



2022 EMPLOYER PARTICIPATION DETAILS

EMPLOYER DETAILS: ALL ORGANISATIONS/EMPLOYERS MUST COMPLETE THIS PART OF THE SUBMISSION

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

EMPLOYER / ORGANISATION DETAILS	
Organisation Name:	Australian Federal Police
Sector: <i>Please delete those not relevant</i>	Public/Government: Federal
Employer Size (within Australia): <i>Please delete those not relevant</i>	Number of employees within Australia: ☐ 2,000 – 8,000 employees
Regional Employers	Is your head office in Regional Australia? ☐ No
Global Employers	Do you have international offices? ☐ Yes Is your head office in Australia? ☐ Yes
Contact Person for the Index: <i>Please provide full contact details including postal address and postcode.</i> <i>This is the person we should contact if we have any questions. Email results will also be sent to this person.</i>	Name: Senior Constable [REDACTED] Position Title: Acting Team Leader – Diversity and Inclusion Postal address (including postcode): GPO Box 401, Canberra ACT 2601 Phone number: [REDACTED] Email: [REDACTED]@afp.gov.au
INTERNATIONAL WORKPLACE INDEX PARTICIPATION	
Do you participate in any other workplace equality indices globally? <i>Please delete those not relevant</i>	N/A



INDUSTRY BENCHMARKS	
Participating employers will by default be benchmarked according to: • Sector: Public / Private / NFP / Higher Education • Government: Federal, State, Local • Employer Size • Awarded Tier Recognition • Global Employers <i>All benchmarking tables will be provided for comparison, but only those that reflect your dominant industry/business should be selected here.</i> <i>Please remove all that are not applicable or your core industry business.</i>	In addition to the Sectors listed in the column to the left, select the industries most relevant to your organisation's area(s) of focus. Please only select those relevant to your organisation. Please select a maximum of 4 industries: ☐ Law Enforcement

DISCLOSURE RECOGNITION	
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 employers annually that reach each of the employer recognition tiers within the AWEI, unless you choose to be anonymous. Some employers choose only to be identified should they reach a certain recognition tier. Select the recognition tier at which you would like to be publicly identified: ☐ We are happy to be identified regardless of employer tier reached

ADDITIONAL AWARD SUBMISSIONS	
Have you considered nominating someone for an LGBTQ Inclusion Award? Please list any other LGBTQ Inclusion Awards that you are submitting for this year within the AWEI. This provides us with a cross-check reference to ensure that all expected submissions are received. • Consider nominating a group or individual for their extensive work in LGBTQ inclusion within your organisation • More than one nomination in each category may be received	Award Nomination Categories: The AFP is not submitting any additional Award Nominations in any of these categories for 2022.



Individual Nomination submission forms can be found here: http://www.pid-awei.com.au/submission-documents/	
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NEGATIVE PRESS / COMPLAINTS DISCLOSURE

- We have not received negative press that has impacted our reputation as an LGBTQ inclusive employer
- No formal complaints were lodged against us for LGBTQ discrimination, bullying or harassment (Fair Work Ombudsman, Human Rights Commission, Sex Discrimination Act)
- We understand that up to 25 points *may be* deducted from our score if we have received a significant amount of negative press regarding an anti-LGBTQ incident where our organisation was responsible and insufficient action was taken to rectify this.

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:	Marina Simoncini
Position within organisation:	Manager, Culture & Communications People and Culture Command
Contact Email:	██████████@afp.gov.au
Contact Phone:	██████████

2022 STANDARD EMPLOYER AWEI

SECTION 1: STANDING SUBMISSION

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

The Standing Submission includes:	
HR Policy & Diversity Practice:	Standard practices within HR Policies and explicit LGBTQ inclusion within them; including third party policies
LGBTQ Bullying / Harassment & Support:	Tracking and handling of potential incidents and support for LGBTQ employees, should this occur



Trans & Gender Diverse Inclusion:	Explicit policy inclusion for trans and gender diverse employees; including leave, forms, titles and dress codes
Strategic Focus:	Accountabilities and role responsibilities for HR and Executive staff; external / customer facing inclusion promotions

IMPORTANT NOTE:

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

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

OR:

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

Please provide the name and contact details of your Senior HR person:

Senior HR Person:	Marina Simoncini, Manager Culture & Communications
Contact Details (email / phone):	[REDACTED]@afp.gov.au

Should we require clarification/verification for any question within Section 1: Standing Submission, we will contact this individual. If this contact is not supplied, it may result in a loss of points for questions within this section.

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

STANDING SUBMISSION: HR POLICY & DIVERSITY PRACTICE

STANDING SUBMISSION: HR POLICY & DIVERSITY PRACTICE

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

FOUNDATION

Max. 2 points



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.'

Please provide an outline of progress to date.

The BPG on Workplace Bullying and Discrimination was last reviewed on 20 April 2021 and any previous references to 'sexual preference' or 'lifestyle choice' has been replaced with 'sexual orientation'. A further bullet point states that it can be against the law to discriminate against a person based on their gender identity, gender expression or intersex status.

All staff can access the BPG on Workplace Bullying and Discrimination through the AFP intranet page.

Refer to attachment 1.1.a - Inclusive language considerations

Refer to attachment 1.1.a.(ii)- Confirmation of inclusive language in BPG

Refer to attachment 1.1.b - BPG for Workplace Bullying and Discrimination

Refer to attachment 1.1.c - External Website – AFP Futures Centre

Refer to attachment 1.1.d - GLLO Training Definitions and Concepts

STANDING SUBMISSION: HR POLICY & DIVERSITY PRACTICE

2. LGBTQ Inclusivity within Policies and Benefits

FOUNDATION

Max. 2 points

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

Please provide a screenshot or insert attachment of where you state the explicit inclusion of LGBTQ employees (and families where relevant) within policies/benefits (please do NOT attach complete policies).

The AFP Enterprise Agreement and Better Practice Guide (BPG) on Leave management are explicitly clear that we are inclusive of LGBTI employees, and their families, with the "immediate family" definition:

- 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.


STANDING SUBMISSION: HR POLICY & DIVERSITY PRACTICE
FOUNDATION
Max. 3 points
3. New Parent Leave Inclusive of LGBTQ 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 current AFP Enterprise Agreement (EA), there is specific leave clauses for parental leave and adoption leave. Please note, although 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 Enterprise Agreement (EA), regardless of employee gender is defined within the highlighted section below:

Immediate Family Appointee 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: 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 EA is readily accessible to all organisational employees, via, the AFP intranet.

Further to the AFP EA, the AFP People and Security branch [Human Resources] have publicised a Better Practice Guide (BPG) on Leave Management [AFP terminology for the organisation's Human Resources 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 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)
- 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 because 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.

STANDING SUBMISSION: HR POLICY & DIVERSITY PRACTICE

4. Travel Advice for Employees

ADVANCED
2 points

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

The AFP has publicised external links to Australian Government travel websites to support employees when travelling. The Smart Traveller website contains information for people travelling that identify within the LGBTQ community. A link to this website is also available to all staff on our AFP intranet webpage.

Refer to attachment 1.4.a – AFP Intranet website – External links

Refer to attachment 1.4.b – Smart Traveller LGBTI specific information

STANDING SUBMISSION: HR POLICY & DIVERSITY PRACTICE

5. Third Party Policies

ADVANCED
Max. 2 points

We have audited third party service providers to ensure they align with our non-discriminatory policies/procedures, inclusive of LGBTQ 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)

Note: This question is about ensuring that the policies/procedures of your third party service providers are inclusive of LGBTQ people who use their services (i.e., your employees). This question is not about determining whether or your third party providers are inclusive of their own employees.

As part of the AFP Australian Workplace Equality Index (AWEI) submission process, the AFP Workforce Diversity and Inclusion team completed a research-based audit on AFP 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.

The Commonwealth Superannuation Corporation (CSC) have a dedicated webpage for factsheets and publications, one of which includes a document titled “Statement regarding LGBTQ+ customers”.

An example taken from this document is below. With the full document attached for reference.

“In PSSap and ADF Super there are no clauses, conditions or fine print that could negatively impact LGBTQ+ customers. Our administrator’s systems allow customers to specify a gender other than male or female, PSSap insurance premium tables are gender neutral, and the call centre provides a quality service experience to all customers, regardless of their sexual orientation and gender identity.

Insurance – PSSap LifePLUS

The insurance benefits CSC customers with a PSSap account can access through LifePLUS does not distinguish between LGBTQ+ and non-LGBTQ+ customers. The policy has no restrictions or definitions specifically relating to LGBTQ+ customers. There is no gender bias in our premium rates, as we do not have separate male or female premium rates.”

Refer to attachment 1.5.a - CSC Statement regarding LGBTQ+ customers

STANDING SUBMISSION: HR POLICY & DIVERSITY PRACTICE

6. LGBTQ Inclusive Domestic & Family Violence Policy

**ADVANCED
Max. 5 points**

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

- (a) specific challenges and unique types of violence faced by LGBTQ communities
- (b) stated LGBTQ avenues of support



(c) a statement that the policy explicitly covers LGBTQ people, partners and their families (immediate and extended)

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

The AFP has a *Family and Domestic Violence (FDV) Strategy*. It is consistent with other Australian Government agencies and uses the inclusive terminology 'family and domestic violence' to recognise 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
- intimate relationships where one or more people involved identify as trans or gender diverse whether or not their gender identity is legally documented "

We also recognise that anyone in a family or domestic relationship can be affected by family and domestic violence, including:

- people of all sexual orientations, gender identities, and intersex status, including heterosexual, lesbian, gay, bisexual, trans, and intersex.

The FDV lists avenues of support for all appointees including a specific link for LGBTQ support via an external agency.

Refer to attachment 1.6.a - Family and Domestic Violence Strategy

STANDING SUBMISSION: HR POLICY & DIVERSITY PRACTICE

ADVANCED
max. 4 points

7. Communications on LGBTQ Inclusive and Offensive Language

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

- a) provide examples of both inclusive language AND language that is exclusive/offensive to LGBTQ people
- b) are available to all employees within the organisation

For full points, please attach:

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

As part of the AFP AWEI submission process, the Diversity and Inclusion (D&I) team completed an audit of the AFP PRIDE and GLLO Network intranet pages. It was identified that the AFP PRIDE intranet page has targeted communications and guides on inclusive language:

- 1.7.a - Inclusive Language – Terminology and Meanings
- 1.7.b - A Language Guide: Trans and Gender Diverse Guide (ACON)
- 1.7.c - Workplace Inclusion Factsheet
- 1.7.d - Sex and Gender Guidelines Info sheet
- 1.7.e - Definition of Terms (PiD)



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

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

Refer to attachment 1.7.a – Inclusive Language – Terminology and Meanings

Refer to attachment 1.7.b – 2019 Trans and Gender Diverse Language Guide (ACON)

Refer to attachment 1.7.c - Workplace Inclusion Factsheet

Refer to attachment 1.7.d - Sex and Gender Guidelines Info sheet

Refer to attachment 1.7.e - Definition of Terms (PiD)

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

STANDING SUBMISSION: LGBTQ BULLYING/HARASSMENT & SUPPORT

STANDING SUBMISSION: LGBTQ BULLYING/HARASSMENT & SUPPORT

8. LGBTQ Training HR / Grievance Officers

FOUNDATION
Max. 3 points

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

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

For full points, please confirm:

- (a) *that all identified LGBTQ friendly Grievance Officers, or first points of contact have either; undertaken LGBTQ awareness training or are experienced allies with a good understanding of sensitivities*
- (b) *where these LGBTQ aware/friendly grievance contact points can be located or requested for those seeking formal support*

In the AFP, there are multiple avenues in which to raise a complaint in relation to bullying and harassment, and these are addressed in the Better Practice Guide (BPG) on Workplace Bullying and Harassment. As listed in the BPG, staff are supported through health, support, and well-being initiatives such as Organisational Health Triage, SHIELD, the AFP Pride Network and the AFP Gay and Lesbian Liaison Officer (GLLO) Networks.

GLLO Network: Members are trained to support and provide advocacy for LGBTQ appointees of the AFP. Contact details for GLLO members are easily accessible via internal AFP phone directory and on the GLLO intranet page.



GLLO Associate Membership: The GLLO Associate Membership is open to all AFP appointees willing to help advance a more inclusive and respectful workplace, regardless of gender, role, location, and whether they themselves identify as LGBTI. Unlike full GLLO Membership, associate members are not required to have completed the full GLLO course. However, all GLLO Associate Members are required to have completed the one-hour LGBTI awareness session available on the GLLO Hub Page.

PRIDE Network: in a voluntary network of 230+ AFP appointees who identify or ally with the LGBTQ cause, who are supported by an appointed 7-person leadership Committee, an Executive-level (Senior Executive Staff 2) Champion, and the Diversity and Inclusion team.

SHIELD: is a multidisciplinary organisational health service accessible by appointees and their immediate family, with teams located in each geographical region. It offers qualified medical practitioners in physical and mental health and well-being.

The Organisational Health Triage team provides additional information for LGBTQ employees, noting 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. LGBTQ 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.

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

Refer to attachment 1.8.b - GLLO Course FAQ's

STANDING SUBMISSION: LGBTQ BULLYING/HARASSMENT & SUPPORT

9. Behavioural Examples of What Constitutes Bullying / Harassment

INTERMEDIATE

Max. 4 points

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

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

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

The AFP uses the Better Practice Guide on Bullying and Workplace Discrimination, which outlines the specific definition of and basis for bullying/harassment, including sexual orientation, gender expression and Intersex Status. Work is currently underway on an additional policy on sexual harassment and sex discrimination that will also include examples of points (a), (b) and (c) mentioned above. The Australian Human Rights Commission partnership will review the new policy and existing governance instruments.



The AFP has also adopted the Raising Awareness of LGBTIQ+ Cultural Health and Competency Program in its online learning platform – developed by SBS with the support of Pride in Diversity. This online program provides clear behavioural examples throughout and under “everyday conversations”, in Module 3.

The AFP aligns also with policies and guidelines as instructed by the Department of Home Affairs, as one of the five child agencies of the Department. The Home Affairs LGBTIQ+ 2019-2022 Action Plan includes embedding LGBTIQ+ inclusion in departmental practices by completing a comprehensive review of existing workplace policies and procedures, and consulting with staff networks as part of this process. These will ensure that bullying and harassment policies include explicit examples of what constitutes unacceptable behaviour targeting people who identify as LGBTIQ+.

Similarly, and to reinforce this importance within our organisation, the AFP PRIDE Network has developed their own Action Card in 2021 that will be endorsed by the AFP Diversity Council in early 2022.

Refer to attachment 1.9.a - Better Practice Guide on Workplace Bullying and Workplace Discrimination

Refer to attachment 1.9.b - Department of Home Affairs LGBTIQ+ 2019 – 2022 Action Plan

Refer to attachment 1.9.c - Australian Human Rights Commission Guide: <https://www.humanrights.gov.au/quick-guide/12030>

STANDING SUBMISSION: LGBTQ BULLYING/HARASSMENT & SUPPORT

10. EAP Provider

INTERMEDIATE

Max. 3 points

We have either:

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

and we have:

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

Please provide:

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

The AFP external EAP provider, Benestar, provides confidential counselling services for employees and their immediate family members. The sessions are available free of charge. Due to the extensive staffing abroad, Benestar is available for internationally deployed AFP appointees and their family. The AFP EAP information is readily accessible to all appointees via the intranet.

The AFP conducted an internal audit into the training and expertise of the organisation’s EAP provider. The below information is readily available to all AFP staff on the GLLO intranet page:



- a) There are currently 154 clinicians within the AFP EAP provider that are specialised in helping Lesbian, Gay, Bisexual, Transgender, Intersex and Queer (LGBTIQ) people.
- b) 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. These modules include 'Introduction to LGBTI Mental Health', 'Transgender People'; and 'Mental Health and Working Therapeutically with LGBTI clients'.
- c) The availability of LGBTI specifically trained EAP staff is clearly communicated on the AFP's PRIDE Network intranet page and on the Employee Assistance Program.

Refer to attachment 1.10.a – EAP Provider

STANDING SUBMISSION: LGBTQ BULLYING/HARASSMENT & SUPPORT

11. Tracking of Incidents

ADVANCED
Max. 4 points

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 complaint referral system which can be accessed by all AFP appointees via the AFP Intranet. Every CRAMS undergoes triage by the 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 LGBTIQ 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 PRIDE Network provides additional support for members of the LGBTIQ 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 the PRIDE 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 LGBTIQ matters, via an "involves LGBTI" indicator 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 (OC), 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 2021. 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 attachment 1.11.a – AFP Safe Place intranet page

Refer to attachment 1.11.b – AFP Safe Place Referral Logging Instructions

Refer to attachment 1.11.c – AFP Safe Place - Referral Template

STANDING SUBMISSION: INCLUSION OF TRANS AND GENDER DIVERSE PEOPLE

STANDING SUBMISSION: INCLUSION OF TRANS AND GENDER DIVERSE PEOPLE

12. Gender Affirmation Policy and Process Documentation

INTERMEDIATE

Max. 5 points

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.

Appointees going through a gender affirming process can, if they choose, refer to the information on the PRIDE Network intranet page outlining the best contact point to commence this process and discussions. Throughout 2021, the AFP-Australian Human Rights Commission Partnership (AFP-AHRCP) developed a Better Practice Guide on Gender Affirmation, which has been finalised and is awaiting endorsement through the AFP Diversity Council for organisational publication.

STANDING SUBMISSION: INCLUSION OF TRANS AND GENDER DIVERSE PEOPLE

13. Dress Codes and Uniforms

ADVANCED

Max. 4 points



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

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

For full points, policies or guidelines must:

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

Due to the security classification of the AFP National Guideline on Uniform and Standards of Dress, it is unable to be shared externally due to safety and security concerns of our appointees. However, we can confirm that the AFP 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 their identity. This message is also reinforced in the soon to be published Better Practice Guide on Gender Affirmation.

The Guideline was redrafted to ensure any gender specific language was identified and removed. Sections relating to hair and jewellery has also been rewritten to remove any reference to gender. Mess kit information that previously outlined 'male' and 'female' styles, was edited to provide style options for appointees 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.

Part A of the National Guideline notes all staff are required to wear 'standard business attire' deemed dress of the day and must meet occupational health and safety guidelines. All staff can dress professionally to their gender identity.

The AFP Uniform policy is readily accessible to AFP appointees, via the AFP intranet page.

STANDING SUBMISSION: INCLUSION OF TRANS AND GENDER DIVERSE PEOPLE

14. Gender Affirmation Leave

ADVANCED
Max. 4 points

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

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

For full points, please provide:

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



Further to the AFP's standard annual and personal leave with certificate entitlements, employees can apply for Miscellaneous Leave with full pay. This leave mechanism is separate to annual and personal leave entitlements and is available to all AFP employees to access. The BPG does not explicitly reference Gender Affirmation as a reason to apply for 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 including any other purpose deemed appropriate by the delegate, including exceptional circumstances. The Fact Sheet - Requests for Miscellaneous Leave in Exceptional Circumstances - Guidance for supervisors provides guidance to supervisors who are supporting their staff who have exhausted their accrued leave and have requested a period of miscellaneous leave to cover their absence in exceptional circumstances.

There is no clear definition about what is an exceptional circumstance for these purposes. Accordingly, what is considered "exceptional" will be determined on a case-by-case basis and may include:

- serious/terminal illness or injury of an employee

Recover from gender affirmation surgery could fall under these provisions.

Refer to attachment 1.14.a – Better Practice Guide on Leave Management

STANDING SUBMISSION: INCLUSION OF TRANS AND GENDER DIVERSE PEOPLE

ADVANCED

Max. 4 points

15. Gender Neutral Bathrooms and Facilities

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

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

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

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

If you are still making progress towards this, please:

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

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

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

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



The AFP does not have a specific and/or formal policy in place regarding the use of unisex/gender neutral toilet and change room facilities.

Extensive consultation has taken place, including discussions at the Cultural Reform Board and the Diversity Council. AFP appointees were advised that they can use the facilities that correlate to their affirmed gender, which aligns to [Australian Government discrimination policies](#).

The AFP leases their office spaces (except for the Majura Police Complex), and to physically update signage on each of these facilities have multiple layered aspects for consideration including building owner approval to change signage and conditions associated (e.g., end of AFP lease, does the AFP have to fund and return signage to original gendered signage) and which AFP business portfolio would cover any associated cost.

The AFP is committed to supporting all AFP appointees, and to illustrate this, our Majura Police Complex facilities are all signed as unisex. And our Diversity and Inclusion team are continuing to engage and discuss with Senior Management on the rolling out of gender-neutral policies and/or physical signage for remaining AFP offices.

STANDING SUBMISSION: INCLUSION OF TRANS AND GENDER DIVERSE PEOPLE

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

ADVANCED
Max. 2 points

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

Note: Forms do not need to be paper or hard copy, forms may also include electronic or soft copy documents.

For full points, please provide:

(a) a brief outline of progress of work to date

(b) options provided within changed documents if changes have been made

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

The AFP has conducted an audit and has aligned all internal documentation and forms that collect gender information with the Australian Government Guidelines on the Recognition of Sex and Gender. AFP systems now allow for appointees to identify as Male/Female/X (Another term). The AFP has previously received a Question on Notice from the Parliament of Australia seeking information as to whether Government Agencies were in adherence to this guideline. An audit was undertaken, and it was identified that the AFP is adhering to this guideline.

As an example, the Organisational Health Screening Questionnaire, which is designed to review the physical, emotional and mental wellbeing of appointees has been amended to allow appointees to identify as non-binary and/or trans or gender diverse and the ability to update any changes since recruitment.



Refer to attachment 1.16.a – Australian Government Guidelines on the Recognition of Sex and Gender
 Refer to attachment 1.16.b – Question on Notice – Recognition of Sex and Gender Guidelines
 Refer to attachment 1.16.c – Health Screening Questionnaire

STANDING SUBMISSION: INCLUSION OF TRANS AND GENDER DIVERSE PEOPLE

ADVANCED
Max. 2 points

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

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

For full points, please provide:

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

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

The AFP has audited all relevant AFP IT systems which collect gender information. Majority of AFP systems now allow for appointees to identify as Male/Female/X (Another term).

Within the AFP Insight! System, used across the organisation for leave, time sheets, education and training and retains information regarding Diversity associations within the AFP, appointees are only offered Male/Female options. There is currently no Gender X/Indeterminate Non-Binary option but a project is underway to expand the drop-down menu to include these options.

Within the AFP Employee Management System (AFP SAP), appointees are now able to identify as MX (which has been implemented as an option for non-binary Appointees). Appointees are also able to amend their recorded gender in AFP SAP to Male/Female/X (Another term).

On the AFP's internal Careers Recruitment page, individuals can identify as Male/Female/X/Choose Not to Answer.

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

Refer to attachment 1.17.b – Screenshot of LGBTI data on Insight

Refer to attachment 1.17.c – Forms of address in SAP

Refer to attachment 1.17.d – Gender identifiers within Careers portal

STANDING SUBMISSION: INCLUSION OF TRANS AND GENDER DIVERSE PEOPLE

ADVANCED
Max. 6 points

18. Trans and Gender Diverse Applicants

For trans and gender diverse applicants, we have:

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



- b) **clearly communicated** a point of contact available for trans and gender diverse applicants throughout the recruitment process on relevant web pages or within application documentation
- c) **provided documentation** addressing concerns specific to trans and gender diverse applicants and made these available throughout the recruitment process

The AFP has implemented policies to provide support and guidance for LGBTI job applicants, through the promotion of diversity on the external AFP website. The external AFP Careers page can be located at <https://jobs.afp.gov.au>

Removal of Physical Roadblocks

There are three levels of Physical Competency Assessments (PCA) within the AFP for police and protective service officer candidates/members:

1. Entry Level PCA (EPCA) informs the medical model and provides an assessment of an individual's baseline level of fitness to support the inherent operational requirements of policing. It is the minimum level required to pass for entry to the AFP Police College.
2. PCA is the competency standard for AFP College graduates, SES and Executive Level Enterprise Agreement Annual Fitness Tests. This standard may also be applied to gateways for specific AFP roles within the organisation.
3. Specialist PCA exists to establish the fitness levels required for Police Officers performing specialist roles within the AFP.

Historically, the AFP has applied male and female gender benchmarks to these PCA tests however processes have since been implemented to also include Gender X benchmarks.

The current Benchmarks for Male – Female – Gender X are

Test	Male	Female	Gender X
Beep Test (20 m shuttle run)	6.5	6.5	6.5
Push-ups (90-degree angle in elbow, 5cm from ground)	15 (30) *	8 (15) *	Minimum
Sit-ups	Level 4	Level 4	Level 4

** During the first week of recruit training, all recruits must pass the Physical Competency Assessment (PCA) which includes an increased number of push-ups and is the standard AFP fitness level.*

Addressing Specific Concerns:

The AFP external careers website contains frequently asked questions, one of which addresses the concerns of potential LGBTI applicants.

Question: "Will my sexual orientation prohibit me from joining the AFP".

Response: "The AFP believes that sexual orientation does not affect an individual's ability to do the job. The PRIDE and GLLO Networks provide support to their members and also advises management on strategies and initiatives for managing relationships with the gay, lesbian, transgender, bisexual and intersexual communities."



Refer to attachment 1.18.a – My Career portal gender options

STANDING SUBMISSION: STRATEGIC FOCUS

STANDING SUBMISSION: STRATEGIC FOCUS	FOUNDATION
19. External Website LGBTQ Workplace Inclusion Promotion	Max. 2 points
We have promoted our focus and work on LGBTQ workplace inclusion on our <u>external</u> facing webpage (URL). <i>Please provide the URL of an external webpage that specifically promotes your inclusion work. (Points will not be given if we are unable to access this externally.)</i> Both the ACT Policing and the AFP Careers websites promote the work and focus of the AFP on LGBTQ inclusion. https://jobs.afp.gov.au/work-with-us/culture-and-diversity https://www.police.act.gov.au/about-us/programs-and-partners/gay-and-lesbian-liaison-officers The AFP Annual Report 2020-2021 was also published on our external facing website, which reports on our participation in the Sydney Mardi Gras and other pride events. And highlights our PRIDE Network (previously called GLLO Network) https://www.afp.gov.au/sites/default/files/PDF/Reports/AFPAnnualReport20-21.pdf	

STANDING SUBMISSION: STRATEGIC FOCUS	INTERMEDIATE
20. HR / Diversity Professional Accountabilities	2 points
We have at least one Diversity / HR professional whose job description, performance appraisal or work plan includes <u>specific and detailed</u> LGBTQ inclusion objectives/targets. Note: This is beyond a general reference to LGBTQ inclusion as an area of diversity. <i>Please provide evidence of such specific targets.</i> The AFP Band 6 Project Officer role within Diversity and Inclusion lists in their Performance Development Agreement, under Critical Objectives, that they are to gain understanding and trust of the PRIDE Committee and Network and contribute to the enhancement of their stated objectives.	



The PRIDE Network Committee has created an Action Card that lists their stated objectives, during their appointed term.

STANDING SUBMISSION: STRATEGIC FOCUS

21. Executive Sponsor or LGBTQ Champion

ADVANCED
Max. 4 points

We have an Executive Sponsor located within our Australian offices with documented role expectations/accountabilities related to LGBTQ inclusion work and advocacy within the organisation.

For full points, please provide evidence of both:

- (a) the documented role expectation/accountabilities*
- (b) the mechanism through which the Executive Sponsor reports or is made accountable for these*

The AFP PRIDE Network Champion (previously called GLLO Champion) is Assistant Commissioner (AC) Lesa Gale APM. The below role description is taken from the PRIDE Network Terms of Reference.

PURPOSE

AFP Diversity Champions advocate for one of the five AFP endorsed diversity groups and lead the promotion of a healthy and inclusive workplace culture. They mentor and advise on issues to be addressed, and the implementation of diversity and inclusion strategies that promote a safe and engaged workplace. They are supported by a Co-Champion, the Diversity and Inclusion team, and the respective Diversity Network.

ROLE

The role of Diversity Champions is to:

- Visibly champion their diversity group through attendance and presentations at key internal and external events, and internal advocacy for the cause.
- Represent the AFP at external diversity champion forums.
- Support and mentor their respective diversity group, including their specific Diversity Network.
- Lead the promotion of a healthy workplace culture, aligned to the AFP Cultural Health Framework.
- Partner with People and Culture, and Diversity Networks on the design and implementation of specific diversity strategies to address challenges.
- Represent their diversity group at the Diversity Council.

ACCOUNTABILITY

The Diversity Champions report to the AFP Diversity Council, chaired by the Chief Operating Officer.


STANDING SUBMISSION: STRATEGIC FOCUS
22. Senior Management Diversity Accountability
**ADVANCED
Max. 4 points**

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

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

For full points, please:

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

Within our Senior Executive Service (SES) Charters of Performance, SES are assessed upon objectives which include their demonstration of:

- Diversity and inclusion of all appointees
- Work to remove barriers to ensure appropriate infrastructure and support
- Bringing people together and sharing of diversity of skills, knowledge and ideas
- Ensuring the wellbeing of all appointees and supports others to manage issues such as bullying, harassment and health and safety

Due to the security classification of the Charters of Performance we are unable to provide it as an attachment.

STANDING SUBMISSION: STRATEGIC FOCUS
23. Customer-facing LGBTQ Inclusion
**ADVANCED
Max. 3 points**

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

Reporting a Crime

The AFP has a dedicated Client Liaison Team, which is part of the AFP National Operations State Service Centre (NOSSC), that receives 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 for multiple reasons. Some of these can be due to LGBTI issues, foreign naming conventions and/or where gender is not apparent.



The contact details nationally (broken down into each state) can be found on the external website via the [Report a Commonwealth crime | Australian Federal Police \(afp.gov.au\)](#) link. Refer to the link to Report a Crime via the ACT Policing website: <https://police.act.gov.au/report-and-register>.

Community Policing

The most significant forward facing community interaction undertaken by the AFP is by way of the community policing role of ACT Policing. Members of Protection and the Airport Uniformed Officers also have significant face-to-face contact with the public.

ACT Police Officers are trained Gay and Lesbian Liaison Officers (GLLO's). All staff in this area have access to online training, including iAspire and have had diversity training (including dealing with LGBTI community members) during recruit training at the AFP College.

In June 2019 the ACT Government funded ACT Policing \$33.9M over four years to commence transition to a new Community Focused Police Services Model (PSM). This model commenced operation during 2020. The goal of the program is to provide consistency and continuity of service to vulnerable communities and effective community engagement to solve. Over 60 new roles were created and so far, we have seen increased community safety, security and confidence in AFP Police dealing with LGBTI matters.

Although this broad model is not specific to the LGBTI community, the Community Safety Team participates in specific LGBTI events such as ACT Fair Day. This provides ACT Policing, with a mechanism, to engage and evaluate relationships with the LGBTI community on a continual basis.

Refer to attachment 1.23.a – Contact Details for customer facing AFP areas

STANDING SUBMISSION: STRATEGIC FOCUS

24. Customers Information: Changing Gender Markers

ADVANCED
3 points

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

For full points, please provide either:

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

In accordance with the provisions of the *Privacy Act 1988* (Cth), all members of the community have the right to request a correction or amendment of their personal information on AFP indices. The AFP has an obligation to make those corrections if it is reasonable to do so. The AFP website seeks requests for correction or amendment to be sent by writing to the AFP Privacy Officer who will respond in writing within 30 days. <https://www.afp.gov.au/about-us/privacy>



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

ANNUAL SUBMISSION

This part of the Submission (Sections 2 – 10) is only applicable to work carried out in the 2021 calendar year. Points will not be allocated for work carried out in 2022.

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

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

- Each question asks for specific LGBTQ-explicit evidence. If inadequate or incomplete evidence is provided for any question, full points may not be obtained.
- If attaching evidence, please indicate the question number / title on the file name.
- Please ensure all evidence included in your submission or attached is legible. Pride in Diversity will not be responsible for documents that we cannot access or cannot read (if they have been copied or shared incorrectly).

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

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

SECTION 2: STRATEGY & ACCOUNTABILITY

ANNUAL SUBMISSION: STRATEGY & ACCOUNTABILITY	
1. External LGBTQ Expertise	FOUNDATION Max. 2 points
We have access to external LGBTQ support/expertise that we have called upon throughout the assessed year (this may include but is not limited to PID).	
<i>Please provide evidence of <u>one</u> such engagement throughout the assessed year, identifying who that was with.</i>	
The AFP is a founding Member of Pride in Diversity and has maintained its membership since 2010. The AFP is also a member of the Diversity Council Australia.	



The AFP is one of five agencies under the umbrella of the Department of Home Affairs and regularly communicates and shares planning and initiatives on Diversity and Inclusion matters. The AFP also liaises with State and Territory policing partners through the Australia and New Zealand Policing Advisory Agency (ANZPAA) to ensure ongoing relationships and changes within relevant LGBTI legislation and to ensure they are undertaking industry best practice.

Example of support and collaboration

The AFP has attended online meetings with the APS Pride Community of Practice network during the 2021 period, enabling access to multiple agencies to discuss best practice and implementation of shared policies.

The AFP sought advice and consultations with PID for review of the AFP's Better Practice Guide on Gender Affirmation.

Additionally, the AFP collaborated with Department of Home Affairs to provide a statement of support for Wear it Purple Day. This was released on the internet, intranet and is available online.

The AFP remains in ongoing discussions with other diversity support networks including Diversity Australia. Consultation and research have been undertaken regarding petitioning the individual worksites to rollout gender-neutral bathrooms within the Federal Government agencies.

Refer to attachment 2.1.a – Engagement with APS Pride CoP

Refer to attachment 2.1.b – Engagement with Pride in Diversity: Consultations on BPG for Gender Affirmation

ANNUAL SUBMISSION: STRATEGY & ACCOUNTABILITY

2. Documented LGBTQ Strategy

FOUNDATION

Max. 3 points

We have a documented LGBTQ component of an organisational diversity/inclusion/people strategy in place for the assessed year that includes clearly defined LGBTQ targets and/or action plans.

Note: If your strategy contains all of this detailed information, this is sufficient. However, if your strategy is a high-level overarching strategy with little detail of what it is you are trying to achieve, responsibilities and timelines, then you will need to include an additional plan to cover this.

Please provide a copy of the LGBTQ component of your strategy and clearly defined targets. If your strategy does not contain clearly defined LGBTQ targets, please provide any accompanying/supporting action plans that will show specific goals in this area.



The AFP Diversity and Inclusion Strategy 2016-2026 (D&I Strategy) details LGBTI as a key priority for the Organisation. One of the key pillars and long-term targets within the D&I Strategy is for the AFP workforce to consist of 10% identifying LGBTI employees, reflecting the proportion of LGBTI people within the Australian community.

Other business areas within the AFP have also implemented diversity strategies that are directly guided by and linked to the AFP's Diversity and Inclusion Strategies.

The AFP PRIDE Network has also developed their own Action Card in 2021, a list of their priorities, that will be endorsed by the AFP Diversity Council.

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

Refer to attachment 2.2.b - Draft AFP Pride Network Action Card

ANNUAL SUBMISSION: STRATEGY & ACCOUNTABILITY

3. LGBTQ Advisory Group

INTERMEDIATE
Max. 4 points

We have established and promoted an internal LGBTQ advisory group available across the organisation. Over the assessed year, please provide evidence where this advisory group has been consulted to either:

- discuss and work on areas identified as requiring change to be more inclusive of LGBTQ people, OR
- provided subject matter expertise on request within the organisation

Note: This group may be leadership, your Employee Network, or a group within your organisation (separate to the Network) with distinct expertise in LGBTQ inclusion. The important thing is that this group is promoted across your organisation as having expertise in this space and that they are actively engaged in consulting back to the organisation.

For full points, please provide:

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

The AFP has an established Pride Network and a Gay and Lesbian Liaison Officer (GLLO) Network.

The Pride Network provides support to any AFP appointees of the lesbian, gay, bisexual, transgender, queer (or questioning), intersex and asexual community, and is also open to all AFP appointees who wish to identify as an ally. The Pride Network provides advice for the AFP Executive when advancing LGBTQIA+ inclusion in the workplace and building community partnerships.

The GLLO Network serve a different purpose and is made up of specially trained AFP appointees who provide support and advocacy for:

- LGBTI appointees of the AFP (regardless of how they identify) and members of the AFP whose family, friends or colleagues identify with the LGBTI community
- AFP Executive when advancing LGBTI inclusion in the workplace

Commented []: [] are you able to provide any info on this one?

Commented []: [] the BPG Gender Affirmation is with Pride Champion for final review and we should be publishing within the next month. Good news is we had already asked [] from PiD to review the BPG for feedback and he was satisfied with the content so they know we are close to releasing it.

Commented []: [] Thank you! Maybe as an attachment we can provide evidence of the meetings or collaboration on this? Would you have something we could use?



- LGBTI initiatives of partner agencies
- Provide a link between the LGBTI community and police to enhance the reporting of crime
- Promote the AFP as an employer of choice and an inclusive workplace

A member of the GLLO Network is currently developing an internal LGBTIQA+ training program for the AFP. This program will include contemporary language, transgender and Intersex awareness.

In 2021, representatives from Pride Network Committee attended the quarterly AFP Diversity Council. This is chaired by the AFP Chief Operating Officer and has AFP Senior Executive attendance including the Pride Champion. This forum is a formal mechanism for LGBTIQA+ issues to be raised, addressed and have tangible outcomes / support from the AFP's senior executive cohort.

The AFP also has a PRIDE Working Group, which consists of volunteers from the broader PRIDE Network, who make themselves available to be consulted or to work to address specific workplace issues and initiatives. The members of this Working Group come from workplaces across our national network. Throughout 2021, the PRIDE Working Group met several times to progress the AFP Better Practice Guide on Gender Affirmation. This guide is now finalised and awaiting endorsement by the AFP Diversity Council. Their meetings also led to broader organisational engagement.

Refer to attachment 2.3.a -

ANNUAL SUBMISSION: STRATEGY & ACCOUNTABILITY

INTERMEDIATE

4. LGBTQ Inclusion Reporting

2 points

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

Note: This report may include work prior to the assessed year, however the report must be published within 2021. **This work must be a detailed report, beyond a reference to your LGBTQ inclusion work or existence of your LGTQ Network.**

Please provide evidence.

The AFP Annual Report 2020-2021 is published on the external website, which details our work on LGBTQ including community engagement and participation in pride events. The Report also highlights the work of our PRIDE Network (previously called GLLO Network).

<https://www.afp.gov.au/sites/default/files/PDF/Reports/AFPAnnualReport20-21.pdf>

Refer to attachment 2.4.a – Annual Report



ANNUAL SUBMISSION: STRATEGY & ACCOUNTABILITY

INTERMEDIATE
2 points

5. Media Coverage

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

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

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

During the assessed calendar year, LGBTQ work undertaken by the AFP has not been covered by an independent source.

ANNUAL SUBMISSION: STRATEGY & ACCOUNTABILITY

ADVANCED
Max. 3 points

6. 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:

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

Please provide evidence for work within one of the requested areas within the assessed year.

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

External LGBTI Recruitment

The AFP continues to be known and recognised as an employer of choice across Australia, and proceeds to work towards growing our relationships with the LGBTI community. The AFP does not specifically campaign to recruit LGBTI employees however, one of the key pillars and long-term targets within our D&I Strategy is for the AFP workforce to consist of 10% identifying LGBTI employees, reflecting the proportion of LGBTI people within the Australian community.

The AFP is featured as an inclusive employer on the Australia's LGBTI Inclusive Employers website, which has been developed to assist people to find workplaces that are committed to creating and sustaining a culture in which sexual and gender diversity is not only accepted but is affirmed and celebrated.

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



The AFP external careers website contains a frequently asked question, which aims to address concerns of potential LGBTI applicants:

Question: "Will my sexual orientation prohibit me from joining the AFP".

Response: "The AFP believes that sexual orientation does not affect an individual's ability to do the job. The PRIDE and GLLO Networks provide support to their members and also advises management on strategies and initiatives for managing relationships with the gay, lesbian, transgender, bisexual and intersexual communities."

Internal

Within the AFP GLLO intranet site, a link is provided to the attached recruitment guide published on the Australia's LGBTI Inclusive Employers Website.

Refer to attachment 2.6.a – LGBTI Inclusive Employer – Inclusive Recruitment – Link to fact sheet

ANNUAL SUBMISSION: STRATEGY & ACCOUNTABILITY

7. Executive Leadership Representation

ADVANCED
2 points

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

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

There are currently five PRIDE Network Committee Members in addition to the Pride Champion, who identify as LGBTI individuals, and who participate in the AFP Diversity Council. They are:

- Assistant Commissioner Lesa Gale APM - PRIDE Champion
- [REDACTED] - Chair of the PRIDE Network Committee
- [REDACTED] - Deputy Chair of the PRIDE Network Committee
- [REDACTED] - PRIDE Network Committee Member
- [REDACTED] - PRIDE Network Committee Member
- [REDACTED] - PRIDE Network Committee Member

In their respective roles, they:

- Identify, influence and drive strategic and policy change
- Liaise between PRIDE Network members and AFP Senior Leadership Committee
- Raise issues that are being faced in the workforce by appointees who identify within the LGBTI community
- Encourage a healthy workplace culture and position the AFP as an employer of choice
- Steer and leverage diversity and inclusion within the AFP, with the LGBTI community

Refer to attachment 2.7.a – AFP Hub Page of Pride Network Committee

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Commented [REDACTED]: Are Committee Members comfortable with their names being included?



ANNUAL SUBMISSION: STRATEGY & ACCOUNTABILITY

8. LGBTQ Inclusion Promotion

ADVANCED
Max. 4 points

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

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

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

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

Engaging with Strategic Partners or Key External Stakeholders

The AFP is one of five child agencies of the Department of Home Affairs and regularly communicates and shares planning and initiatives on Diversity and Inclusion matters. The AFP also liaises with State and Territory policing partners through the Australia and New Zealand Policing Advisory Agency (ANZPAA) to ensure ongoing relationships and changes within relevant LGBTI legislation and to ensure they are undertaking industry best practice. The AFP continues to engage in key strategic partnerships with external stakeholders. The D&I team receives invites to meet from other agencies, including the Murray-Basin Darling Authority about our AFP Pride and GLLO Networks. The Treasury Department also reached out to the AFP-AHRC Partnership team with questions about the gender affirmation policy.

The AFP PRIDE Network has been serving since 1996 therefore other agencies utilise our expertise in how we established the Network and how we have managed to sustain it and continue to drive and influence change throughout the AFP. This reflects positively on the organisation and shows that we are still recognised as leaders in this field.

In 2021, AFP appointees attended Perth Pride and Brisbane Pride events, hosting stalls and engaging with members of the LGBTQIA+ community.

Refer to attachment 2.8.a - Engagement with Murray-Darling Basin Authority

Refer to attachment 2.8.b - Perth Pride – Community Engagement

SECTION 3: LGBTQ EMPLOYEE NETWORKS / RESOURCE GROUPS



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

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

ANNUAL SUBMISSION: LGBTQ EMPLOYEE NETWORKS / RESOURCE GROUPS	FOUNDATION
9. LGBTQ Employee Network	Max. 2 points
Within the assessed calendar year, we have <i>either</i>: a) made progress towards the launch or establishment of an LGBTQ employee network b) an established LGBTQ employee network with a clearly documented charter/purpose or remit <i>If you are in the process of creating a network, please evidence progress made within the assessed year.</i> <i>If you have an existing network, please provide a copy of the network's charter/purpose.</i> Since 1996, the AFP has had an LGBTQ employee network called the PRIDE Network (previously known as the <i>Gay Lesbian Liaison Officer (GLLO) Network</i>). As of November 2021, there are 253 appointees who are part of the PRIDE Network. Details of the purpose and remit of the PRIDE Network can be found in Attachment 3.9.a – AFP Diversity Council – GLLO Network Purpose and Remit. In February 2021, the AFP Diversity Council endorsed the PRIDE Terms of Reference [charter/purpose or remit]. In the same year, the PRIDE Network Committee also formulated its own Action Card, which lists their priorities over their appointed term. Refer to attachment 3.9.a – AFP Diversity Council – GLLO Network Purpose and Remit Refer to attachment 3.9.b – DRAFT PRIDE Action Card	

ANNUAL SUBMISSION: LGBTQ EMPLOYEE NETWORKS / RESOURCE GROUPS	FOUNDATION
10. Network Leadership Structure	Max. 3 points
Our employee network has a clearly articulated leadership structure with: a) clear roles and/or responsibilities for those involved b) an HR or Diversity representative as part of the leadership structure <i>For full points, please provide:</i> (a) a copy of your network leadership structure clearly articulating role accountabilities	



(b) evidence that you have HR or diversity representation within the leadership

Supported by the AFP Diversity Council, our AFP PRIDE Network and AFP GLLO Network have clear roles and responsibilities.

Diversity Council

- Chaired by the AFP Chief Operating Officer, Charlotte Tressler, the Diversity Council provides strategic oversight across the AFP's diversity and inclusion efforts to ensure the AFP provides an inclusive and respectful workplace for everyone. The Council membership includes National Manager People and Culture Command, Manager People Strategies, each of the AFP's Diversity Champions and representatives from each of the Diversity Networks and Culture Command Committees.

AFP PRIDE Network Committee:

- Champion (Senior Executive Service 2 equivalent – Assistant Commissioner or National Manager)
- Chair
- Deputy Chair
- Committee member positions (up to six in total)

Gay and Lesbian Liaison Officer (GLLO) Network Committee:

- Chair
- Deputy Chair
- Executive Committee Members (up to six in total)
- Secretariat

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

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

ANNUAL SUBMISSION: LGBTQ EMPLOYEE NETWORKS / RESOURCE GROUPS

11. Network Strategy / Work Plan

FOUNDATION

Max. 3 points

Please supply your Network strategy OR define the components of your organisation's LGBTQ inclusion strategy *that your Network is responsible for*, including Network specific actions plans/timelines and progress reports throughout the assessed year.

For full points, please provide all the following:

- any components of the LGBTQ inclusion strategy that your Network is responsible for*
- a copy of Network action plans and timelines utilised*
- a copy of the latest Network progress report*



The *AFP Diversity and Inclusion Strategy (2016-2026)* identifies LGBTI people as one of the five priority diversity groups at the AFP. As part of this Strategy, key objectives relating to LGBTQ inclusion include:

- increased recognition of gender diversity, demonstrated through AFP-wide implementation of three gender options on all internal and external records: M (Male), F (Female), and X (Another term).
- LGBTI members to reflect 10% of the total AFP workforce.

Following the Diversity Council in November 2021, it was agreed that the current *AFP Diversity and Inclusion Strategy (2016-2026)* would undergo a revision process in collaboration with the newly appointed Australian Human Rights Commission (AHRC) Partnership. A copy of the current Strategy and the proposed revision can be found as attachments.

Following the outcomes from the November 2021 Diversity Council, it was agreed that all Diversity Networks at the AFP, including the PRIDE Network, would develop a series of Action Cards that outline the with key initiatives over the course of 2021-2023. These Action Cards were developed because of collaborative workshops within each of the Diversity Networks and will be reviewed quarterly. A copy of the draft PRIDE Network Action Card is attached.

The AFP PRIDE Network provides formal progress reports to the AFP Diversity Council at each meeting (scheduled to be held every six months). Outside of the formal meetings, the PRIDE Network Committee and the D&I team liaise with the AFP's PRIDE Champion, on a regular basis, regarding network activities and deliverables.

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

Refer to attachment 3.11.b - Review of AFP Diversity & Inclusion Strategy

Refer to attachment 3.11.c – Action Card PRIDE

ANNUAL SUBMISSION: LGBTQ EMPLOYEE NETWORKS / RESOURCE GROUPS

INTERMEDIATE

12. Orientation / On-boarding

Max. 2 points

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

For full points, please provide:

- evidence of when this last occurred*
- the degree of network involvement/participation*

The Diversity and Inclusion team works closely with the PRIDE Network in developing and delivering of virtual or face-to-face awareness training for new starters to the organisation. The PRIDE Network is offered the opportunity to provide any feedback on the contents of new awareness training.

In 2021, the AFP New Staff Induction Program moved to online training for all new staff. In addition to the Online New Staff Induction Program, the AFP's Diversity and Inclusion team provides orientation training to new staff who commence within the ACT Police and National Operations State Service Centre (NOSCC) Communications –



often the first point of contact between members of the public and the AFP. The awareness training consists of the following:

- Definition Awareness – LGBTI in the Workplace
- Understanding Diversity within the AFP and its relevance to the wider organisation and day-to-day life.
- Exposure to LGBTI Members, understanding of policies and proper police procedure; and
- Introduction to the PRIDE Network

Further, the AFP has adopted and promotes to staff 'Raising Awareness of LGBTIQ+', a Cultural Health Competency Program, as part of its online learning suite, which helps to improve interested appointees' understanding of the LGBTI issues.

Refer to attachment 3.12.a - Presentation for NOSSC New Members Course

Refer to attachment 3.12.b - D&I training delivery – specific dates

Refer to attachment 3.12.c - Transcript LGBTIQ Course

ANNUAL SUBMISSION: LGBTQ EMPLOYEE NETWORKS / RESOURCE GROUPS

INTERMEDIATE

13. Strategy and Goals

2 points

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).

Please provide evidence of specific KPI's in relation to a network lead role being incorporated within formal performance/assessment discussions.

The AFP Diversity Council Governance Framework from October 2020 specifies the key responsibilities of all Diversity Network Champions and Deputy Champions across the five priority areas of diversity, including the PRIDE Network. These positions are reserved for SES Band 2 members and Champions are elected by invitation from National Manager People & Culture, in consultation with the Committee of the relevant Diversity Network. Details of their specific responsibilities can be found in attachment 3.13.a Diversity Council Governance Framework.

Refer to attachment 3.13.a – Endorsed Diversity Council Governance

ANNUAL SUBMISSION: LGBTQ EMPLOYEE NETWORKS / RESOURCE GROUPS

INTERMEDIATE

14. Sustainability Plan

Max. 2 points

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

Please provide:

- an outline of what considerations were considered in the development of the plan*
- a copy of the plan*



The AFP has taken steps to ensure the longevity and continuity of the PRIDE Network. This includes the development of an Action Card that outlines key initiatives over the course of 2021-2023. These Action Cards were developed collaboratively within each of the Diversity Networks and will be reviewed quarterly. A copy of the draft PRIDE Network Action Card is attached.

The AFP Diversity and Inclusion team is responsible for assisting with progressing LGBTI inclusive initiatives on behalf of the PRIDE Network and facilitating the election of members to the PRIDE Network Committee. The endorsed election process has fixed periods of tenure for committee members, but exceptions can be made as required (refer to page three of attachment 3.14.a).

These processes ensure sustainability, continuity and consistency when there is a changeover in PRIDE Committee members and a direct line of communication to AFP leadership.

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

Refer to attachment 3.14.b - DRAFT Pride Action Card

ANNUAL SUBMISSION: LGBTQ EMPLOYEE NETWORKS / RESOURCE GROUPS

15.

ADVANCED

Max. 3 points

Commented [redacted]: Need to see TGD specific stuff for allies

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

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

Note: This is over and above work on LGBTQ calendar Days of Significance.

Points will be given for one of the above.

(a) If you have selected (a), please provide a copy of the information provided

(b) If you have selected (b), please provide details and evidence of this work

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

In March 2021, the online 'Raising Awareness of LGBTIQ+ Cultural Health Competency Program was made available to all AFP appointees. The course is comprised of three learning modules that are designed to improve the understanding of the LGBTI community. Specific to developing the understanding around trans and gender diverse employees, module 2 has a section dedicated to explaining gender diversity, intersex, and the gender affirmation process. This is then complemented by a section that discusses the importance of allyship and the how to be a good ally. Each learning module is supplemented with a quiz designed to reinforce learning



concepts; the module on trans and gender diverse employees focuses on the use of inappropriate language in reference to transgender individuals. A full transcript of the course can be found as an attachment.

Furthermore, several externally developed resources that focus on allyship, and gender diverse employees are available to all AFP appointees via the AFP's PRIDE Network internal hub page. Some of these resources include.

- *Count me in! A Guide for LGBTI Workplace Allies* developed by Pride in Diversity
- *A Language Guide: Trans and Gender Diverse Inclusion* developed by ACON NSW
- *LGBTI Inclusive Employers – Inclusive Recruitment* developed by ACON NSW

These resources can be found in attachment 3.15.b *Count me in! A Guide for LGBTI Workplace Allies* and 3.15.c *A Language Guide: Trans and Gender Diverse Inclusion*.

The AFP Gay Lesbian Liaison Officer (GLLO) Course is offered to all AFP appointees, regardless of their own sexual orientation and gender identity, who are interested in assisting the AFP to become a more diverse and inclusive organisation. The three-day training course covers a wide range of topics including that which relates to gender diverse and trans employees. An overview of the GLLO Course can be found in attachment 3.15.d - Terms of Reference and Role of Gay and Lesbian Liaison Officer.

The PRIDE Network consulted directly with trans and gender diverse employees whilst developing the BPG on Gender Affirmation in the Workplace. These appointees contributed greatly with practical and lived experiences that enabled the Network and Diversity Inclusion team to ensure the BPG sufficiently supports and represents the needs of our trans and gender diverse employees.

Refer to attachment 3.15.a - Transcript LGBTIQ Course

Refer to attachment 3.15.b - Count me in! A Guide for LGBTI Workplace Allies

Refer to attachment 3.15.c - A Language Guide: Trans and Gender Diverse Inclusion

Refer to attachment 3.15.d - Terms of Reference and Role of Gay and Lesbian Liaison Officer

ANNUAL SUBMISSION: LGBTQ EMPLOYEE NETWORKS / RESOURCE GROUPS

16. Visibility of LGBTQ Women

ADVANCED
Max. 3 points

Throughout the assessed year, our network has either:

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

Points will be given for one of the above.

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

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



Undertaken and documented activity throughout the year to increase visibility of LGBTQ women and out role models

The AFP is proud to employ many proud LGBTQ women. In 2021, the AFP planned activities and events to raise awareness and celebrate key dates in the year including Wear it Purple Day and International Day against Homophobia, Biphobia, Interphobia and Transphobia (IDAHOBIT).

As part of IDAHOBIT, the AFP published an article on the AFP News Online intranet page highlighting activities including morning tea events, flag raising ceremonies and a curated IDAHOBIT Spotify playlist. The article ('2021 IDAHOBIT – get involved') included the personal experience of an Aboriginal AFP appointee who reflected on their personal journey and identifying in the AFP workplace as non-binary. They are just one of a few appointees who are willing to be a beacon of support for new recruits and staff across the organisation.

Refer to attachment 3.16.a – 'A personal experience...' - Intranet page screenshot

ANNUAL SUBMISSION: LGBTQ EMPLOYEE NETWORKS / RESOURCE GROUPS

17. LGBTQ Intersectionality

**ADVANCED
3 points**

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

Please provide evidence for one of the following:

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

Please provide evidence for one of the selected groups above.

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

As part of IDAHOBIT 2021, the AFP published an article on the AFP News Online intranet page highlighting activities including morning tea events, flag raising ceremonies and a curated IDAHOBIT Spotify playlist. The article ('2021 IDAHOBIT – get involved') included the personal experience of an Aboriginal AFP appointee who reflected on their personal journey and identifying in the AFP workplace as non-binary. They are just one of a few appointees who are willing to be a beacon of support for new recruits and staff across the organisation.



Refer to attachment 3.17.a - Intersectionality – LGBTI and Indigenous - Internal
 Refer to attachment 3.17.b – Intersectionality – LGBTI and Indigenous
 Refer to attachment 3.17.c – Religious Freedom Legislation email
 Refer to attachment 3.17.d – RAP Survey – Gender Options

ANNUAL SUBMISSION: LGBTQ EMPLOYEE NETWORKS / RESOURCE GROUPS

ADVANCED
Max. 4 points

18. Intersex Allies

As Intersex Allies, the network has completed two of the following within the assessed calendar year:

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

Please provide evidence for up to TWO of the selected actions above.

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

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

- **Distributed current and accurate information on Intersex inclusion or awareness raising across the organisation**

In March 2021, the online 'Raising Awareness of LGBTIQ+' Cultural Health Competency Program was made available to all AFP appointees. The course is comprised of three learning modules that are designed to improve the understanding of the LGBTI community. Specific to developing the understanding around trans and gender diverse employees, module 2 has a section dedicated to explaining gender diversity, intersex, and the process of transition. This is then complemented by a section that discusses the importance of allyship and the how to be a good ally. Each learning module is supplemented with a quiz designed to reinforce learning concepts; the module on trans and gender diverse employees focuses on the use of inappropriate language in reference to transgender individuals. A full transcript of the course can be found as an attachment.



The AFP Gay Lesbian Liaison Officer (GLLO) Course is offered to all AFP appointees, regardless of their own sexual orientation and gender identity, who are interested in assisting the AFP to become a more diverse and inclusive organisation. The three-day training course covers a wide range of topics including that which relates to gender diverse and trans employees. An overview of the GLLO Course can be found as an attachment.

In 2021, the AFP New Staff Induction Program moved to online training for all new staff. In addition to the Online New Staff Induction Program, the AFP's Diversity and Inclusion team provides orientation training to new staff who commence within the ACT Police and National Operations State Service Centre (NOSCC) Communications – often the first point of contact between members of the public and the AFP. The awareness training consists of the following:

- Definition Awareness – LGBTI in the Workplace
- Understanding Diversity within the AFP and its relevance to the wider organisation and day-to-day life.
- Exposure to LGBTI Members, understanding of policies and proper police procedure; and
- Introduction to the PRIDE Network

During 2021 the GLLO Network commenced the development of an internal LGBTIQ+ training program for the AFP. This program will include contemporary language, transgender and Intersex awareness.

The GLLO intranet webpage also lists a number of resources which serve as education and awareness tools for the wider organisation on LGBTI and specifically intersex communities. Some of which include:

- Now you have heard us what will you do?
- Count Me In: A Guide for LGBTI Workplace Allies
- Work station ally sign template
- Trans and Gender Diverse 2019 language guide (PDF, 930KB)
- LGBTI Inclusive Employers - inclusive recruitment
- LGBTI Workplace Inclusion factsheet
- Guidelines on Recognition of Sex and Gender

Refer to attachment 3.18.a - Transcript LGBTIQ Course

Refer to attachment 3.18.b - Terms of Reference and Role of Gay and Lesbian Liaison Officer

ANNUAL SUBMISSION: LGBTQ EMPLOYEE NETWORKS / RESOURCE GROUPS

19. Broader Inclusion

ADVANCED
Max. 3 points

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

- a) work to extend and increase network engagement and inclusion within regional offices



b) increasing LGBTQ presence or leadership within other internal diversity networks or working groups (i.e., women, parents, cross-cultural)

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

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

The AFP successfully planned, targeted and tracked our activity and progress with network engagement.

To extend and increase network engagement and inclusion throughout AFP nationally, a PRIDE 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.

Events:

Eastern Command hosted an online Drag Queen Trivia night as part of Wear It Purple Day, an AFP Day of Recognition, and increase participation in the regions.

Further to this, there is also PRIDE Network representation at the AFP's Culture Command Committee meetings (CCC). The CCC 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.

Senior representation at these meetings, provides an ideal opportunity for regional offices to influence and drive change for LGBTI employees.

Refer to attachment 3.19.a -

ANNUAL SUBMISSION: LGBTQ EMPLOYEE NETWORKS / RESOURCE GROUPS

20. Network Reporting

**ADVANCED
Max. 4 points**

Within the assessed calendar year, we produced:

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



Note: This question is about your network having produced its own report. This question is not regarding general inclusion or a brief mention of your network in organisational reports.

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

The AFP Diversity and Inclusion team undertook an analysis of the organisation's results from the 2020 Australian Workplace Equality Index. This analysis included assessment of areas where we are doing well and identification of areas where we could increase our LGBTI workplace inclusive practices.

One of the issues for improvement identified within the AFP AWEI results was the lack of a gender affirmation policy. An AFP PRIDE Working Group was established, and a Better Practice Guide for Gender Affirmation has been finalised and is awaiting endorsement by the AFP Diversity Council.

Refer to attachment 3.20.a -

SECTION 4: VISIBILITY OF INCLUSION

ANNUAL SUBMISSION: 2021 VISIBILITY OF INCLUSION

21. Days of Significance

FOUNDATION
Max. 2 points

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

For full points, please provide:

- a list of LGBTQ Days of Significance celebrated throughout the assessed year*
- a brief description of each event, detailing how you promoted an understanding of why the day is significant*

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

- International Day Against Homophobia, Biphobia, Intersex and Transphobia (IDAHOBIT)
- Wear it Purple
- Sydney Gay and Lesbian Mardi Gras 2021 and Pride Day Events across Australia
- National Pride Fair Days (celebrated regionally)



Attendance at these events was smaller than previous years due to COVID.

The AFP PRIDE Network and the D&I team promote these days of significance via the AFP's internal Hub pages, all staff emails, posters throughout the AFP buildings and in elevators and the Social Media teams promote our inclusivity via external social media pages, such as Facebook and Twitter. Interaction with the community and public by way of social media often results in the receipt of 500+ comments.

Noting COVID-19 social distancing restrictions significantly impacted on the way organisations could celebrate days of cultural importance, the AFP took the opportunity to hold virtual meetings attended by many more people than could be physically present.

Refer to attachment 4.21.a – IDAHOBIT – Embracing Diversity Hub Article

Refer to attachment 4.21.b - IDAHOBIT 2021 ALL STAFF MESSAGE

Refer to attachment 4.21.c - WIP ALL STAFF MESSAGE

Refer to attachment 4.21.d - Mardi Gras Facebook Post

ANNUAL SUBMISSION: 2021 VISIBILITY OF INCLUSION

22. Visibility in the Workplace

FOUNDATION

Max. 3 points

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

Please provide:

- a) *a list of options available to employees through which they can visually indicate that they are an ally or supporter of LGBTQ inclusion*
- b) *a couple of photos showing active support and visibility of these options within/around/throughout the workplace (please limit photos to a couple of photos – not required for each available option)*

AFP ICT systems now allow appointees the option of self-identifying as LGBTI through the self-managed HR Portal.

Merchandise which allows appointees to indicate their commitment to LGBTI workplace inclusion was disseminated to state locations for use not only at PRIDE events but to show support in the workplace. A template has been designed which appointees are able to print and place at their workspace which states that they are an Ally of the GLLO Network.

Appointees who complete the Gay and Lesbian Liaison Officer Training are presented with Rainbow PRIDE badges to display on their corporate lanyards.

An appointee of Organisational Culture physically located in Southern Command requested the purchase of non-binary pronoun badges for an appointee who had affirmed they were non-binary and wished to be addressed by THEM / THEY pronouns. This led to other appointees being actively supportive by wearing SHE/HER and HIS/HIM pronouns badges and adding those to their signature block. This action within one Command started conversations across the organisation and resulted in multiple senior high-level allies doing the same thing.



Refer to attachment 4.22.a – Personal Pronoun examples Refer to attachment 4.22.b – Available visibility aids Refer to attachment 4.22.c - Ally Work Station Sign Template				
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #00a0e3; color: white; padding: 5px;"> ANNUAL SUBMISSION: 2021 VISIBILITY OF INCLUSION 23. Ally / Champion Reference Guides </td> <td style="background-color: #000000; color: white; padding: 5px; text-align: center;"> INTERMEDIATE Max. 3 points </td> </tr> <tr> <td colspan="2" style="padding: 10px;"> We provide Ally/LGBTQ Champion Reference Guides or materials on how to be an effective ally and/or an active champion for LGBTQ inclusion within the workplace. <i>Please provide</i> (a) <i>copy of this guide or an outline of the content covered within the guide</i> (b) <i>information regarding how it is distributed or where this guide can be found</i> In 2021, we continued to widely distribute Ally and LGBTI Reference guides to not only help us champion LGBTI inclusion but also to encourage more allies to become effective champions. The following list of reference material can be found on the AFP intranet: 'Now You Have Heard Us, What Will You Do?' This booklet was released by the ACT Family Safety Hub and the ACT Children & Young People Commission. It outlines young people's experiences of family and domestic violence with a specific story of Transgender Violence. Throughout this booklet, it outlines resources, advice and ideas for support for adults what we can do to help and/or support. Copies have been placed throughout the Edmund Barton Building and all major hubs in AFP Offices across the country. - The AFP's PRIDE Network has also published an article 'What is an Ally?' The article remains available on the AFP's PRIDE intranet page and outlines all the effective behaviours of an ally and how people can assist with championing the cause. - Count Me In: A Guide for LGBTI Workplace Allies – This document is sourced from Pride In Diversity and is designed to provide practical information in being a LGBTI Ally. Refer to attachment 4.23.a – Now you have heard us Refer to attachment 4.23.b – Now you have heard us – Internal Hub location Refer to attachment 4.23.c – What is an Ally? </td> </tr> </table>	ANNUAL SUBMISSION: 2021 VISIBILITY OF INCLUSION 23. Ally / Champion Reference Guides	INTERMEDIATE Max. 3 points	We provide Ally/LGBTQ Champion Reference Guides or materials on how to be an effective ally and/or an active champion for LGBTQ inclusion within the workplace. <i>Please provide</i> (a) <i>copy of this guide or an outline of the content covered within the guide</i> (b) <i>information regarding how it is distributed or where this guide can be found</i> In 2021, we continued to widely distribute Ally and LGBTI Reference guides to not only help us champion LGBTI inclusion but also to encourage more allies to become effective champions. The following list of reference material can be found on the AFP intranet: 'Now You Have Heard Us, What Will You Do?' This booklet was released by the ACT Family Safety Hub and the ACT Children & Young People Commission. It outlines young people's experiences of family and domestic violence with a specific story of Transgender Violence. Throughout this booklet, it outlines resources, advice and ideas for support for adults what we can do to help and/or support. Copies have been placed throughout the Edmund Barton Building and all major hubs in AFP Offices across the country. - The AFP's PRIDE Network has also published an article 'What is an Ally?' The article remains available on the AFP's PRIDE intranet page and outlines all the effective behaviours of an ally and how people can assist with championing the cause. - Count Me In: A Guide for LGBTI Workplace Allies – This document is sourced from Pride In Diversity and is designed to provide practical information in being a LGBTI Ally. Refer to attachment 4.23.a – Now you have heard us Refer to attachment 4.23.b – Now you have heard us – Internal Hub location Refer to attachment 4.23.c – What is an Ally?	
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Refer to attachment 4.23.d - Count Me In: A Guide for LGBTI Workplace Allies

ANNUAL SUBMISSION: 2021 VISIBILITY OF INCLUSION

24. Individual LGBTQ Inclusion Work Recognition

INTERMEDIATE

2 points

Leadership has formally recognised and communicated across the organisation the work of employee/s, regarding their internal contribution in LGBTQ inclusion within the workplace.

Note: This excludes PID communications around AWEI Awards – but can include your leadership’s formal internal recognition of the contribution made by employees.

Please provide evidence of the organisation-wide communication of this recognition.

AFP Leadership has formally recognised and communicated the success and work of employees across the organisation.

The AFP PRIDE Network Chair regularly communicates with PRIDE Members and the PRIDE Executive. These emails occur approximately quarterly. They discuss events, changing policies and are used to highlight the positive work being undertaken each quarter.

In addition, the PRIDE Chair promoted the AFP’s Organisational Cultural Health Screening questionnaire to the Network. The questionnaire was established to look at cultural values, attitudes and identify problematic areas in the AFP to assist with design of cultural reform in 2021/2022.

Refer to attachment 4.24.a – AWEI Story – Hub Headline

Refer to attachment 4.24.b – 2020 AWEI Win – Internal Hub Story

Refer to attachment 4.24.c – Recognition of work from GLLO Chair

ANNUAL SUBMISSION: 2021 VISIBILITY OF INCLUSION

25. [REDACTED]

INTERMEDIATE

2 points

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.

Contact details for more than 250 trained GLLO’s are listed on the PRIDE Network intranet page. The list does not include details for all trained members for operational reasons. It is important to note that the AFP doesn’t differentiate between LGBTI employees and its allies. All appointees are welcome to attend the training so the

Commented [REDACTED]: SCORECARD COMMENT: Need to see something on the page which says for a confidential conversation...



person you contact may or may not identify. AFP appointees can contact any of the trained GLLO Members at any time for informal discussions on LGBTI matters, advice or information.

As an AFP GLLO, these members understand there is an inherent value to all conversations. In the AFP, all work output and all items adhere to the 'Need-to-Know' principle. This is taught on the first day of all staff employment. In theory, you only need to know what you need-to-know, and you are never to disseminate information that someone does not need to know. Noting the 'need to know' principle for AFP appointees, GLLO's adhere to and recognise the confidentiality of discussions that is required.

There are numerous mechanisms for support for appointees. The centralised location for all this is a document titled 'AFP Circle of Support' which clearly articulates the mechanisms in place to support AFP appointees, noting the AFP's PRIDE Network is specifically mentioned. Internal support is also available from:

AFP Psychological Services
 AFP Safe Place
 AFP Confidant Network
 AFP Chaplain Services, Chaplain [REDACTED]
 AFP Organisational Health Triage
 AFP Welfare Officer Network

Refer to attachment 4.25.a – AFP Circle of Support
 Refer to attachment 4.25.b – List of trained GLLO's

ANNUAL SUBMISSION: 2021 VISIBILITY OF INCLUSION

26. [REDACTED]

INTERMEDIATE
 Max. 2 points

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

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

For full points, please:

- provide a screenshot of where this information is communicated on the network or LGBTQ diversity page.
- clearly show LGBTQ friendly support avenues and where this information

FORMALISED REPORTING PROCESS

The AFP has multiple avenues that appointees can formally report LGBTI bullying and/or harassment in the workplace. These avenues include:

- AFP Professional Standards
- AFP Confidant Network

Commented [REDACTED]: SCORECARD COMMENT: Need to see something on the page. Let's talk



• AFP Safe Place

The AFP Better Practice Guide on Workplace Bullying and Workplace Discrimination provides guidance to AFP appointees and workers on workplace bullying and workplace discrimination.

The AFP is committed to providing a safe, inclusive, and respectful workplace which is free from bullying, discrimination, and sexual harassment. The AFP is also committed to ensuring that all AFP appointees and workers are treated fairly, with respect and courtesy. Workplace bullying and workplace discrimination are unacceptable behaviours which are contrary to the AFP Core Values and Code of Conduct and may potentially breach several relevant Australian laws.

Accordingly, the purpose of the Better Practice Guide is to:

- identify the types of behaviours that constitute workplace bullying and workplace discrimination, and
- communicate the rights and obligations of AFP appointees and workers with respect to managing workplace bullying and workplace discrimination.

Effectively dealing with workplace bullying and workplace discrimination requires every one of us to take a stand, and to have the courage to deal with difficult situations. The benefits that we can personally and professionally gain by adhering to the values referred to in this Better Practice Guide will lead to a safer, more inclusive, and enjoyable workplace for everyone.

There are several 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
AFP Confidant Network	Confidant-Coordination-Team@afp.gov.au	
AFPA	afpa@afpa.org.au	02 6285 1677
Australian Human Rights Commission	www.humanrights.gov.au	1300 369 711
Benestar (Employee Assistance Program provider)	www.benestar.com	1300 360 364
CPSU	members@cpsu.org.au	1300 137 636
Fair Work Commission	www.fwc.gov.au	1300 799 675



Office of the Commonwealth Ombudsman	www.ombudsman.gov.au	1300 362 072
Organisational Health (for Psychological, Chaplaincy, Welfare Office Network (WON), and Work, Health, and Safety, and Rehabilitation Services)	Organisational-Health-Triage@afp.gov.au	
Professional Standards	PRSOMC@afp.gov.au	
People Centre	PeopleCentre@afp.gov.au	
SafePlace	AFP-Safe-Place@afp.gov.au	
Workforce Diversity (NWAN, MION, PRIDE, AAA, CALD)		

Workplace bullying and workplace discrimination are behaviours which are likely in breach of the [AFP Code of Conduct and the AFP Core Values](#).

If an AFP appointee considers that they are unable to, or it is inappropriate to, engage in any of the other resolution options, or they have not received an adequate resolution from their engagement in these processes, then they should consider making a formal complaint about the incident in accordance with [Commissioner's Order on Professional Standards \(CO2\)](#) and the [AFP National Guideline on Complaint Management](#).

Formal complaints provide the AFP with an opportunity to monitor, address, manage and resolve behavioural issues. They ensure AFP can minimise any ongoing risk to the AFP appointee and other persons in the workplace.

Refer to attachment 4.26.a – Communication of LGBTI Support Information

Refer to attachment 4.26.b – List of trained GLLO's

Refer to attachment 4.26.c - Better Practice Guide on Workplace Bullying and Workplace Discrimination

ANNUAL SUBMISSION: 2021 VISIBILITY OF INCLUSION

27. LGBTQ Social Media Streams

ADVANCED
2 points

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



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

AusGLLO Facebook Group

The AFP Gay and Lesbian Liaison Officer (GLLO) Network has an active private Facebook Group that connects all GLLO members to each other, regardless of location. This has allowed the GLLO community to share experiences, engage in conversation, be more connected and to provide support to their fellow staff. The Facebook group is also used to share local wins, concerns, issues arising in the workplace and upcoming events.

AFP Social Media

AFP National Media and ACTP Media are proactive and consistently highlight days and events of significance for the LGBTI community via their various social media streams. A recent example of content relating to the LGBTI community is when the AFP National Media Team posted images of police officers attending the 2021 Mardi Gras Parade on the AFP Facebook page. This post garnered a significant response from the community, with many people leaving comments of support and admiration for the police officers in attendance. Similar posts in support of the LGBTI community can also be found on the AFP and ACTP LinkedIn and Instagram.

AFP Microsoft Teams PRIDE Group

During the AFP transition to the Microsoft Teams platform, a dedicated Microsoft Teams PRIDE Group was established and was made available to all interested AFP appointees to join. This platform provides members with the opportunity to share articles of interest and upcoming training opportunities, summaries and photos of recent events, as well as organise meetings to discuss any concerns. The group is moderated by various members of the Diversity & Inclusion Team as well as the Chair of the PRIDE Network. As of February 2022, the group consists of over 230 members.

Refer to attachment 4.27.a – AusGLLO Facebook Posts

Refer to attachment 4.27.b – AFP Social Media Posts

Refer to attachment 4.27.c – AFP Microsoft Teams PRIDE Group Posts

SECTION 5: TRAINING, AWARENESS & PROFESSIONAL DEVELOPMENT

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

ANNUAL SUBMISSION: 2021 TRAINING, AWARENESS & PROFESSIONAL DEVELOPMENT

28. Face-to-Face Training

FOUNDATION
2 points



We have made face-to-face LGBTQ Awareness / Inclusion / Ally Training available to all employees within the assessed calendar year. This would include any interactive training conducted via internet technologies (i.e., WebEx, Zoom, Teams, etc).

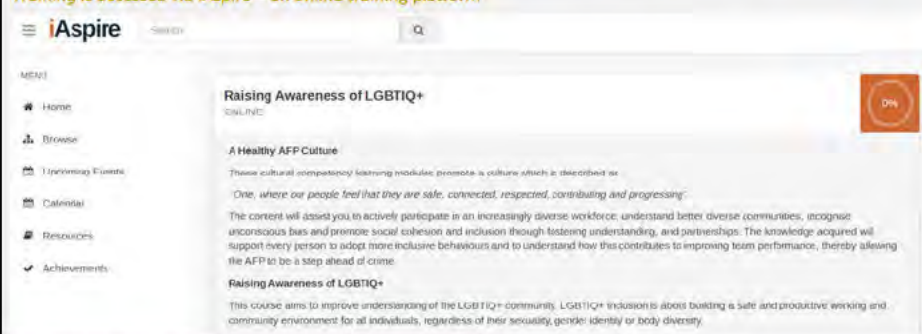
Name of Trainer or Provider:	[Evidence Here]	☐ Our trainer is accredited by or from Pride in Diversity
Length of training:	[Evidence Here]	
Date/s:	[Evidence Here]	
Number of attendees approx that will have gone through this training:	[Evidence Here]	
Evidence of training undertaken (one piece required):	Screenshot of the invitation sent or where training has been communicated. [Evidence Here]	
Copy of presentation or outline of training covered:	[Evidence Here] (Not required if Pride in Diversity or Pride in Health + Wellbeing delivered)	

Commented [REDACTED]: Not sure if we can mention GLLO Training since it has not been conducted for several years

ANNUAL SUBMISSION: 2021 TRAINING, AWARENESS & PROFESSIONAL DEVELOPMENT

FOUNDATION
2 points

29. We have LGBTQ online training modules or pre-recorded content that can be accessed by employees throughout the assessed calendar year.

Name of Online Training or Video:	Raising Awareness of LGBTIQ+
Length of the LGBTQ component within the video/training:	The course should take approximately 1 hour and 15 minutes to complete in total, and it is split into 3 modules.
Where employees can access this training :	Training is accessed via iAspire – an online training platform 
Tracking:	To provide evidence of training being accessed, please identify:

Commented [REDACTED]: Needs to be tracked online. Example for answers to Q19

Commented [REDACTED]: Need to contact D&I Team for numbers of AFP appointees accessing the training

I remember [REDACTED] was able to give these numbers?

Commented [REDACTED]: [REDACTED] I have requested updated figures.



	(a) how participation numbers are tracked [Evidence Here]
	(b) approximate number of people accessing this training throughout the assessed year [Evidence Here]
Copy of the module or a brief outline of it's LGBTQ content.	Refer to attachment 5.29.a - Transcript LGBTQ Course

ANNUAL SUBMISSION: 2021 TRAINING, AWARENESS & PROFESSIONAL DEVELOPMENT	ADVANCED
30.	Max. 2 points
Outside of the Pride in Practice Conference within the assessed calendar year, we have <u>either</u>: (a) <u>provided LGBTQ employees with LGBTQ specific leadership training</u>, internally or externally (excludes conferences unless specifically dedicated to LGBTQ leadership development) (b) put processes in place to ensure that there is LGBTQ representation within talent development programs. Please provide evidence for the <u>one</u> selected item above. If you can provide both, please add the second item to the ADDITIONAL WORK section at the end of this submission. [Insert Evidence Here or Indicate Name of Attached File(s)]	

Commented [REDACTED]: SCORECARD COMMENT: Do you do leaders training for women only?

ANNUAL SUBMISSION: 2021 TRAINING, AWARENESS & PROFESSIONAL DEVELOPMENT	ADVANCED
31.	Max. 4 points

Commented [REDACTED]: SCORECARD COMMENT: Need to see a plan. Easy to fix. Increase in GLLO's?



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

Please provide both:

- (a) a copy of the training plan designed to create greater awareness of LGBTQ inclusivity*
- (b) outlined progress made against that plan*

The AFP's D&I Team, in conjunction with the AFP's GLLO and PRIDE Networks, welcome new appointees of the AFP by delivering face-to-face awareness and virtual training to business areas when required. In 2021, AFP's D&I Team provided diversity and inclusion orientation (and requested) training on nine occasions.

The training, to either new recruits or lateral transfers consisted of the following:

Definition Awareness – LGBTI and in the Workplace
 Understanding Diversity within the AFP and its relevance to the wider organisation and day to day life
 Exposure to LGBTI Members, understanding of policies and proper police procedure
 Understanding of the PRIDE Network

Refer to attachment 5.31.a – LGBTI online training – Access page

Refer to attachment 5.31.b – LGBTI Online Training – Subjects covered

Refer to attachment 5.31.c – D&I training delivery – specific dates

Commented [redacted]: Not sure how this would be distinguished from the above sections relating to face-to-face and online training

Commented [redacted]: Needs updating

ANNUAL SUBMISSION: 2021 TRAINING, AWARENESS & PROFESSIONAL DEVELOPMENT

32. LGBTQ Conferences, Seminars and Events

**ADVANCED
2 points**

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

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

Please provide evidence.

In 2021, AFP and ACT Policing attended the Sydney Gay and Lesbian Mardi Gras Parade. About 20 AFP appointees travelled from Canberra to Sydney to march in the parade wearing their policing uniform. Participation in the event was a huge success and garnered significant support from the community, as evidenced by the responses on our online platforms. Photos from this event can be found in attachment 8.39.a - 2021 AFP Mardi Gras Parade.

AFP also hosted stalls at Perth Pride Day and Brisbane Pride in 2021.



As a founding member of Pride in Diversity, the AFP is included in Pride in Diversity events throughout the year. The AFP's Diversity and Inclusion team extends these invitations to AFP GLLO Members for their participation.

Refer to attachment 5.32.a - 2021 AFP Mardi Gras Parade

SECTION 6: EXECUTIVE LEADERSHIP & ENGAGEMENT

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

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

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

ANNUAL SUBMISSION: 2021 EXECUTIVE LEADERSHIP & ENGAGEMENT

33.

INTERMEDIATE
Max. 2 points

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

- contributed to the LGBTQ strategy
- is engaged in tracking performance progress against the strategy throughout the year

For full points, please provide evidence for all parts to this question:

- specific contribution to the strategy
- level of engagement, tracking progress against the strategy

Note: The simplest way to provide evidence for this question would be for the Executive Sponsor to sign a statement answering both questions.

The current AFP Gay and Lesbian Liaison Officer (GLLO) Network Champion, Assistant Commissioner Lesa GALE, has been an active contributor to the ongoing development of LGBTQ strategy at the AFP. AC GALE 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 PRIDE Network. As an excellent opportunity to share and communicate important findings to other Senior Executive members, AC GALE provided an analytical assessment and report of the AFP's results in the AWEI benchmarking exercise for LGBTI workplace inclusion at Diversity Council.

AC GALE played a prominent role during the 2021 Diversity Networks Refresh in which members of the PRIDE Network had the opportunity to identify key areas of focus and put forth their opinions in shaping the future direction of the network. Across numerous Deep Dive Workshops, AC GALE acted as the chair of the meeting

Commented [REDACTED]: SCORECARD COMMENT: Evidence of meetings on strategy and any emails to/from Lesa

Commented [REDACTED]: Not sure when this happened - can't find documentaiton



and facilitated discussions on how the PRIDE Network could be improved to ensure that it best supports and serves AFP appointees apart of the LGBTQIA+ community. It is through these Deep Dive Workshops that led to the production of the PRIDE Action Card which outlines the key initiatives that aim to support, educate and uplift the PRIDE Network over the course of 2021-2023. Evidence of AC GALE'S involvement in the Deep Dive Workshops can be found in attachment 6.33.a *Excerpt of AC GALE involvement in Deep Dive Workshop* and the Action Card can be found in attachment 6.33.b *Action Card PRIDE*.

~~The WDI team and PRIDE Executive engage with the AFP PRIDE 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.a - Excerpt of AC GALE involvement in Deep Dive Workshop
Refer to attachment 6.33.b - Action Card PRIDE

Commented [REDACTED]: May not be specific enough as an example to use for this question

ANNUAL SUBMISSION: 2021 EXECUTIVE LEADERSHIP & ENGAGEMENT

34. [REDACTED]

ADVANCED
2 points

Within the assessed calendar year, Senior Executive(s) within our organisation have:

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

Please provide evidence for one of the above.

If you can provide evidence for two or more of the above, please add the additional item/s to the ADDITIONAL WORK section at the end of this submission.

In 2021, the AFP held an event to observe International Day Against Homophobia, Biphobia, Interphobia and Transphobia (IDAHOBIT). This was an important opportunity to recognise the value of diversity in our workforce and to support our LGBTQ community. The ceremony commenced with Commissioner Kershaw's address and proceeded with the AFP's LGBTQIA+ Champion Assistant Commissioner Lesa Gale raising the Rainbow Flag. Both Commissioner Kershaw and Assistant Commissioner Gale attended the morning tea event, where they joined the festivities and cut the rainbow cake. This demonstrates the AFP Executive's support of the LGBTQ community and sends a clear message about the importance of LGBTQ inclusion.

Refer to attachment 6.34.a – AFP Commissioner and LGBTQIA+ Champion – rainbow cake
Refer to attachment 6.34.b – Screenshot - Commissioner Kershaw address at IDAHOBIT event

Commented [REDACTED]: SCORECARD COMMENT: Does Lesa or delegates attend Executive Ally Forums? Or APS Ally meetings?

Commented [REDACTED]: I think AC Gale attended the AWEI awards, will follow up and we can add it to the Section 10. Additional Work, maybe get some points for it.

ANNUAL SUBMISSION: 2021 EXECUTIVE LEADERSHIP & ENGAGEMENT

35. [REDACTED]

ADVANCED
2 points

Commented [REDACTED]: SCORECARD COMMENT: Needs to be the Commissioner

Commented [REDACTED]: [REDACTED] hi [REDACTED], please see email RE: attaching hub article on IDAHOBIT Day 2021



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

Please provide the most comprehensive communication sent out by your CEO (or equivalent) to all employees regarding your work in LGBTQ inclusion.

On 17 May 2021, AFP Commissioner Reece Kershaw APM made the opening address for IDAHOBIT Day following the PRIDE flag raising event at AFP National Headquarters in Canberra, this event was advertised and available to all-staff. Following this event, AFP Media published an intranet story to highlight the event and day for all staff. Refer to *attachment 6.35.a - IDAHOT – Embracing Diversity Hub Article*.

Chief Operating Officer Charlotte Tressler released an all-staff email in November 2021 encouraging all AFP appointees to participate in the Australian Workplace Equality Index (AWEI) Survey which sets the national benchmark for Lesbian, Gay, Bisexual, Transgender, and Intersex workplace inclusion. This is a way of continuing our participation since 2011. A copy of this communication can be found in *attachment 6.35.b Requesting your participation in the AWEI Survey ALL STAFF MESSAGE*

The current AFP PRIDE Champion, Assistant Commissioner Lesa GALE APM, has distributed various all-staff emails throughout the 2021 period about LGBTQ inclusion with some of the relevant points including; the promotion of the newly endorsed Cultural Health Framework which will cultivate a safe and inclusive workplace over the next five years, the announcement of the Australian Human Rights Commission (AHRC) Partnership to assist with the refresh of the AFP Diversity and Inclusion Strategy, an update on the agenda for the upcoming Diversity Council meeting, as well as a reminder to all AFP appointees to record their time involvements in Diversity Networks to ensure appropriate recognition. A record of this communication can be found in *attachment 6.35.c - PRIDE Champion Christmas Message*.

Furthermore, AC GALE releases all-staff communications on days of recognition, including IDAHOBIT Day and Wear It Purple Day. These emails encourage all AFP Appointees to participate in the internal and external events and emphasise the importance of the ongoing work for LGBTQ inclusion. Records of these communications can be found in *attachment 6.35.d - IDAHOBIT 2021 ALL STAFF MESSAGE* and *attachment 6.35.e - Wear it Purple Day 2021 ALL STAFF MESSAGE*

Refer to *attachment 6.35.a - IDAHOT – Embracing Diversity Hub Article*

Refer to *attachment 6.35.b - PRIDE Champion Christmas Message*

Refer to *attachment 6.35.c - IDAHOBIT 2021 ALL STAFF MESSAGE*

Refer to *attachment 6.35.d - Wear it Purple Day 2021 ALL STAFF MESSAGE*

Refer to *attachment 6.35.e - Requesting your participation in the AWEI Survey ALL STAFF MESSAGE*

ANNUAL SUBMISSION: 2021 EXECUTIVE LEADERSHIP & ENGAGEMENT

36. CEO or Equivalent Speaking at Events

ADVANCED
2 points

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



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

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

On 17 May 2021, AFP Commissioner Reece Kershaw APM made the opening address for IDAHOBIT Day following the PRIDE flag raising event at AFP National Headquarters in Canberra, this event was advertised and available to all-staff with about 150-200 AFP appointees present. Following this event, AFP Media published an intranet story to highlight the event and day for all staff.

A morning tea was also held immediately following the formal IDAHOBIT and flag raising ceremony. Commissioner Kershaw and PRIDE Champion Assistant Commissioner Lesa Gale APM both made a brief address to those present and ceremonially cut a decorative rainbow-designed cake.

Commissioner Kershaw is and remains a proactive advocate with the LGBTI community within the organisation and the wider community.

Refer to attachment 6.36.a – AFP Commissioner and LGBTQIA+ Champion – rainbow cake
 Refer to attachment 6.36.b – Screenshot - Commissioner Kershaw address at IDAHOBIT event
 Refer to attachment 6.36.c – IDAHOBIT run sheet

SECTION 7: DATA COLLECTION & REPORTING

ANNUAL SUBMISSION: 2021 DATA COLLECTION & REPORTING

37. Employee Data Analysis

INTERMEDIATE

Max. 3 points

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

- a) included questions regarding one's sexual orientation, gender identity or whether someone is intersex, AND
- b) analysed and reported on LGBTQ 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 LGBTQ population*
- c) an overview of comparative findings or analysis as compared to other internal populations*



In October 2021, Commissioner Kershaw opened an all-staff survey allowing appointees an opportunity to provide anonymous feedback and opinions about the organisation. Feedback was sought across a range of subjects including the values, culture, and treatment of all staff (including those identifying as LGBTI). The survey demographic section offered non-binary gender options and the opportunity for AFP appointees to identify as LGBTI (refer to questions 10 and 20 in attachment 7.37.a).

The findings for the diversity cohorts, including the LGBTQ population, were shared with the Diversity Champions and Diversity Network Chairs in January 2022. The external provider, Orima Research, developed, administered and analysed the results of the survey noted that the grouping for diversity cohorts compared with the broader AFP was/is close, statistically and in comparison, to what they have observed across other agencies. However, the results have highlighted areas for improvement, and will be addressed as an agenda item in Diversity Council meeting to be tentative held 14 March 2022.

Refer to attachment 7.37.a – All staff survey – Demographic section

ANNUAL SUBMISSION: 2021 DATA COLLECTION & REPORTING

38. LGBTQ Analysis

ADVANCED
3 points

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

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

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

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

If within gender aggregated data, we include non-binary employees and if not a proposed plan of action

The AFP has audited all relevant AFP IT systems which collect gender information. Majority of AFP systems now allow for appointees to identify as Male/Female/X (Another term).

Within the AFP Insight! System, used across the organisation for leave, time sheets, education and training and retains information regarding Diversity associations within the AFP, appointees are only offered Male/Female options. There is currently no Gender X/Indeterminate Non-Binary option, but a project is underway to expand the drop-down menu to include these options.



Within the AFP Employee Management System (AFP SAP), appointees are now able to identify as MX (which has been implemented as an option for non-binary appointees). Appointees are also able to amend their recorded gender in AFP SAP to Male/Female/X (Another term).

On the AFP's internal Careers Recruitment page, individuals can identify as either: Male/Female/X (Another term)/Choose Not to Answer.

Refer to attachment 7.38.a – Audit of IT systems – Collection of Gender Information

Refer to attachment 7.38.b – Screenshot of LGBTI data on Insight

Refer to attachment 7.38.c – Forms of address in SAP

Refer to attachment 7.38.d – Gender identifiers within Careers portal

SECTION 8: COMMUNITY ENGAGEMENT

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

ANNUAL SUBMISSION: 2021 COMMUNITY ENGAGEMENT

INTERMEDIATE
2 points

39. Employer Branded Participation at Community Events

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

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

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

In 2021, AFP and ACT Policing attended the Sydney Gay and Lesbian Mardi Gras Parade. About 20 AFP appointees travelled from Canberra to Sydney to march in the parade wearing their policing uniform. Participation in the event was a huge success and garnered significant support from the community, as evidenced by the responses on our online platforms. Photos from this event can be found in attachment 8.39.a - 2021 AFP Mardi Gras Parade.

AFP also hosted stalls at Perth Pride Day and Brisbane Pride in 2021.

Refer to attachment 8.39.a - 2021 AFP Mardi Gras Parade



ANNUAL SUBMISSION: 2021 COMMUNITY ENGAGEMENT

INTERMEDIATE

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

2 points

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

Please provide evidence of one such instance.

The AFP holds Commonwealth Policing and Protection responsibilities but also provides local policing services in the Australian Capital Territory, through a contract with the ACT Government. Included are threat and security assessments and a physical presence at local LGBTIQ events.

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

Commented [redacted]: [redacted], was there any fundraising as part of the Wear it Purple Day trivia night in Eastern Command?

ANNUAL SUBMISSION: 2021 COMMUNITY ENGAGEMENT

INTERMEDIATE

41. Fundraising

2 points

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

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

Throughout 2021, the evolving COVID19 situation had significant impacts on our ability to fundraise for LGBTQI charities. Notably, the AFP Headquarters in Canberra was scheduled to host a fundraiser trivia night in August 2021, with proceeds from ticket sales going to the Wear It Purple Foundation. Additionally, the Diversity & Inclusion Team, in consultation with the PRIDE Network, purchased merchandise from Wear It Purple to supplement our fundraising efforts and continue our support for LGBTQ charities. Despite organising the planning, logistics and communications, the event had to be postponed due to the Canberra snap-lockdown at the start of August 2021. The event is now being scheduled to take place later in 2022 as part of IDAHOBIT Day following the ease of COVID19 restrictions. The communications plan for this event can be found in attachment 8.41.a - Wear It Purple Day Communications and evidence of the merchandise can be found in attachment 8.41.b - Wear It Purple Receipt.

~~As a Federal Government agency our assistance can be more than monetary during a year. We often provide resources, attendances, advice and support through time and merchandise and, where possible, appointees will proactively participate in fund raising initiatives.~~

~~As part of the AFP's recognition of International Day Against Homophobia Biphobia Intersex and Transphobia, the AFP Gay and Lesbian Liaison Officer (GLLO) Network fundraised for the Minus18 Organisation. Minus18 is a Melbourne based not for profit which provides a safe place for LGBTI youth.~~

Refer to attachment 8.41.a – Wear It Purple Day Communications

Commented [redacted]: As above - need to confirm if the Eastern Command Wear It Purple Day Trivia event was a fundraising event



Refer to attachment 8.41.b – Wear It Purple Receipt

Refer to attachment 8.41.c – Minus18 Receipt

SECTION 9: SURVEY

ANNUAL SUBMISSION: OPTIONAL SURVEY PARTICIPATION

42. Survey Participation

OPTIONAL
2 points

☒ We are participating in the 2022 AWEI Survey. Please note:

- Partial points will not be given. Full points will only be obtained for the following:
 - Medium Employers (501 – 2000 employees): if 50 or more survey responses are collected
 - Large Employers (2001 – 8000 employees): if 100 or more survey responses are collected
 - Significant Employers (8001 or more employees): if 200 or more survey responses are collected

Please note: the more respondents you have, the more substantial data you will receive. The purpose of the AWEI Survey is to provide you with significant information on the impact of your inclusion initiatives and allow you to benchmark against the national dataset.

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 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 LGBTQ 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. **Note: A maximum of 15 points (15 items) may be obtained in this section. Should you submit more than this, you will still only be eligible for the same Maximum points.**

ANNUAL SUBMISSION: ADDITIONAL WORK

43. ADDITIONAL WORK

ADDITIONAL
Max. 15 points

Item Name: [Question No. or Item Name Here]

If referencing significant work over and above in relation to one of the questions or topics within the

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



index, please state question number or index topic here and then provide evidence to the right.

If you have new work, the topic of which is not covered within the index, please add an appropriate heading here and then provide evidence to the right.

AWEI 2022 SUBMISSION DATES

We can accept AWEI submissions between Monday 10th January – 5pm Friday 11th February 2022 (or midnight Saturday 12th February 2022 for large file transfer URL).

- No later than 5pm, Friday 11th February 2022 for hand-delivered, couriered or mailed submissions (hard copies, USB, etc).
- Deadline for large file transfer program URL (including but not limited to Dropbox, Google Docs, Parcel Post, SharePoint or any other internally approved large file transfer system) midnight Saturday 12th February 2022
- **Important: File attachments within emails will not be accepted. Pride in Diversity will take no responsibility for attachments sent via email.**
- All file transfers and access to various systems must be sent to AWEI@prideindiversity.com.au; with a copy to demsen-hough@acon.org.au
- Please ensure all evidence included in your submission or attached is legible. Pride in Diversity will not be responsible for documents that we cannot access or cannot read (if they have been copied or shared incorrectly).

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](http://eepurl.com/tt7vf) to sign up or go to: <http://eepurl.com/tt7vf>

OPTIONAL AWEI EMPLOYEE SURVEY

Participating in the optional AWEI Employee Survey? You will be able to request your unique survey URL as of 1st July 2021. You will receive this link when the survey goes live on Monday 1st November 2021 and will remain open until the close of submissions on Friday 11th February 2022.

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



INDIVIDUAL AWARD NOMINATIONS

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