay will be available in very limited circumstances and only where the reason for the leave is compelling or clearly in the interests of the department. Some circumstances for which miscellaneous leave with pay may be approved are as follows:

- **any other purpose deemed appropriate by the delegate, including exceptional circumstances.**

Note: Miscellaneous leave is in addition to the need to utilise annual leave, sick or personal leave.

15. STANDING SUBMISSION: INCLUSION OF TRANS / GENDER DIVERSE PEOPLE
ADVANCED: Gender Neutral Bathrooms and Facilities

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

Note: "Unisex" signage will not be given points for this question.

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

- (a) evidence of clear and visible signage as it appears on premises

Refer to attachment 1.15.a – Hume Bathroom Facilities. There is a total of six bathrooms in this office.

- (b) identify approximately what proportion of your staff would have access to these (all, majority, 50%, minimal, etc.)

This AFP facility has 44 staff in total, all members utilise these facilities. We know this, as this building has no gender specific bathrooms, so this is the only option available to AFP employees on site.

If you are still making progress towards this, please:

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

Gender Neutral signage for AFP facilities continues to be on the AFP's agenda as a Diversity and Inclusion workplace initiative. This matter has been discussed at AFP's Cultural Reform Board (CRB) Meeting, where the highest ranking Board member was, ex-AFP Commissioner Andrew Colvin. Refer to excerpt from CRB minutes as follows:

Minutes from Culture Reform Board (CRB) meeting held on 26 February 2019 5.1 Fully Accessible Gender Neutral Facilities

A/NMRCS discussed at the previous CRB meeting an initiative was raised to potentially rebadge facilities to be available for mixed use, or more overtly than what they are now. There have been a number of issues and risks identified with this initiative that require further consideration before implementation. The forum discussed rebadging options that other organisations have implemented. Further feedback on how best to rollout in areas is welcome.

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

- (d) evidence of any research or work that you have done in this area

The AFP has 55 Unisex bathrooms, throughout their buildings, nationally. As the AFP leases the majority of their occupied buildings, we are restricted as to what we can and/or cannot change regarding building facilities. The AFP's Property Operations team liaises with the relevant building owner/s before any changes are made to buildings, therefore, as the building owners differ between each site there is no set processes and/or guidelines for possible changes to bathroom signage.

- (e) any means by which you have been able to accommodate trans, gender diverse and non-binary employees

N/A

16. STANDING SUBMISSION: INCLUSION OF TRANS / GENDER DIVERSE PEOPLE
ADVANCED: (Forms) Non-Binary Gender Options for Employees

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

In 2016, the AFP aligned all internal documentation and forms to the Recognition of Sex and Gender guideline, released by the Attorney-General's department, and in line with legislative requirements. The Recognition of Sex and Gender guideline, include but not limited too, specific non-binary clauses such as:

- Sex and Gender Classification in Australian Government Records**

19. Where sex and/or gender information is collected and recorded in a personal record, individuals should be given the option to select M (male), F (female) or X (Indeterminate/Intersex/Unspecified).

- 20. The X category refers to any person who does not exclusively identify as either male or female, i.e. a person of a non-binary gender. People who fall into this category may use a variety of terms to self-identify.

Refer to attachment 1.16.a – Australian Government Guidelines on the Recognition of Sex and Gender.

In 2019, the AFP received a Question on Notice from Australian Parliament asking if Government agencies were in adherence to this guideline. In addition to responding to the initial query, one of the project support officers within the Workforce Diversity and Inclusion team undertook an audit of all AFP forms. This audit illustrated that AFP had maintained its adherence to the Attorney-General's guideline.

Refer to attachment 1.16.b – QoN – Recognition of Sex and Gender Guidelines

17. STANDING SUBMISSION: INCLUSION OF TRANS / GENDER DIVERSE PEOPLE
ADVANCED: (IT systems) Non-Binary Gender Options for Employees

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

In 2019, the AFP's Workforce Diversity and Inclusion (WDI) team, in conjunction with its IT branch, undertook an audit of all AFP systems in regards to collection of gender information.

Refer to attachment 1.17.a – Audit of IT systems – Collection of Gender Information.

Within this table, it is outlined work the work has been to date, gender options provided within changed documents and the contact name and numbers to validate this response.

Further to this, the AFP has created custom fields (in a two phase approach) within the software program Insight! (an interface of the computer program SAP). This option for AFP employees to identify is 100% voluntary and, when data is collected for analytical purposes, the information is completely de-identified with only numbers against the three options (as below) shown in reports. At this stage, the AFP has launched phase one of the data collection, which asks employees:

- Identify as LGBTI;
- Do not identify as LGBTI; and
- Choose not to give this information.

Once launched, phase two will give AFP employees to identify within LGBTI sub groups.

The AFP has taken this two phase launch approach to ensure:

- We build trust with employees from a confidentiality and privacy standpoint;
- The system works and is beneficial for data capture. The AFP can track the use of the system over set periods to illustrate increase and/or decrease in members identifying, therefore, the AFP is continually auditing this system.

Refer to attachment 1.7.b – Screenshot of LGBTI data on Insight

18. STANDING SUBMISSION: INCLUSION OF TRANS / GENDER DIVERSE PEOPLE

ADVANCED: Trans and Gender Diverse Applicants

For trans/gender diverse applicants, we have:

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

The AFP provides support and guidance for LGBTI job applicants, via promotion of diversity, on the external AFP's website – Careers page

Refer to attachment 1.18.a – AFP External Website Careers Page

The external AFP Careers page can be located at <https://www.afp.gov.au/careers/diversity>

- a) The AFP has implemented specific Gender X considerations, within the Physical Assessment Component, for LGBTI applicants that are considering a career as a Sworn AFP officer (this covers potential candidates wanting to join the AFP as an ACT Policing uniformed employee, Federal Agents and/or Protective Service officers).

"18. What are the fitness benchmarks that I will be required to meet when assessed at the lateral assessment centre process?"

You will be assessed against the AFP Entry Physical Competency Assessment (EPCA) standards which are:

Test	Male	Female	Gender X
Beep Test (20 m shuttle run)	6.5	6.5	Assessed on a case by case basis
Push-ups (90 degree angle in elbow, 5cm from ground)	15	8	Assessed on a case by case basis
Sit-ups	Level 4	Level 4	Level 4"

- b) The AFP clearly communicates and promotes the AFP's Gay and Lesbian Liaison Officer (GLLO) Network via the external AFP Careers page. This page articulates that the GLLO Network **"provides support to its members and advises management on strategies and initiatives relevant to LGBTI communities"**. Further to this statement, the AFP GLLO careers page specifically refers to transgender persons, as per, following excerpt:

*"The AFP acknowledges the practical assistance the network provides to the organisation, particularly in the operational arena. For example, the network provides a consultancy service on committees and working parties that develop policies and protocols that may impact on the LGBTI community – **such as search procedures for transgender persons.**"*

This highlights the AFP's commitment to understanding the trans community, from a law enforcement perspective, where historically there has been gaps between the two community groups. By AFP providing a consultancy service on committees and working parties, and advertising it on the external AFP careers page, it illustrates the organisations commitment to being a safe and authentic employer of choice for the LGBTI community, which, than can lead to increase of trans/gender diverse job applicants.

In addition to the AFP GLLO Network information, on the GLLO specific Careers page, the Workforce Diversity and Inclusion (WDI) team is listed as a central point of contact, Refer to excerpt from GLLO specific Careers Page below:

Contacts

Gay and Lesbian Liaison Officers AFP GLLO Network
Workforce Diversity and Inclusion
PO Box 401, Canberra, ACT 2601
Ph: (02) 5126 5623

Refer to attachment 1.18.b Trans and Gender Diverse Applicants – GLLO Specific Careers Page

- c) On the AFP's external website vacancies page, there is a frequently asked questions, within the FAQ: Entry level (sworn) recruit role section. This page can be located at <https://www.afp.gov.au/careers/vacancies/frequently-asked-questions/faq-entry-level-sworn-recruit-roles>

One of the FAQ's specifically ask **"will my sexual orientation prohibit me from joining the AFP"**. Refer to excerpted response
*"The AFP believes that sexual orientation does not affect an individual's ability to do the job. The [Gay and Lesbian Liaison Officer \(GLLO\)](#) Network provides support to its members and also advises management on strategies and initiatives for managing relationships with the gay, lesbian, **transgender**, bisexual and intersexual communities."*

STANDING SUBMISSION: STRATEGIC FOCUS

19. STANDING SUBMISSION: STRATEGIC FOCUS FOUNDATION: External Web LGBTIQ Workplace Inclusion Promotion
We have promoted our focus and work on LGBTIQ workplace inclusion on our <u>external</u> facing webpage (URL). The AFP's LGBTI work can be located, via the AFP's external webpage, at https://www.afp.gov.au/careers/diversity/lesbian-gay-bisexual-transgender-and-intersex-community
20. STANDING SUBMISSION: STRATEGIC FOCUS INTERMEDIATE: HR/Diversity Professional Accountabilities
We have at least one Diversity/HR professional whose role description, performance appraisal or work plan includes <u>specific</u> objectives/targets in the area of LGBTIQ inclusion (beyond a reference to LGBTIQ inclusion as an area of diversity). Within the AFP's Workforce Diversity and Inclusion (WDI) team, there is a Project Support Officer dedicated to influencing and driving LGBTI inclusive work practices and strategic direction for AFP members. As part of this role, the dedicated project support officer has specifically mentioned critical objectives on their Professional Development Agreement (PDA) for the AFP's Gay and Lesbian Liaison Officer (GLLO) Network. Please note, the terminology of GLLO is used instead of LGBTI but has the same meaning in this instance. Refer to attachment 1.20.a – HR Diversity professional Accountabilities – Project Support Officer Included within both the Team Leader and project support officers PDA's, there is also a specific statement of expectations that is expected to be upheld. This document states overarching diversity and inclusion requirements including proactively champion a culture of diversity and inclusion. Refer to attachment 1.20.b – HR/Diversity Professional Accountabilities – Statement of Expectations Further to this, the Team leader of the WDI team's PDA, is also inclusive of objectives to meet LGBTI specific targets as they relate to the AFP Diversity and Inclusion Strategy. Ultimately, the Team Leader of the WDI team is accountable for meeting LGBTI targets as is Coordinator Safe Place and Culture, Manager Culture and Recognition and National Manager Workforce Development and Culture.
21. STANDING SUBMISSION: STRATEGIC FOCUS ADVANCED: Executive Sponsor
We have an Executive Sponsor with documented role expectations/accountabilities related to LGBTIQ inclusion work and advocacy within the organisation.

The AFP's LGBTI Executive Sponsor (referred to in the AFP as Diversity Champion) has a clearly articulated set of role and responsibilities via the AFP's Diversity Council governance and framework.

Refer to attachment 1.21.a – Executive Sponsor – Role Expectation and Accountability

The AFP's LGBTI Executive Sponsor is a standing member of the AFP's Diversity Council, in which, they are accountable to these roles and responsibilities.

22. STANDING SUBMISSION: STRATEGIC FOCUS

ADVANCED: Senior Management Diversity Accountability

We include specific diversity and inclusion accountabilities, job goals or expected outcomes within senior management appraisals beyond generic company values addressing diversity/inclusion (this may or may not include LGBTIQ specific accountabilities).

Note: This is outside of network leadership and executive sponsor accountabilities - applies to all executive/senior leaders.

As part of the AFP's Diversity Council, roles and responsibilities are clearly articulated for senior leadership committee members.

Refer to attachment 1.22.a – Senior Management Diversity Accountability – AFP Diversity Council Framework

Further to this, all of AFP Senior Management positions have a charter of performance. Within this charter of performance, there is a Commissioners Statement of Leadership expectations with clearly articulated points covering Diversity and Inclusion, inclusive of Gender Diversity specifically. The Senior Management charters of performance objectives align and relate back to the AFP's Diversity and Inclusion (D&I) Strategy 2016/2026, which, specifically states LGBTI as a priority group with set targets.

Refer to attachment 1.22. b – Coordinator Safe Place and Culture – Charter of Performance

23. STANDING SUBMISSION: STRATEGIC FOCUS

ADVANCED: Customer-facing LGBTIQ Inclusion

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

Within the AFP, there is a Client Liaison Team (via the organisations AFP Operations Coordination Centre (AOCC)) that receive their information from the public via telephone or through the Report a Crime website. This website does not ask members of the public to identify within set gender types e.g. male and female. As there can be uncertainty of gender for multiple reasons, some of these can be due to LGBTI issues, foreign naming conventions and/or where gender is not apparent. If personal details were wanting to be changed, this could be done under Freedom of Information procedures.

Refer to link to Report a Crime, via the, ACT Policing website: <https://police.act.gov.au/report-and-register>

There are a number of ACT Policing officers that are trained Gay and Lesbian Liaison Officers (GLLO's). To note, the ACT Policing branch is the AFP's main customer service business area. ACT Policing trained GLLO's can be specifically contacted, if LGBTI customer wishes to do so, for assistance in reporting of crimes. As an example of this, some of the assistance provided by specific ACT Policing GLLO, within 2019, has been:

- engaging with a male couple who were the subject of death threats, harassment, bullying and intimidation out on the street as a result of them identifying as gay.
- engaging with a single bisexual male who was allegedly kidnapped, drugged (non-consensually) and participated in various non-consensual sexual activities.
- criminal investigation of a person who identified as transitioning from male to female and bisexual. This female was a victim of a sexual assault in a park. Offender was a female transitioning to male and identified as straight.

By ACT Policing having the GLLO support mechanism in place, it highlights the AFP's commitment to LGBTI inclusivity, within our customer service facing business areas. The evaluation could be made, from these listed examples that having the availability of GLLO's is beneficial to the community and is utilised regularly.

In June 2019 the ACT Government funded ACT Policing \$33.9M (included 60+ positions) over four years to commence transition to a new Community Focused Police Services Model (PSM)

- Funding included expansion of our Community Safety team
- Goal: to provide consistency and continuity of service to vulnerable communities and effective community engagement to solve problems
- Outcomes: increased community safety, security and confidence and better outcomes for the vulnerable members of our community

Though this is a broad model and LGBTI is not specifically mentioned, it needs to be noted, that the Community Safety team participates in specific LGBTI events, such as, ACT Fair Day. This provides ACT Policing, with an informal mechanism, to engage and evaluate relationships with the LGBTI community on a continual basis.

24. STANDING SUBMISSION: STRATEGIC FOCUS

ADVANCED: Customers Information: Changing Gender Markers

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

When a member of the LGBTI community engages the AFP, the responding officers are able to change victims and/offenders detail within the National Police Record System (NPRS). The information from the NPRS system is populated by AFP's database called Promis. Within the Promis system, AFP officers are able to amend and enter new name entities for each individual case enabling gender diverse members from the LGBTI community to change their title, name and gender within the AFP's systems.

**** END OF STANDING SUBMISSION ****

ANNUAL SUBMISSION

This is only applicable to work carried out in the 2019 calendar year. Points will not be allocated for work carried out in 2020.

SECTION 2: STRATEGY & ACCOUNTABILITY

1. ANNUAL SUBMISSION : 2019 STRATEGY & ACCOUNTABILITY

FOUNDATION: External LGBTIQ Expertise

We have access to external LGBTIQ support/expertise that we have called upon throughout the assessed year (this may include but is not limited to PID).

The AFP is a founding member of Pride in Diversity. As we are a founding member, the AFP has maintained its membership to Pride in Diversity since 2010. The AFP is also a member of Diversity Council Australia.

The AFP's Workforce Diversity and Inclusion (WDI) team met with its Pride in Diversity Relationship Manager approximately quarterly in 2019. These meetings and use of LGBTI expertise covered multiple subjects.

Refer to attachments:

- 2.1.a – Pride in Diversity – August AWEI Debrief;
- 2.1.b – Pride in Diversity – July AWEI Debrief;
- 2.1.c – Pride in Diversity – Catch-up and Discussion on Gender Affirmation (GA) policy and guidelines; and
- 2.1.d – Pride in Diversity – November Roundtable.

As members of Pride in Diversity, the AFP is able to access a range of agencies when seeking information on best practice and implementation of policies etc.

Refer to attachment 2.1.e – Pride in Diversity – Members list

The WDI team also regularly communicates with the AFP's "parent" portfolio, being Department of Home Affairs, on Diversity and Inclusion matters regularly. Reference to the AFP and Department of Home Affairs is publicly listed, via external website, <https://www.directory.gov.au/portfolios/home-affairs>. This link also has other Government partner agencies that AFP liaises with on a regular basis.

As AFP headquarters is located in Canberra, on a local level, the AFP also has and continues to engage with the ACT Chief Ministers, Office for LGBTIQ Affairs.

2. ANNUAL SUBMISSION : 2019 STRATEGY & ACCOUNTABILITY

FOUNDATION: Documented Strategy

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

The AFP has a current Diversity and Inclusion (D&I) Strategy 2016-2026, with specific inclusion of LGBTI people, as a key priority group.

Further to this, within the D&I strategy there has been a specific target set for the AFP workforce to consist of 10% identifying LGBTI employees.

Refer to attachment 2.2.a – AFP Diversity and Inclusion Strategy

3. ANNUAL SUBMISSION : 2019 STRATEGY & ACCOUNTABILITY

INTERMEDIATE: LGBTIQ Advisory Group

We have established and promoted an internal LGBTIQ advisory group (this may be the leadership or a subset of your network or a group within your organisation outside of a network with distinct areas of expertise in LGBTIQ inclusion) which has:

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

- a. The AFP's Workforce Diversity and Inclusion (WDI) team, in conjunction with the AFP's GLLO Network Executive Committee, has established a GLLO Working Group. This is a subset of the GLLO Executive Committee and consists of LGBTI identifying and ally members based in all AFP offices nationally.

Refer to attachment 2.3.a – LGBTI advisory Group – Meetings

This group formally met seven times during the calendar year to discuss ongoing bodies of work and projects for the AFP's GLLO Network.

- b. Members from the advisory group engaged with the broader organisation at various times. This has included representation at the AFP's regionally based Cultural Inclusion Committee and Board meetings. Please note, the Cultural Board Meetings are chaired by the AFP's Commissioner, which, enabled these meeting participants to influence and drive change through the AFP's Senior Executive.

Refer to attachment 2.3.b – CRB Meeting Minutes

The attached minutes reflect Diversity and Inclusion discussions from numerous regions, with additional input from GLLO Executive Committee member, [REDACTED], into the broader Diversity Network review agenda item.

4. ANNUAL SUBMISSION : 2019 STRATEGY & ACCOUNTABILITY

INTERMEDIATE: LGBTIQ Inclusion Reporting

Within the assessed calendar year, we have reported LGBTIQ inclusion work within annual reports, CSR documentation or equivalent public facing documentation.

Within the AFP's Annual Report, which is publicly available externally, there are multiple references to the organisations work on LGBTI inclusion.

Refer to url on external AFP website <https://www.afp.gov.au/about-us/publications-and-reports/annual-reports>

In particular, refer to:

- Page one: a visible display of LGBTI inclusion, with an AFP Canine wearing a Rainbow marked vest, at an external event;
- Page 15: 3 - Culture and organisational health. We know our people are committed to this organisation and hold great pride in what they do. Fostering a healthy organisation involves providing clarity of organisational mission and a safe, secure and supportive workplace for our people who are often exposed to difficult and dangerous working environments. Ensuring, encouraging and actively developing an ethical, values-driven culture that embraces diversity, inclusion and mutual respect is also central to an effective and sustainable workforce;
- Page 125: Diversity and inclusion. During 2018–19, the Culture and Recognition branch implemented a number of initiatives to progress inclusive practices in the organisation. These initiatives included:
 - ▶ introduction of inclusive language in better practice guides and policies
 - ▶ Introduction of a recognised Day of Diversity, celebrated nationally.
- Page 126: specific mention of the AFP's GLLO Network.

5. ANNUAL SUBMISSION : 2019 STRATEGY & ACCOUNTABILITY

INTERMEDIATE: Media Coverage

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

Note: This has to cover the extent of your inclusion work and cannot just be a brief reference to your organisation or an award won.

The AFP's work in inclusion for 2019 has been recognised on the Pride in Diversity's external webpage. The AFP's work was recognised with, the late, Superintendent Richard Roberts winning of the Sally Webster award (posthumously). Refer to link below for this publicised recognition for Supt. Richard Roberts.

<http://www.pid-awei.com.au/2019-inclusion-awards-results/>

Further to this individual award, the AFP's achievement of Bronze Status, within Pride in Diversity's Australian Workplace Equality Index benchmarking Exercise, was recognised and publicised in the 2019 Australian LGBTI inclusion awards publication. This was provided to all attendees of the AWEI awards lunch in hardcopy and is readily available to the public at URL:

http://www.pid-awei.com.au/content/uploads/2019/05/AWARDS_Results2019_Screen_2mb.pdf

The AFP is also recognised and promoted, specifically, as an LGBTI inclusive employer on the Inclusive Employers website. This website is located at

<http://www.inclusiveemployers.com.au/profile/australian-federal-police-afp/>

6. ANNUAL SUBMISSION : 2019 STRATEGY & ACCOUNTABILITY

ADVANCED: Strategic Work in Recruitment, Supplier Policy or Service Provision

We have completed, updated or are making progress towards work within one of the following areas over the assessed calendar year:

- LGBTIQ targeted recruitment (targeting LGBTIQ job seekers)
- LGBTIQ supplier policy / promotion / resourcing (either seeking LGBTIQ suppliers; or having a policy requiring suppliers to reflect your values around LGBTIQ inclusion or attend training)
- LGBTIQ marketing campaigns or service provision brochures/collateral specifically targeting LGBTIQ populations or answering questions specific to this population.

Though the AFP do not hold specific recruitment campaigns for key diversity groups, the AFP is advertised on the external website www.inclusiveemployers.com.au. Further to being publicly recognised on this external website, there is a copy of the LGBTI Inclusive Employers – Inclusive Recruitment fact sheet on the AFP's internal GLLO intranet page. This intranet page is readily accessible to all staff therefore a ready resource for AFP's Recruitment business area.

Refer to attachments:

- 2.6.a – LGBTI Inclusive Employer – Inclusive Recruitment – Link to Factsheet; and
- 2.6.b – LGBTI Inclusive Employer – Inclusive Recruitment – Fact sheet

Further to this, all AFP business areas are to report against the AFP's Diversity and Inclusion (D&I) Strategy 2016-2026, which, explicitly states a LGBTI employee target of 10% staff identifying by 2020. Please refer to excerpt from D&I Strategy below:

Long term targets

- LGBTI members to reflect 10% of the total AFP workforce by the end of 2020.

7. ANNUAL SUBMISSION : 2019 STRATEGY & ACCOUNTABILITY

ADVANCED: Executive Leadership Representation

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

There are currently two identifying LGBTI individuals on the internal AFP's Diversity Council. These two members are also the GLLO Networks Executive Leadership team. They attend the AFP's Diversity Council to:

- Influence and drive strategic and policy change through the Senior Executive committee members;
- Conduit between the AFP's Senior Executive and the GLLO Network members; and
- Raise issues that are being faced in the workforce by members who identify within the LGBTI community.

8. ANNUAL SUBMISSION : 2019 STRATEGY & ACCOUNTABILITY

ADVANCED: LGBTIQ Inclusion Promotion

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

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

The AFP positively promotes our commitment to LGBTI inclusion by participating in National pride days throughout the calendar year. Though the AFP does not formally measure how many people we engage with at each event, we speak to and hand out recruitment brochures etc. to promote the AFP as an employer of choice, for the LGBTI community. As an example, the AFP participated in Melbourne MidSumma with numbers of event attendees was over 100,000 people.

The AFP's 2019 Melbourne MidSumma involvement also included engagement with our State Policing counterparts, Victoria Police as we shared an event stall with them. This has been a great opportunity to build on and further relationships between the two agencies, in which, we have received positive informal feedback from the employees that have volunteered at the event and from the broader community.

The AFP's GLLO Champion, Assistant Commissioner (AC) Ray Johnson, is also a standing member of the Pride in Diversity Executive Advisory Board and the Executive Ally Network. AC Johnson has used his level of knowledge and personal connections as a conduit between partner agency colleague and Pride in Diversity.

Refer to attachment 2.8.a - Engagement with strategic partners -AFP LGBTI Champion and ANZPAA CEO

SECTION 3: LGBTIQ EMPLOYEE NETWORKS / RESOURCE GROUPS

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

9. ANNUAL SUBMISSION : 2019 LGBTIQ EMPLOYEE NETWORKS / RESOURCE GROUPS

FOUNDATION: LGBTIQ Employee Network

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

- a) an established LGBTIQ employee network with a clearly documented charter/purpose or remit
- b) have made progress towards the launch or establishment of an LGBTIQ employee network

The AFP has an established AFP Gay and Lesbian Officer (GLLO) Network. The AFP GLLO Network has been in existence since 1996.

The AFP GLLO Network is required to report to the AFP's Diversity Council on a bi-annual basis. In addition to this requirement, the GLLO Network has an annual initiatives plan, which is effectively, the GLLO Network's documented remit in line with approved annual activities. Please note, the AFP's diversity network initiatives plans are implemented per financial not calendar year.

Refer to attachments:

- 3.9.a – AFP Diversity Council – GLLO Network Purpose and Remit; and
- 3.9b - GLLO Annual Initiatives Plan 2018-2019

10. ANNUAL SUBMISSION : 2019 LGBTIQ EMPLOYEE NETWORKS / RESOURCE GROUPS

FOUNDATION: Network Leadership Structure

Our employee network has a clearly articulated leadership structure with:

- a) clear roles and/or responsibilities for those involved
 - b) an HR or Diversity representative as part of the leadership structure
- a) As per question 3.9, the AFP's GLLO Network has formally articulated roles and responsibilities articulated through the AFP's Diversity Council.

Refer to attachment 3.10.a – AFP Diversity Council – GLLO Network Purpose and Remit

- b) Within the AFP's formal Diversity Council Structure, there are specific roles and responsibilities relating to the AFP's HR and Workforce Diversity business areas.

Refer to attachment 3.10.b – Leadership Structure – HR and/or Diversity Specific

Further to the formal AFP Diversity Council, the Workforce Diversity and Inclusion team are standing members of the AFP's GLLO Network Working Group committee.

11. ANNUAL SUBMISSION : 2019 LGBTIQ EMPLOYEE NETWORKS / RESOURCE GROUPS

FOUNDATION: Strategy / Work Plan

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

Within the AFP's Diversity and Inclusion (D&I) Strategy, there are six pillars that AFP business areas activities are to report too. These six pillars are stated on page six and seven of the D&I Strategy

Refer to attachment 3.11.a – AFP Diversity and Inclusion Strategy.

Further to the overarching D&I Strategy, the AFP's GLLO Network has an annual initiative plan, which clearly demonstrate and articulate the activities and deliverables for each financial year. Within this document, the AFP's Workforce Diversity and Inclusion (WDI) team has put the relevant D&I Strategy pillar numbers against each deliverable. By the WDI team aligning the GLLO Network's annual initiatives plan to the AFP's D&I Strategy 2016-2026, it enables and provides the network with a strategic focus, alignment with AFP's Senior Executive priorities and support in driving and influencing change throughout the organisation on LGBTI inclusive practices.

Refer to attachment 3.11.b – GLLO Annual Initiatives Plan

The AFP GLLO Network provides formal progress reports to the AFP Diversity Council at each meeting (held approximately twice a year). Outside of the formal meetings, the GLLO Network Executive Committee and the Workforce Diversity and Inclusion team liaise with the AFP's GLLO Network Champion, on a regular basis, regarding network activities and deliverables.

Refer to attachment 3.11.c – Diversity Council Minutes

12. ANNUAL SUBMISSION : 2019 LGBTIQ EMPLOYEE NETWORKS / RESOURCE GROUPS

INTERMEDIATE: Orientation / On-boarding

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

The AFP's Workforce Diversity and Inclusion team, in conjunction with the AFP's GLLO Network, welcome new hires within the organisation by delivering face-to-face awareness training areas on request. In 2019, the orientation face to face training was delivered to the AFP's Operations Coordination Centre (AOCC) and Recruit Induction course

Refer to attachments:

- 3.12.a – AOCC training event invite; and

- 3.12.b – Recruit Induction Session.

13. ANNUAL SUBMISSION : 2019 LGBTIQ EMPLOYEE NETWORKS / RESOURCE GROUPS

INTERMEDIATE: Strategy and Goals

Our network leads have objectives that are assessed annually within performance discussions, relating specifically to performance within that role (as opposed to generic cultural, diversity or value statements).

Within the AFP's GLLO Network Chair Performance Development Agreement (PDA), there is a clearly articulated objective for her support to the AFP's GLLO Network.

Refer to attachment 3.13.a – GLLO Network Chair – PDA Objective

This objective gets assessed on a six monthly basis as per the AFP's PDA processes.

Further to this example, the GLLO Executive Committee Chair received positive feedback from her previous Team Leader. Refer to feedback provided to GLLO Executive Committee Chair below:

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14. ANNUAL SUBMISSION : 2019 LGBTIQ EMPLOYEE NETWORKS / RESOURCE GROUPS

ADVANCED: Sustainability Plan

Our network has a documented sustainability plan (over and above a leadership structure) that will ensure the longevity and continuity of the network.

Please provide:

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

The AFP Workforce Diversity and Inclusion (WDI) team, who has overarching responsibility for the AFP's Gay and Lesbian Liaison Officer (GLLO) Network, has an established Executive Committee election process. The endorsed election process does have fixed periods of tenure for the executive commitment members, but in saying that, if needed exceptions can be made during this process as stated on page 3 of attachment 3.14.a. This document, with the exception, serves as the AFP's GLLO Network sustainability plan.

Refer to attachment 3.14.a - AFP Diversity Framework and Guidelines - Elections

15. ANNUAL SUBMISSION : 2019 LGBTIQ EMPLOYEE NETWORKS / RESOURCE GROUPS

ADVANCED: Allies of Trans / Gender Diverse People

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

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

In 2019, the AFP's Workforce Diversity and Inclusion team actively promoted Pride in Diversity's, Count me in: LGBTI Allies guide on the AFP's GLLO Network intranet page. As it is on the AFP's GLLO Network intranet page, it is readily accessible to all AFP employees.

Refer to attachments:

- 3.15.a - Count Me In - A Guide for LGBTI Workplace Allies; and
- 3.15.b – GLLO Intranet Page – Access to Count me in: A Guide for LGBTI Workplace Allies

16. ANNUAL SUBMISSION : 2019 LGBTIQ EMPLOYEE NETWORKS / RESOURCE GROUPS

ADVANCED: Visibility of LGBTIQ Women

Throughout the assessed year, our network has either:

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

The AFP's Organisational Health business area has an established video series profiling AFP employees. Section 47F

This video is also on the AFP's GLLO Network intranet page, which is, readily accessible to all AFP employees.

Refer to attachment 3.16.a – Identifying as LGBTI in the AFP – Intranet page screenshot

Further to this, the current AFP GLLO Network Executive Committee Chair, Section 47F

Refer to attachment 3.16.b – Section 47F

17. ANNUAL SUBMISSION : 2019 LGBTIQ EMPLOYEE NETWORKS / RESOURCE GROUPS

ADVANCED: Intersectionality

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

Please provide evidence for one of the following:

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

In 2018, the AFP GLLO Network's Wear it Purple event had

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his video is located on the GLLO

Network intranet page and is readily available for all staff to access

Refer to attachment 3.17.a – Video – Intersectionality

Further to this, at all AFP GLLO Network recognition of days of significance, the AFP Chaplain attends and performs a prayer at the beginning of each event. This inclusion illustrates to employees, that you can be a person of faith and identify within the LGBTI community, and that the AFP is trying to break down historical barriers between these two community groups within the workplace.

18. ANNUAL SUBMISSION : 2019 LGBTIQ EMPLOYEE NETWORKS / RESOURCE GROUPS

ADVANCED: Intersex Allies

As intersex allies, the network has within the assessed calendar year:

Please provide evidence for up to two of the following:

- communicated what the organisation has been or is currently doing to be more inclusive of Intersex people while acknowledging that Intersex status is about variations of sex characteristics, not gender identity or sexual orientation
- held organisation-wide educational events where Intersex people have spoken
- distributed current and accurate information on Intersex inclusion or awareness raising across the organisation
- shared articles, books, movies, documentaries, presentations about Intersex from intersex perspectives
- sought and gained permission from intersex organisations such as IHRA to share relevant content on social media or your LGBTIQ network / diversity page
- developed a network initiative or working group with Intersex representation to help determine how the organisation or network can be more inclusive of Intersex people (over and above including Intersex awareness within LGBTIQ inclusivity training).

In November 2019, the dedicated GLLO project support officer (within the Workforce Diversity and Inclusion team) distributed current and accurate information relating to changes within the Intersex community. This advice was provided by Pride in Diversity, in which, AFP is a founding member.

Refer to attachments:

- 3.18.a – Intersex Allies – Email to GLLO Network; and
- 3.18.b – Intersex Allies – Information from Pride in Diversity referencing Darlington Statement

19. ANNUAL SUBMISSION : 2019 LGBTIQ EMPLOYEE NETWORKS / RESOURCE GROUPS
ADVANCED: Broader Inclusion

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

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

To extend and increase network engagement and inclusion throughout AFP nationally, a GLLO Network working group has been established and meets regularly. AFP employees on this working group provide verbal activity updates at each meeting, which is then captured formally, in the meeting minutes. In 2019, there were seven meetings in total for the working group.

Refer to attachment 3.19.a – Broader Inclusion – Working Group membership

Further to this, there is also GLLO Network representation at the AFP's Cultural Inclusion Committee and Cultural Inclusion Board meetings. These two formal meetings have representatives from the Senior Executive (including AFP Commissioner as Chair of the Cultural Inclusion Board meetings). The CIC meetings occur in each AFP state office to deal with locally based issues. This has ensured LGBTI matters and planned activities are addressed and tracked in the relevant regions with support from the AFP's senior executive. By the level of representation at these meetings, it provides an ideal opportunity for regional offices to influence and drive change for LGBTI employees.

20. ANNUAL SUBMISSION : 2019 LGBTIQ EMPLOYEE NETWORKS / RESOURCE GROUPS
ADVANCED: Network Reporting

Our network produced an internal report on network achievements over the assessed calendar year (over and above any regular reporting in place), *addressing at least two* areas of performance:

- progress against the year's targets
- additional advice provided to the organisation throughout the year
- areas of significant contribution
- areas of future focus
- annual progress tracking against the AWEI

In conjunction with the AFP GLLO Network, the Workforce Diversity and Inclusion team, prepared and tabled the organisations 2019 AWEI results to the AFP's Diversity Council. Within this report, it was clearly articulated the AFPs areas of significant contribution and where the organisation needs to increase focus in 2020.

One of the key areas identified, as a deficiency within the AFP's AWEI results, was support of gender diverse employees. One of the key takeaways from this overarching deficiency is that the AFP does not have a gender affirming/ gender transitioning policy for employees. The AFP has taken this on-board as a vital area for future focus therefore has created a working group of GLLO Executive committee members, GLLO Network members and the dedicated GLLO project support officer within the Workforce Development and Inclusion team. It is envisaged this body of work will be undertaken and finalised in 2020.

Refer to attachment 3.20.a – 2019 AWEI Outcomes

SECTION 4: VISIBILITY OF INCLUSION

21. ANNUAL SUBMISSION : 2019 VISIBILITY OF INCLUSION

FOUNDATION: Days of Significance

Within the assessed calendar year, we have celebrated and promoted LGBTIQ Days of Significance across the organisation while providing employees with an understanding of why these dates are important.

The AFP has celebrated and promoted the following LGBTIQ Days of Significance:

- International Day Against Homophobia, Biphobia, Intersexism and Transphobia;
- Wear it Purple; and
- Multiple Pride Days being Sydney Gay and Lesbian Mardi Gras, Brisbane Pride, Darwin Pride, Perth Pride, Melbourne Midsumma and ACT FairDay.

The AFP celebrates and promotes these days in various ways. As one example of this,

Refer to attachment - 4.21.a – QLD IDAHOT Day Celebrations. The posters were posted in the buildings kitchens so was visible and accessible to all staff within the office.

Further to this, the AFP's Workforce Diversity and Inclusion has an established an annual Diversity Network year of events calendar. This calendar is tabled at the commencement of each calendar year to the AFP's Diversity Council for support and endorsement of activities related to these significant days.

Refer to attachment 4.21.b – 2019 Calendar of Events

22. ANNUAL SUBMISSION : 2019 VISIBILITY OF INCLUSION

FOUNDATION: Visibility

We actively encourage and provide a means by which employees can indicate their commitment to LGBTIQ workplace inclusion through the use of: ALLY email signatures, lanyards, personal pronouns, etc.

AFP employees are able to visibly show their commitment to LGBTI inclusion with the below aids.

Refer to attachments:

- **4.22.a - Visibility - Lanyard and Ally Card; and**

- 4.22.b - Visibility - GLLO Merchandise

The GLLO merchandise is provided to AFP employees at internal LGBTI events and on request from business areas.

Further to this, the AFP Canine Unit has altered one of their canine vest to include a Rainbow trim. This jacket is used for canines attending internal LGBTI events and also external national pride day events.

Refer to attachment 4.22.c – AFP Canine – 2019 Brisbane Pride

23. ANNUAL SUBMISSION : 2019 VISIBILITY OF INCLUSION

INTERMEDIATE: Ally / Champion Reference Guides

We provide Ally/LGBTIQ Champion Reference Guides or materials on how to be an effective ally and/or an active champion for LGBTIQ inclusion within the workplace.

On the AFP's GLLO Network intranet page, within the recommended resources table, is a link to Pride in Diversity's – Count me in: A guide for LGBTI workplace allies. This intranet page is readily accessible to all staff.

Refer to attachments:

- 4.23.a – Count me in: A guide for LGBTI workplace allies; and
- 4.23.b – screen shot of AFP's GLLO Network page with link to allies guide.

24. ANNUAL SUBMISSION : 2019 VISIBILITY OF INCLUSION

INTERMEDIATE: Individual LGBTIQ Inclusion Work Acknowledgement

We acknowledge and communicate the work of exemplary individuals regarding their work in LGBTIQ inclusion within the workplace, internally.

Note: this excludes awards given externally such as AWEI awards – this is about YOUR acknowledgement of individuals internally.

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Refer to attachment 4.24.a - Individual LGBTIQ Inclusion Work Acknowledgment

25. ANNUAL SUBMISSION : 2019 VISIBILITY OF INCLUSION

INTERMEDIATE: Confidential Contacts

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

Please provide a screenshot of where this information is provided. For full points, you must indicate CONFIDENTIALITY and therefore cannot be network mailbox or address.

The AFP doesn't differentiate between LGBTI employees and/or allies. Within the AFP's Gay and Lesbian Liaison Officer (GLLO) Network intranet page, there is a readily accessible trained GLLO's contact list. All AFP employees can contact any of the trained officers, on this list, for informal discussions on LGBTI matters. On this basis, there is no formal process and/or requirement for trained GLLO's to report on every conversation they have with LGBTI employees. As this is the case, though confidentiality caveat is not clearly stated on this list, it could be implied and assumed confidentiality will be adhered too. Refer to excerpt below, noting only one entry is included as an example,

List of current Gay and Lesbian Liaison Officers and Associate GLLO members

Name	AFP Number	Email
[REDACTED]	[REDACTED]	[REDACTED]@afp.gov.au

Though confidentiality is not explicitly stated on the above contact listing, all AFP employees must adhere to broader organisational reporting mechanisms and protection of information.

One example of an overarching policy, that all AFP employees must adhere too, is The Australian Federal Police Commissioner's Order on Professional Standards (CO2). Within the AFP Commissioner's Order on Professional Standards, there is a specific confidentiality clause, which explicitly states if, how and when etc. information on AFP employees can be divulged and recorded. Refer to excerpt from this Commissioner's Order is as follows:

18. Confidentiality

18.1. An AFP appointee must not, directly or indirectly, record, divulge or communicate any information coming to their attention as a result of a complaint (complaint management information) to any other person except for the purposes of complaint management or where there is a lawful authority or excuse.

18.3. The Manager or coordinators of PRS may authorise disclosing complaint management information to ensure the good order, administration or discipline of the AFP. This includes disclosure for:

- assessing suitability for ceremonial and recognition considerations

- deploying AFP appointees
- recruiting, selecting and advancing AFP appointees
- security considerations
- matters concerning the interests of the AFP, the government or the community
- providing legal advice and legal services
- reasons otherwise authorised by law.

18.4. To effectively manage a complaint or apply outcomes pursuant to Part V of the Act, complaint management information about a Category 1 or Category 2 conduct issue may be provided by the complaint manager to appropriate AFP appointees in the relevant AFP business area without approval from the Head of the Unit or MPRS. Appropriate AFP appointees may include the involved AFP appointee's current supervisor, manager of the relevant business area and the relevant AFP contract manager where the involved appointee is a contractor.

In addition to the fore mentioned Commissioners Orders on Professional Standards, the AFP's Better Practice Guide (BPG) (this is AFP's equivalent to organisations policies) on Applying Protective Markings, has clearly articulated what is classified as official and unofficial information, as follows:

Information categories Information is categorised as either official information or unofficial information.

Official information Official information is protectively marked if its unauthorised disclosure, alteration, or destruction could cause perceivable damage to the AFP, national security, the Commonwealth, the government, commercial entities or members of the public.

Unofficial information Unofficial information is information that relates to an individual's private/personal matters and is non-work related.

Further to the information categories in the BPG on Applying Protective Markings, clause **Dissemination limiting markers (DLMs)** DLMs are markings for information where disclosure may be limited or prohibited by legislation, or where it may otherwise require special handling.

The DLMs used are:

- For Official Use Only (FOUO)
- Sensitive
- **Sensitive: Personal**
- Sensitive: Legal
- Sensitive: Cabinet

Sensitive: Personal Sensitive: Personal is applied to security classified or unclassified information that is sensitive personal information.

For example: a Sensitive: Personal document would protect information such as fact or opinion about an individual including their sexual preference, health status or political beliefs.

Therefore, by applying the principle that disclosure of personal information, such as, sexual preference may be limited or prohibited, there is a level of confidentiality for all AFP employees.

26. ANNUAL SUBMISSION : 2019 VISIBILITY OF INCLUSION

INTERMEDIATE: Communication of LGBTIQ Support Information

As the initial source of information for LGBTIQ employees, our LGBTIQ intranet page clearly articulates:

- a) the process for formally reporting workplace LGBTIQ bullying/harassment
- b) available LGBTIQ friendly support (should this occur)

The AFP's Gay and Lesbian Liaison Officer (GLLO) intranet page has a clearly articulated list of GLLO's who can assist LGBTI members. Access to this intranet page is readily available to all AFP employees.

Refer to attachments:

- 4.26.a - GLLO Intranet Page - Link to list of trained GLLO's; and
- 4.26.b - GLLO Contact List sample

Please note attachment 4.26.b is a sample, as the AFP GLLO Network has over 200 members, it is quite a large list to provide.

27. ANNUAL SUBMISSION : 2019 VISIBILITY OF INCLUSION

ADVANCED: LGBTIQ Social Media Streams

We have internal LGBTIQ social media streams or any other means by which we can engage staff in conversations and post items of interest in regard to our inclusion work (may include but is not limited to Yammer, Twitter, Facebook, SharePoint).

Within the AFP, there are two social media teams. They are the ACT Policing Media and Public Engagement team and the National Social Media teams. These two teams, in conjunction with the AFP Gay and Lesbian Liaison Officer (GLLO) Network the Workforce Diversity and Inclusion (WDI) team, undertake the AFP's social media functions, both internally and externally, when it comes to the promotion of AFP LGBTI events.

In addition to these formal social media teams, the AFP's WDI team promote the AFP's GLLO Network activities by publishing regular hub stories, which are, featured on the AFP's intranet website.

Refer to attachment 4.27.a – LGBTIQ Social Media Streams – Intranet Page

Further to this, the AFP's intranet page was utilised to promote AFP employee participation in the 2019 Sydney Gay and Lesbian Mardi Gras parade, by way of, spotlight banners.

Refer to attachment 4.27.b - All Staff Notification – 2019 Mardi Gras Spotlight Banners

In addition to the formal AFP social media channels, the AFP has an established Aus GLLO page on Facebook. Though this page is on a public forum, it is locked down and only AFP members are able to gain access to the page. The administrators are AFP employees. This provides opportunity for LGBTI employees and allies to have more informal and

honest conversations, sharing of stories (positive and/or negative), support from colleagues outside of the office, and to recognise significant LGBTI days that, as an organisation, the AFP may not be undertaking any activities for.

Refer to attachment 4.27.c – Aus GLLO FaceBook Page

SECTION 5: TRAINING, AWARENESS & PROFESSIONAL DEVELOPMENT

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

28. ANNUAL SUBMISSION : 2019 TRAINING, AWARENESS & PROFESSIONAL DEVELOPMENT

FOUNDATION: Face-to-Face Training

We have made face-to-face **LGBTIQ Awareness / Inclusion / Ally Training** available to all employees throughout the assessed calendar year (this may include any training conducted via video conference technologies).

On 26 November 2019, a representative from the AFP's Gay and Lesbian Liaison Officer (GLLO) Network and the Workforce Diversity and Inclusion (WDI) team provided targeted face to face LGBTI focused training to the organisations AOCC (this is the centralised call centre the Australian public to contact AFP on community matters at a national level)

Please provide the following for one such piece of training:

Name of Trainer or Video: [REDACTED] (GLLO representative) and ☐ Our trainer is accredited by or from Pride in Diversity
 [REDACTED] (WDI Representative)

Length of training: 30 minutes

Date: 26 November 2019

Number of attendees approx that will have gone through this training throughout the assessed calendar year: Four members

Evidence of training occurring (one piece of evidence for one such training required only): Refer to attachment 5.28.a – New Member Training

Copy of presentation or outline of training covered: Refer to attachment 5.28.b – New Member Training – AOCC Induction Agenda

29. ANNUAL SUBMISSION : 2019 TRAINING, AWARENESS & PROFESSIONAL DEVELOPMENT FOUNDATION: Online Training

We have LGBTIQ online training or videos that can be accessed by employees throughout the assessed calendar year.

Please provide the following for one such piece of training:

Name of Online Training or Video: LGBTI Awareness Session

Length of the LGBTIQ component within the video/training: One Hour

Where employees can access this training : This video is located on the AFP's Gay and Lesbian Liaison Officer (GLLO) intranet page and readily accessible to all staff.

Tracking: Please identify:

- (a) The AFP's Hub admin team is able to provide figures, when requested by AFP business areas, on how many times videos have been viewed on the AFP intranet pages.
- (b) In 2019, 16 AFP employees viewed the LGBTI Awareness session.

Copy of the module or a brief outline of it's LGBTIQ content.

Refer to attachment 5.29.a – Views on Video intranet page

This awareness session covered:

- The why, what and how of LGBTI Workplace Inclusion

Refer to attachment 5.29.b – Online Training – LGBTI Awareness Session

30. ANNUAL SUBMISSION : 2019 TRAINING, AWARENESS & PROFESSIONAL DEVELOPMENT

ADVANCED: Professional Development for LGBTIQ Employees

Throughout the assessed calendar year, we have either:

- (a) provided LGBTIQ people with LGBTIQ specific leadership training, internally or externally (excludes conferences unless specifically dedicated to LGBTIQ leadership development)
- (b) put processes in place to ensure that there is LGBTIQ representation within talent development programs.

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

N/A

31. ANNUAL SUBMISSION : 2019 TRAINING, AWARENESS & PROFESSIONAL DEVELOPMENT
ADVANCED: Professional Development on LGBTIQ Inclusion

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

Please provide:

- (a) a copy of the strategy
- (b) outlined progress made throughout the assessed year

- a) The AFP has an existing Diversity and Inclusion (D&I) Strategy 2016-2026, which specifically states Lesbian, Gay, bisexual, Transgender and Intersex (LGBTI) as a key priority group. Within the D&I strategy 2016-2026, there is a specific target of 10% LGBTI employees by 2020 to address LGBTI inclusion within the AFP.

Further to the overarching AFP D&I Strategy, the AFP's Workforce Diversity and Inclusion (WDI) and Gay and Lesbian Liaison Officer (GLLO) Network, compiled and received endorsement of a training package for employees. It is important to note, that once training programs are endorsed within the AFP, they remain active for three years. Therefore, on the relevant attachment it does state 2017 but the training outline is valid until 2020.

Refer to attachments:

5.31.a – AFP Diversity and Inclusion Strategy 2016-2026; and

5.31.b – Specific GLLO Training Plan

- b) Though the AFP's Workforce Diversity and Inclusion (WDI) team has not formally documented progress against these strategies and training plans, the importance of LGBTI and more broadly Diversity and Inclusion, is illustrated by an increase of requests for training (which covers a specific section on LGBTI) throughout the AFP. The AFP business areas that have requested further training in 2020 are:
 - AFP Operations Coordination Centre (AOCC);
 - Graduates and Directions Trainee (please note, the Directions trainee program is an Indigenous focused program so this highlights AFP's commitment to Intersectionality of community groups); and
 - Police Recruit courses.

32. ANNUAL SUBMISSION : 2019 TRAINING, AWARENESS & PROFESSIONAL DEVELOPMENT
ADVANCED: LGBTIQ Event Attendance

Within the assessed calendar year, we have provided opportunities for employees to attend external dedicated LGBTIQ conferences or seminars nationally or internationally.

Note: This may include but is not limited to Pride in Practice – *this does not include any PID training held internally or training already identified within this submission.*

In November 2019, the AFP had six representatives from the organisation attend the Pride in Practice Conference. The AFP attendees were from a range of AFP business areas and were a mix of identifying LGBTI employees and allies. The AFP representatives were:

- [REDACTED] – Project Support Officer for the AFP's Gay and Lesbian Liaison Officer (GLLO) Network – Workforce Diversity and Inclusion Team;
- [REDACTED] – AFP GLLO Network Executive Committee member;
- [REDACTED] – Strategic Business Partner – People, Safety and Security branch (equivalent to HR in other organisations);
- [REDACTED] – AFP GLLO Network Associate Member - Senior Litigation Lawyer;
- [REDACTED] – Team Member - Community Engagement Team; and
- [REDACTED] – HR Business Advisor – Workforce Development and Culture.

SECTION 6: EXECUTIVE LEADERSHIP & ENGAGEMENT

33. ANNUAL SUBMISSION : 2019 EXECUTIVE LEADERSHIP & ENGAGEMENT

INTERMEDIATE: Executive Sponsor or Champion

We have a visible and active Executive Sponsor or Senior Champion for LGBTIQ inclusion who has both:

- a) contributed to the LGBTIQ strategy
 - b) is engaged in tracking performance progress against the strategy throughout the year
-
- a) The AFP's Gay and Lesbian Liaison Office (GLLO) Network Champion is a standing member of the AFP's Diversity Council, which influences, tracks and provide high level strategic direction on behalf of the AFP's GLLO Network, in line with, the AFP's Diversity and Inclusion Strategy 2016-2026. By the AFP's GLLO Champion being a standing committee member of the AFP's Diversity Council, he is continually and consistently contributing and providing leadership in support and increase of LGBTI workplace inclusion.
 - b) At the AFP's formal Diversity Council meetings, the Workforce Diversity and Inclusion (WDI) team in conjunction with the AFP GLLO Champion, also provide an analytical assessment and report of the AFP's results from the annual Australian Workplace Equality Index (AWEI) benchmarking exercise for LGBTI workplace inclusion. By tabling this document at the AFP's formal Diversity Council, the Executive Champion is able to provide his Senior Executive colleagues progress and updates on specific LGBTI workplace issues and/or activities.

Refer to attachment 6.33.a – 2019 AWEI Outcomes

The WDI team and GLLO Executive engage with the AFP GLLO Champion throughout the year, in a face to face manner, to discuss any issues and provide updates on the progress of the network. This is another avenue utilised, within the AFP, to enable ongoing contributions to LGBTI workplace strategies and tracking of LGBTI matters.

Refer to attachment 6.33.b – GLLO Monthly Catch up

34. ANNUAL SUBMISSION : 2019 EXECUTIVE LEADERSHIP & ENGAGEMENT

ADVANCED: Executive Advocacy

Within the assessed calendar year, Senior Executive(s) within our organisation have taken a lead role in:

- a) advocating for LGBTIQ inclusion at an executive level *externally* amongst peers
- b) advocating for LGBTIQ inclusion at an executive level *internally* amongst peers; or
- c) the Pride in Diversity Executive Allies Forum

a) As part of the AFP's participation in the 2019 Perth Pride parade, the AFP Senior Executive was represented by two Superintendents. This illustrated the Senior Executives and broader AFP's commitment to advocate and support the LGBTI community on an external and internal face. Externally the community can visibly see that AFP is committed to inclusion, from a Senior Executive perspective, and internally provides existing AFP employees a level of comfort knowing that they work in a diverse, supportive and inclusive organisation.

b) On 1 October 2019, the AFP's Gay and Lesbian Liaison Officer (GLLO) Network Champion, Assistant Commissioner Ray Johnson (Chief Police Officer), advised the AFP's National Manager forum (his peers) of the draft Religious Discrimination bill that will be tabled at Parliament in 2019. Within this email correspondence, the GLLO Network Champion highlighted there may be some organisational impact driven by the 'no consequence' sections of the bill. Also that, there is likely to be an increase in disrespectful and abusive commentary in some parts of the community that may impact our staff. As National Managers (aka the Senior Executive peer group of the GLLO Champion), it is something to be aware of. This email was sent out on the back of Pride in Diversity's National LGBTI Executive Allies forum held on 27 September 2019.

Refer to attachment 6.34.a – Religious Discrimination Draft Bill – GLLO Champion email to NM Forum.

c) Further to this, the AFP GLLO Network Champion is a standing member of both the Pride in Diversity Executive Advisory Board and Pride in Diversity Ally Network.

35. ANNUAL SUBMISSION : 2019 EXECUTIVE LEADERSHIP & ENGAGEMENT

ADVANCED: CEO or Equivalent Communications

Within the assessed calendar year, our CEO or equivalent has sent formal communications to all employees comprehensively discussing progress made in LGBTIQ inclusion work and its importance to the organisation. This may be CEO communications prioritised on intranet pages or within a CEO newsletter (beyond social media, award announcements only).

In December 2019, the AFP's Gay and Lesbian Liaison Officer (GLLO) Network Executive Champion sent a formal email to all GLLO Network members. This specific message was a targeted end of year message and included specific activities and achievements of the GLLO Network in 2019.

The GLLO Network Executive Champion also acknowledged the GLLO Network's continuation to drive and influence change throughout the organisation.

Refer to attachment 6.35.a - A Christmas Message - GLLO Network Executive Champion

36. ANNUAL SUBMISSION : 2019 EXECUTIVE LEADERSHIP & ENGAGEMENT

GLLO CEO or Equivalent speaking at events

Our CEO or equivalent has spoken at LGBTIQ events held by our organisation, either internally or externally.

For full points, all of the following must be provided:

- (a) *evidence of the CEO speaking at the event and approximate duration of speech*
- (b) *brief outline of event purpose and typical audience*
- (c) *approximate attendee numbers*

- a) As part of the AFP's recognition of International Day against Homophobia, Biphobia, Intersexism and Transphobia (IDAHOBIT), the AFP Commissioner Andrew Colvin attended the event. Commissioner Colvin took part in the fundraising raffle and addressed event attendees on the importance of LGBTI inclusion, organised by the Workforce Diversity and Inclusion (WDI) team, which was held in the AFP's National Headquarters. As part of 2019 IDAHOBIT recognition, the WDI team created a pledge against discrimination poster. It was asked that AFP employees sign this pledge and place a coloured sticker on the Rainbow. As part of his commitment to LGBTI inclusion, the AFP Commissioner Andrew Colvin took part in this aspect of the event recognition and signed the pledge.

Refer to attachments:

- 6.36.a – AFP Commissioner – IDAHOBIT Raffle; and
 - 6.36.b - IDAHOT Day - AFP Hub
- b) The purpose of this event was to raise awareness of IDAHOBIT day, within the AFP, and to raise funds for a specific LGBTI charity
 - c) There was approximately 40 people in attendance at the raffle draw

SECTION 7: DATA COLLECTION & REPORTING

37. ANNUAL SUBMISSION : 2019 DATA COLLECTION & REPORTING

INTERMEDIATE: Employee Data Assessment

Within our annual engagement, pulse or diversity surveys, either for the assessed calendar year or year prior, we have:

- a) included questions in regard to one's sexual orientation, gender identity or whether or not someone is intersex, AND
- b) analysed and reported on LGBTIQ engagement data alongside other diversity demographics or overall population statistics

For full points, please provide:

- a) details of when that data was last collected
 - b) a copy of the questions used to identify LGBTIQ population
 - c) an overview of comparative findings or analysis as compared to other internal populations
- a) The AFP has created a two phase approach for members to identify as LGBTI (if they chose to) within the AFP's SAP system. At this stage, Phase One has been released with phase two launch forecasted for 2020. Phase One asks AFP employees if they:
 - Identify as LGBTI;
 - Do not identify as LGBTI; and
 - Choose not to give this information.
 - b) As this is a live system, data is collected on a daily basis with analysis and reporting occurring bi-annually. This information is then tabled at the AFP's Diversity Council for Senior Executive information, discussion and to influence possible further workplace inclusive practices, if there has been a decline in members identifying etc. This data is also published in the AFP's Culture Statistics report, which is, tabled at the AFP's Cultural Reform Board (CRB) meetings. The AFP CRB meetings are chaired by the AFP Commissioner.

Refer to attachments

- 7.37.a - Overview Cultural Statistics Report;
- 7.37.b - Proportion of LGBTI - Compared to other diversity demographics; and
- 7.37.c - Proportion of Diversity and Inclusion - By AFP Portfolio

38. ANNUAL SUBMISSION : 2019 DATA COLLECTION & REPORTING

ADVANCED: LGBTIQ Analysis

Within the assessed calendar year (or year prior), we have specifically asked, investigated or assessed one of the following:

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

The AFP collects non-binary employee gender aggregated data in the organisations reporting systems. The AFP’s People Strategies branch (equivalent to HR in other agencies) has an established Workforce Planning and Analytical team, which, collects, collates and maintains this data. The figures are then reported in the AFP’s annual report that is available publicly on the external AFP website.

The AFP annual reports, with this data, can be found at url <https://www.afp.gov.au/about-us/publications-and-reports/annual-reports>

Further to this, the Workforce Diversity and Inclusion (WDI) team provided the AFP’s Diversity Council with a formal report on the organisations 2019 AWEI benchmarking exercise results. The WDI project support officer specifically stated key areas for improvement, which were, as listed below:

Key areas for improvement were identified as:

- Staff benefits;
- Parental / New Parent leave;
- Bullying and Harassment;
- Support of gender diverse employees;
- Strategy and action plans;
- Senior reporting and reporting communications;
- Targeted training; and
- Employee network and ally initiatives.

From the key areas of improvement listed, bodies of work identified already completed, for progressing and envisaged implementation in 2020 is as follow:

- Bullying and harassment – the AFP’s Bullying and Harassment policy specifically includes references of people cannot be discriminated against based on “sexual orientation, gender identity, gender expression and Intersex status”;
- Support of gender diverse employees – the AFP’s Workforce Diversity and Inclusion (WDI) team has an established working group to develop and publish a “gender affirmation” guide for employees;

- Strategy and action plans – the AFP’s WDI team are currently drafting overarching Terms of Reference and Protocols for each of the organisations Diversity Network Groups, inclusive of, the AFP’s Gay and Lesbian Liaison Officer (GLLO) Network;
- Targeted training – the AFP’s WDI team will be delivering face to face Diversity training, with a component of LGBTI, to multiple teams within the AFP. This includes new Police recruits and the Graduate cohort; and
- Employee network and allies initiatives – The AFP’s Culture and Recognition branch, which the WDI team are a part of, is currently developing proposed allies network model. Once this is drafted, it will be tabled at the AFP’s Diversity Council meeting for final endorsement and publication.

SECTION 8: COMMUNITY ENGAGEMENT

39. ANNUAL SUBMISSION : 2019 COMMUNITY ENGAGEMENT

INTERMEDIATE: Employer Branded Participation at Community Events

Within the assessed calendar year, we held stalls at LGBTIQ community events or participated in pride parades under our employer/company branding.

The AFP participated in the following Pride events for 2019:

- Sydney Gay and Lesbian Mardi Gras parade;
- Darwin Pride parade;
- Perth Pride parade;
- Brisbane Pride stall; and
- Canberra Fair Day stall.

Refer to attachments:

- 8.39.a – EOI 2019 Mardi Gras – Intranet Promotion;
- 8.39.b – ACT Fair Day Application;
- 8.39.c - GLLO Champion Mardi Gras - Social Media Posts; and
- 8.39.d - GLLO Champion email - Promotion of 2019 IDAHOT AFP events

40. ANNUAL SUBMISSION : 2019 COMMUNITY ENGAGEMENT

INTERMEDIATE: Financial Support

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

As part of the AFP's participation at ACT Fair Day, the organisation always ensures there are, at least, two ACT Policing members in attendance at this event.

In 2019, the ACT Policing contingent included a Senior Executive representative, which was, Marcus Boorman – Office in Charge of Traffic, Emergency Management and Planning team. He was supported by two members from the ACT Policing Community and Safety Engagement team. These three members were at the event for the duration of the day.

The presence of ACT Policing is received positively from an inclusive employer perspective but also provides members of the LGBTI community the capability to report crimes, in what they may view, as a safer environment. This level of informal engagement and support also provides a visible presence of safety for event attendees and more broadly the venue itself.

41. ANNUAL SUBMISSION : 2019 COMMUNITY ENGAGEMENT INTERMEDIATE: Fundraising

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

As recognition of International Day Against Homophobia, Biphobia, Intersexism and Transphobia, the AFP's Brisbane office raised funds for the organisation Minus 18

Refer to attachments:

- 8.41.a – IDAHOT Day Minus 18 Receipt; and
- 8.41.b – IDAHOT Fundraising – Diversity ACT

Further to this, the AFP also raised funds for Wear it Purple in August. AFP raised a total of \$747.80 for Wear it Purple Incorporated

Refer to attachment 8.41.c – Wear it Purple – Fundraising Receipt

SECTION 9: SURVEY

42. ANNUAL SUBMISSION : 2019 OPTIONAL SURVEY PARTICIPATION OPTIONAL: Survey participation

☒ We are participating in the 2020 AWEI Survey. *Please note: points will only be given if 50 or more survey responses are collected.*

SECTION 10: ADDITIONAL WORK

This section allows you to describe and provide evidence for any additional work completed throughout the assessed calendar year:

(a) that has not already been included within this year's index submission

(b) that you believe is significantly over and above what a particular question or index topic is looking for

IMPORTANT: PLEASE COMBINE ALL RELATED INDEX WORK INTO ONE ROW. For example, if you wish to claim for significant training, list all LGBTIQ training within one row under the Item Name of "Training." Only 1 point is available for all work pertaining to a particular topic/area – PLEASE do not split similar areas of index activity over multiple rows.

Please add additional rows regarding different areas of work, as necessary.

43. ADDITIONAL WORK	
1.3 – New Parent Leave inclusive of LGBTIQ Families	The AFP has undertaken additional work to support AFP employees requiring leave for adoption and/or surrogacy purposes. The additional bodies of work are: - The AFP's staying in touch program. This program is available to all employees on extended leave or secondment, inclusive of parental or adoption leave, personal leave, carers leave and miscellaneous leave (with or without pay). This program was established to help employees stay connected to the workplace and colleagues, transition more smoothly back into the workplace after absence from AFP and stay up to date with workplace news and changes. - Reference that BPG on parental leave and breastfeeding in the workplace specifically states surrogacy and Adoption leave with link to BPG on Leave Management where definition of irrespective of gender is explicitly stated.
1.6 – LGBTIQ Inclusive Domestic and Family Violence Policy	In support of the AFP's Family and Domestic Violence Strategy, a Domestic and Family violence resource guide has been published on the AFP intranet page. This guide outlines what is family and domestic violence, with particular reference to the trans and gender diverse community. Refer to excerpt from resource guide below: What is family and domestic violence? The <i>Family Law Act 1975</i> (Cth) defines family violence as violent, threatening or other behaviour by a person that coerces or controls a member of the person's family or causes the family member to be fearful. When referring to the above behaviour, the AFP, consistent with other Australian Government agencies, uses the term 'family and domestic violence' rather than <i>family violence</i>, <i>domestic violence</i> or <i>intimate partner violence</i>. This is in recognition of violence that may occur between members of families in relationships that are not necessarily connected by kinship or marriage such as: - those in intimate relationships including people in same-sex relationships - intimate relationships where one or more people involved identify as trans or gender diverse whether or not their gender identity is legally documented.

1.7 – Communications on LGBTIQ inclusive language and offensive language	The AFP's Gay and Lesbian Liaison Officer (GLLO) Network has made readily available multiple external reference guides on inclusive language. One of these guides is from the organisation QLife and is readily accessible to all AFP employees, the GLLO intranet page. Refer to attachment 10.43.1.7.a – Communications on LGBTIQ inclusive language and offensive language
1.12 – Gender Affirmation Policy and Process Documentation	The Workforce Diversity and Inclusion (WDI) team has established a working group to draft and implement a gender affirmation policy and a toolkit to support AFP employees, who may be, gender affirming. The working group consists of the dedicated Gay and Lesbian Liaison Officer (GLLO) project support officer from the WDI tea, the GLLO Executive committee members, a GLLO Network member and an AFP employee currently going through their own gender affirming process.
1.20 – HR/Diversity Professional Accountabilities	As part of the AFP's Workforce Diversity and Inclusion (WDI) Team Leaders (TL) Professional Development Agreement (PDA), there is an overarching critical objective with measures outlining their commitment to workplace inclusion. Though this is a broad diversity statement by including the reference to the Diversity and Inclusion Strategy for identified priority diversity groups, this can be related directly back to LGBTI employees (as they are one of the identified priority diversity groups within the AFP). Each objective within the TL's PDA also has a start and end date, therefore, it ensures that LGBTI inclusive initiatives are undertaken and implemented within set timeframes. Refer to below excerpt from the WDI's TL PDA. Critical Objective Lead the Diversity and Inclusion Team to achieve the long term goals and short term objectives of the Diversity and Inclusion Strategy for identified priority diversity groups. Measures (maximum of 6 per Objective) Start Date End Date Ensure team activities support the D&I strategy objectives and align to RCS priorities for successful Culture Reform. Coach and support Diversity Network Executive committee's in achieving Network initiatives and events identified for the FY.
1.22 – Senior Management Diversity Accountability	In 2017, Commissioner Andrew Colvin implemented a whole of AFP SES Leadership Statement of Expectations. Further to this, there was an internal AFP intranet story detailing this, which is readily accessible to all staff as of 16 December 2019. This induction session covered the overview of AFP's strategic setting and corporate responsibilities. There was a strong focus on leadership centering on priorities of the Culture and Reform agenda (which the AFP's five key diversity groups fall into). This is underpinned by the Senior Leaders Group (SLG) Statement of Commitment for cultural reform.

2.6 - Strategic Work in Recruitment, Supplier Policy or Service Provision	The AFP implemented a Gender, Diversity and Inclusiveness strategy that relates to and impacts recruitment. The signing of the document by the previous AFP Commissioner Andrew Colvin and [REDACTED] was a feature story on the AFP's intranet page, which was and still is, accessible to all staff. Refer to attachment 10.43.2.6.a Gender, Diversity and Inclusiveness Strategy – Intranet Story. The specific diversity inclusions are: • Introduce initiatives in all recruitment and selection processes to attract, recruit, develop and retain high-skilled employees, in particular those from diversity groups, to ensure that the AFP can access individuals with a broad range of thought, skill and capability; and • Ensure recruitment and selection processes have a strong predisposition to effective people management, leadership skills and demonstrated commitment to diversity and inclusiveness. AFP Recruitment has also revised the diversity and inclusion statement attached to every position description following implementation of the recruitment reform process. The statements now read: • External Advertisement – As an inclusive organisation, the AFP provides opportunity for all Australians to fairly gain employment in the AFP. We appreciate everyone is unique and acknowledge that diversity in thought leads to greater transparency and improved consideration in our decision making To support our employees we also provide flexible work arrangements; • Internal Advertisement – Our organisation continues to progress initiatives and strategies that support our ethical and values-driven culture that embraces diversity, inclusion and respect. We remain committed to providing a workplace that meets the expectations of our members and those we serve. As part of the Recruitment reform work, a factsheet titled Unconscious Bias in Recruitment (Information for Hiring Managers) has been developed and publicised on the AFP's intranet page. This fact sheet is readily accessible to all employees via the AFP's intranet. Refer to attachment 10.43.2.6.b - Recruitment Factsheet -Unconscious Bias
2.8 – LGBTIQ Inclusion Promotion	As part of QANTAS's internal Domestic and Family abuse staff information, the AFP's Gay and Lesbian Liaison Officer (GLLO) Network is specifically mentioned as a national external support service. Refer to attachment 10.43.2.8.a LGBTIQ Inclusion Promotion - Reference to AFP GLLO's on internal QANTAS staff policy page

5 – Training, Awareness and Professional Development	In 2019, the AFP engaged with their Pride in Diversity Relationship Manager, [REDACTED] and held a specific allies training session delivered at AFP National Headquarters, Canberra. This session was live streamed and recorded. This recording has been placed on the AFP's Gay and Lesbian Liaison Officer (GLLO) Network intranet page, which is, readily accessible to all staff.
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PLEASE ADD ADDITIONAL ROWS AS REQUIRED

AWEI 2020 SUBMISSION DATES

We can accept AWEI submissions between Monday 6th January – 5pm Friday 6th March 2020 (or midnight Saturday 7th March 2020 if sending large file transfer URL).

- No later than 5pm, Friday 6th March 2020 for hand-delivered, couriered or mailed submissions (hard copies, USB, etc).
- Deadline for large file transfer program URL (Including but not limited to Dropbox, Google Docs, ParcelPost, SharePoint or any other internally approved large file transfer system) midnight Saturday 7th March 2020 (note: file attachments will not be accepted within emails).
- Send to AWEI@prideindiversity.com.au with a copy to dhough@acon.org.au

IMPORTANT INFORMATION FOR SUBMITTERS

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

OPTIONAL AWEI EMPLOYEE SURVEY

Participating in the AWEI optional survey? You will be able to request your unique survey URL as of Monday 20th January, 2020. The survey will go live from Monday 3rd February and will remain open until the close of submissions Saturday 7th March, 2020 (midnight).

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