

AUSTRALIAN WORKPLACE EQUALITY INDEX 2010 PARTICIPATION GUIDE

SUBMISSION DEADLINE - 31 MARCH 2011

All questions in this survey refer to the period 1st January 2010 – 31 December 2010 unless stated otherwise

This deadline is final. **Pride in Diversity** is unable to accept any submissions after this time.

This document has been designed to give you background guidance on completion of the 2010 Australian Workplace Equality Index. Please familiarise yourself with this document before completing this survey. The survey document can be downloaded from <http://www.prideindiversity.com.au/awei>.

If you would like further assistance in completing this survey, please contact Dawn Hough on (02) 9206.2136 or email awei@prideindiversity.com.au.

EVIDENCE



Important note about Index Completion: Throughout the AWEI document you will see several yellow caution triangles. These triangles indicate questions where separate hardcopy evidence is required. You must email or post this evidence to Pride in Diversity at the following address:

Email: <mailto:awei@prideindiversity.com.au>

Post: Pride in Diversity
PO Box 350, Darlinghurst 1300

Please note that question credit can only be awarded when requested evidence has been supplied.

SUBMISSION OUTLINE

This submission is broken into the following sections:

SECTION 1: POLICY AND PRACTICE (worth 40% of total score)

SECTION 2: CULTURE AND EMPLOYEE INVOLVEMENT (30% of total score)

SECTION 3: DIVERSITY TRAINING (10% of total score)

SECTION 4: COMMUNITY ENGAGEMENT (10% of total score)

SECTION 5: ADDITIONAL SUPPORTING INFORMATION (10% of total score)

You will need to provide as much information as possible on each of these areas and submit hardcopy evidence where indicated.

INDEX HISTORY

The Federal Government's removal of financial and workplace discrimination against same-sex relationships represents a significant change in the legislative and social environment for lesbian, gay and bisexual people in Australia. As a modern, pluralistic society, Australia is becoming increasingly tolerant and accepting of sexuality and gender diversity.

Lesbian, gay, bisexual and transgender (LGBT) people are part of every sector of the Australian workforce. Until recently, recognition of diverse sexualities and gender identities in the workplace only fell within the framework of anti-discrimination and equal opportunity practices. However, as employers seek to gain a competitive advantage in the labour market, there is a growing recognition of the value in adopting workplace policies that not only value diversity; but engage with the needs of LGBT employees, still an under-recognised area of diversity practice and targeted inclusion within Australia. Recognition within the Australian Workplace Equality Index will clearly position those employers who are currently showing leadership in Australian diversity and inclusion practice and as a result, will see them attract and retain talent from the entire talent pool.

Overseas, LGBT organisations have established program to promote equality and diversity best practice in relation to LGBT staff amongst employers. The two leading models are the *Diversity Champions* program run by Stonewall UK and the *Corporate Equality Index*, which is published every year by the US-based Human Rights Campaign. The two differ in that *Diversity Champions* is a membership-based program which recognises leading LGBT-friendly employers in the UK and provides them with a range of ongoing services and support, while the *Corporate Equality Index* looks how LGBT friendly large US corporations are in relation to their employees, customers and investors.

The *Pride in Diversity* program has been designed to provide all the support of the *Diversity Champions Program* and has therefore partnered with Stonewall UK to launch not only the first not-for-profit employer support program for LGBT inclusion, but the *Australian Workplace Equality Index*, Australia's first measure and benchmark of Australian LGBT inclusive workplaces.

Participation in the index is open and free to all organisations and you do not have to be a Pride in Diversity member to participate. Pride in Diversity members however will be provided with year long support in all aspect of LGBT inclusion, extensive index feedback sessions, benchmarking data and full strategy support.

Only those organisations who score within the top bracket (number to be determined by the number of entries) will be published and receive acknowledgement and recognition as one of the best places to work for LGBT employees 2010.

Non-Pride in Diversity members will have the opportunity to purchase an individualized feedback session with benchmarking data should they so choose.

THE BUSINESS CASE FOR DIVERSITY

Brand and Markets

- Working with and promoting your alliance with a LGBT inclusive program such as Pride in Diversity, you can:

Promote your brand and inclusive culture

- 74% gay and 42% straight consumers are less likely to buy products from organisations holding negative views of lesbian and gay people (Harris Interactive)
- the new workforce (Gen Y and beyond) are increasingly discerning about potential employers and their diversity track record

Capture profitable niche markets – attracting the “pink dollar”

- Australian gay and lesbian households control an estimated annual disposal income of \$10 billion (The A to Z of the pink dollar, The Age, 2004)
- 47% of LGBT consumers (as opposed to 18% of heterosexual consumers) are more likely to make a purchasing decision based on their awareness of a company’s diversity policies (Winfield, 2005)
- LGBT consumers have high levels of brand loyalty and are increasingly focused on the ethical standards of corporations
- LGBT employee representation and inclusion can help align product and service offerings to LGBT consumers and investors providing valuable insight into the market

Workplace Productivity, Retention and Engagement

- 2 in 5 lesbian and gay staff facing discrimination will change careers if discrimination continues (Harris Interactive, US)
- 50% of LGBT employees would feel more committed and loyal to employers who introduce LGBT diversity policies and programs (Same Same : The Gay Census, 2008)
- Employees who feel that they are able to be “out” in an inclusive culture tend to be more productive; this is reflected in career development and remuneration
- LGBT individuals who report higher levels of discrimination are more likely to have negative work attitudes and fewer promotions (Ragins & Cornwell, 2001)

- People perform better when able to be themselves at work - one third of gay staff conceal their sexual orientation from their employers and co-workers (Same Same, The Gay Census, 2008)

Risk Mitigation

- Minimise labour costs associated with complaint resolution, absenteeism and staff turnover [1]
 - 53% of lesbians and gay men experience workplace harassment and discrimination
 - 50% experience homophobic remarks /jokes in the workplace
 - 28% experience aggressive or unwelcome questions about their status
 - 22% report being “outed” in the workplace against their will
 - 17% report having restricted career due to their homosexuality
- Minimise mental health issues within the LGBT community and your employee base due to stigma and discrimination
- Reduce risk of litigation - \$125,000 average cost to manage serious external complaint (DCA, 2008). Negotiated damages awarded have exceeded \$1M
- Reduce risk of reputation damage (US Dept Labour found share price drops within 24 hours of a complaint going public)

PRIDE IN DIVERSITY

Pride in Diversity is Australia’s first and only not-for-profit employer support program designed to assist HR, Diversity and LGBT network leaders with all aspects of LGBT workplace inclusion.

Being positive towards LGBT employees is the ultimate litmus test for an inclusive culture and takes an Australian diversity strategy to the next level by ensuring that workplaces are inclusive of *all* employees, regardless of race/ethnicity, gender, age, sexual orientation, disability or religion. While LGBT is an assumed agenda item on most progressive diversity strategies in the US and UK, it is still relatively new to Australia.

As a result, there are not a lot of practitioners who have the experience and expertise to assist diversity and HR professionals with the implementation of LGBT related strategies, or that offer specific LGBT advice and support. This program provides Australian employers with that support.

The *Pride in Diversity* program has been designed to assist you in strengthening your brand and reputation as an inclusive employer by providing you with the expertise and support required to implement or strengthen the LGBT component of your diversity strategy.

Benefits of the Pride in Diversity Program

Members of the *Pride in Diversity* program receive the following benefits:

- A dedicated account manager to provide organisation support in relation to LGBT issues, ensuring you maximise the benefits of the program.
- Invitation to at least three good practice seminars annually to discuss topical issues and share good practice across employers.
- A high quality LGBT awareness training session at your premises covering Sexual orientation and gender diversity in the workplace, tailored to your executive, HR/Diversity team, people managers or general employees.
- Members only website with resources, e-forums and a quarterly e-bulletin to keep you up to date and connected.
- Targeted recruitment and marketing to the LGBT community via members-only job pages on our website.
- Entry into the Australian Workplace Equality Index with a tailored feedback meeting, benchmarking data and program support for continuous improvement.
- Exclusive use of the *Pride in Diversity* logo to promote your active participation in the program.
- Exclusive networking opportunities with diversity professionals and LGBT employees from member organisations.
- A 25% discount on additional training and consulting outside of membership offerings.
- An opportunity to build your brand reputation and leadership on diversity.
- LGBT network leader support and communications.
- Invitation to participate within community fundraising initiatives.
- Invitation to participate in the *Pride in Diversity* mardi gras float.

The Pride in Diversity program is committed to assisting organisations achieve best practice in LGBT inclusion and provides year long support to its members, assisting them to position themselves within the Australian Workplace Equality Index.

Non-members can also purchase assistance and strategy support, along with a detailed feedback meeting and benchmarking data on the AWEI if they so choose.

HOW THE INDEX WILL BE MARKED

The index will cover four important areas of LGBT inclusion as well as providing organisations with an opportunity to submit work beyond the scope of this survey as it relates to LGBT inclusion.

The index is weighted according to both the importance and value of work completed, taking into consideration current standards for LGBT diversity practice within Australia.

- Policy and Practice (worth 40% of total score)
- Culture and employee involvement (worth 30% of total score)
- Diversity Training (worth 10% of total score)
- Community Engagement (worth 10% of total score), and
- Additional supporting information (worth a final 10% of total score)

Responses to questions within each of these areas will be awarded points. Where evidence is required, full points will only be awarded on submission of the evidence. Evidence will be matched against an extensive rubric allowing for full transparency of points awarded within feedback sessions to members (also available to purchase for non-members). Independent strategy sessions will then allow organisations to work towards progressing their ranking 2011.

There are a total of 100 points across the index.

Each organisation's points will be counted and ranked to determine top ranking organisations.

An independent consultant will visit the top ranking organisations to validate ranking.

Awards and Rankings

Only the top ranking organisations (number to be determined by number of participating organisations in this inaugural year) will be named and acknowledged as one of the top 'x' employers for LGBT employees 2010.

An overall Employer of the Year for LGBT employees 2010 will also be announced along with the best LGBT network group.

If you are a member of *Pride in Diversity*, regardless of where you have placed, you will receive a tailored feedback session on your index results, full benchmarking data and strategy support along with the year-long support of the *Pride in Diversity* program.

Non-members have an option to purchase a tailored feedback session, benchmarking data and strategy support if they so choose.

Index Publication

A *Pride in Diversity* Australian Workplace Equality Index publication will be produced mid year. The publication will be based on the equivalent publication by Stonewall UK and will provide

- Executive Summary
- Method
- Business Case for LGBT diversity
- A work from the Employer of the year
- A list of Australia's top employers for lesbian, gay and bisexual employees
- Profiles of the year's top employers
- Top employer's good practice examples
- Employee network group of the year
- Examples of good practice in community engagement from top employers
- Examples of other good practice
- Key findings, and
- Looking ahead ... 2011-2012

The top ranking employers will be awarded with a formal logo for their internal and external use:

**TOP 10
EMPLOYERS
2011**
for LGBT people
Australian Workplace Equality

Wording example only

EMPLOYER OF THE YEAR 2011

Pride in Diversity will present the top ranking organisation with a trophy indicating EMPLOYER OF THE YEAR for LGBT employees 2011.



LGBT NETWORK GROUP OF THE YEAR 2011

An award will also be given for the Network Group of the year 2011.

ASSISTANCE WITH QUESTIONS

This section of the document is designed to provide each submitting organisation with the key reasoning behind each of the questions and assistance with the completion of the questions.

Organisation and Contact Details

Name of Entity / Parent Organisation. In fairness to all organisations / departments that are submitting evidence for inclusion within the Australian Workplace Equality Index, it is important to clearly identify the entity that you are wanting assessed.

For example, if you are a large multinational organisation that has several brands, or businesses within, you will need to clearly identify which of those brands or businesses you are submitting the evidence for. It is not equitable to take best practice components from each of these businesses and obtain an award under an umbrella organisation for all. Where policies or practices may be common across all business lines, you may clearly identify and include them. However, the remainder of the questions must apply to the entity identified within the submission.

Should you seek further clarification on this, please do not hesitate to contact us.

Contact Details. Although there may be several people or teams involved in completing the submission, we do need one central point of contact for our communication purposes. Please identify the most suitable person for us to contact should we have any questions in relation to your submission or require any clarification on its content.

Section 1: Policy and Practice

Section 1.1 Strategic Approach to LGBT Diversity

The most fundamental aspect of LGBT workplace equality is the visible inclusion of LGBT employees within an organisations policy and practices. As LGBT diversity practices are relatively new to most organisations, the index currently provides the strongest weighting to this area to emphasise its importance.

For many years, and perhaps inadvertently, policies and benefits have excluded LGBT employees. Therefore, unless LGBT employees/partners and families are specifically mentioned within related policies, LGBT employees may by default, “read themselves out” of a policy, assuming it doesn’t apply. The alternative is to literally out themselves in order to ask the question. The potential uncomfortableness of this situation may cause employees to refrain from asking and as a result miss out on some of the basic workplace entitlements and benefits open to the general employee population.

Question 1.1.1 This question determines whether or not your organisation has a diversity policy. As LGBT diversity policies sit within broader diversity policies (and not usually as a standalone), responses to this question show an organisations understanding of difference and the need to ensure that their work environment is a safe, equitable and inclusive environment for all employees, regardless of age, gender, nationality, culture, marital status, disability, *sexual orientation or gender identity*.

Questions 1.1.2 – 1.1.6 identifies any LGBT specific diversity policies or strategies that you may have in place. These questions are designed to determine the extent to which your LGBT policy/strategy is tied into the overall strategy / goals / aims of the organisation, the extent to which it is communicated and any milestones/action plans you have in place to ensure its delivery.

Section 1.2 LGBT Accountability

Having a person or team with a diversity remit that includes LGBT inclusion provides accountability for strategies and policies in addition to providing a contact person for employees. It also shows the importance placed on LGBT inclusion by the organisation.

The additional provision of resources, budget and/or seniority of the person may provide us with further insight into their sphere of influence and their ability to implement change. It is therefore important to provide us with as much information as you can in relation to this when answering these questions.

For example, it may not be important that the person is not operating at a senior level or has a standalone LGBT budget if they do have the support of, and access to funding from an executive person or team.

Section 1.3 LGBT Champions

An LGBT champion is not the person within your diversity team with responsibility for LGBT inclusion nor is he/she usually the network leader of your LGBT employee group (if this is a case, you will need to clearly identify how this person fulfills both roles).

An LGBT champion is an executive/senior level person within your organisation who both champions LGBT inclusion and plays an **active role** in supporting any LGBT initiatives or events. This will be in terms of both communication and attendance. This person may identify as LGBT or may be an ally.

Champions are extremely important. They show executive level support, they ensure that LGBT inclusion has an executive voice and they provide a level of top-down leadership that not only sets the example for other managers within the organisation, but sends a very real message of organisational support for inclusion to all employees, often reaching far beyond LGBT.

Questions in section 1.3 are designed to do two things:

1. Identify whether or not you have an LGBT champion and his or her seniority and
2. How active your champion is in supporting and advocating for LGBT employees

Section 1.4 LGBT inclusive policies and benefits

For many LGBT employees, there is an assumption that partner and/or family benefits do not apply to them, and for many years, within many organisations, they haven't. Recent same sex law reforms have removed much of the discrimination against same sex couples and your organisational policies need to reflect this. For example, is it really clear that same sex couples are entitled to take carers leave when their partner is ill? Does a non-biological mother who is legally recognised as the parent of her child know she can claim parental leave (equivalent to paternal leave), even those she did not give birth to the child?

These policies and benefits need to be clear and in writing for people to fully understand the extent to which they can be utilised. The questions within this section determine whether or not your organisation has:

- Conducted an audit of policies and benefits to ensure that they are LGBT inclusive
- Used language that clearly indicates the extent to which these policies /entitlements/ benefits can be utilised by LGBT employees
- Clearly communicated that same-sex couples and their families are included in any definitions of family
- Clearly communicated that same-sex partners enjoy the equivalent benefits of married couples in relation to organisational policies and benefits.

It is important that you provide evidence to support your responses in this section.

Additional points will also be given to those organisations who have clear policies or procedures in place to assist transgender employees who are currently, or have in the past, undergone transition.

Section 1.5 Discrimination or Human Rights Complaints

This section is used to determine the extent of any formal external actions / complaints that have been made against your organisation within the last 12 months in relation to LGBT rights or discrimination.

These complaints are typically ones that have been lodged with the Australian Human Rights Commission or equivalent state anti-discrimination or equal opportunity board.

Organisations are not penalised for any complaints that were not upheld or that are currently ongoing where the validity of the complaint has not yet been determined.

Where a complaint was upheld, please provide evidence of actions taken to resolve the issue.

Section 1.6 LGBT related bullying / harassment or grievance processes

While state legislation does provide some protection against LGBT discrimination it does not specifically address the more subtle elements of homophobia, exclusion or LGBT related bullying / harassment.

We do know that within Australia:

- LGBT employees are 4 times more likely to be bullied or harassed in the workplace
- 2 in 5 LGBT employees facing discrimination plan to change careers if the discrimination continues
- 50% of LGBT employees experience homophobic remarks / jokes in the workplace
- 28% experience aggressive or unwelcome questions about their status or gender
- 22% report being “outed” in the workplace against their will
- 17% report restricted career prospects due to their identification as LGBT
- LGBT employees reporting higher levels of discrimination are more negative in their work attitudes and receive fewer promotions

Source: Irwin, University of Sydney (2001), Same Same, The Gay Census, (2008), Ragins & Cornwell (2001)

Questions within section 1.6 are designed to determine whether or not your bullying / harassment and/or grievance procedures clearly articulate that this form of behaviour against LGBT individuals is unacceptable. This does not necessarily have to be exclusive to LGBT, but LGBT should be specifically included within your policy and reporting processes. For example, your policy may address unacceptable behaviour or grievance procedures in relation to people of different cultural backgrounds, religion, age, nationality **and** LGBT, as long as the policy includes LGBT.

There are still many people that have very strong and negative opinions about LGBT individuals and while this is not about changing people’s personal opinions or beliefs, it is about ensuring that workplace behaviour is not harmful or destructive to any one employee, and from an organisational standpoint, does not violate organisational values around inclusion, respect and teamwork.

Policies that clearly indicate LGBT within them not only give LGBT employees a message that they will be supported if they need to report such behaviour but it also makes it a lot easier for HR professionals or managers to address behaviour that is clearly documented as being against organisational policy or code of conduct.

Question 1.6.2. There are often barriers to LGBT people using formal reporting lines or procedures to address homophobic bullying or harassment. If an employee is reporting incidents directly to their line manager or having to formalise a complaint, the assumption is that they would have to “out” themselves which may in turn heighten workplace stress for fear of repercussions. Confidential LGBT contacts or numbers can provide an alternative mechanism through which people can discuss bullying or harassment and receive confidential advice and support on how to resolve it.

Section 2: Culture and Employee Involvement

Section 2.1 LGBT Employee Network or Resource Groups

Organisations participating in the Stonewall Workplace Equality Index within the UK have clearly shown the positive impact of LGBT Employee Networks and organisational wide support of LGBT initiatives on employee engagement and an inclusive workplace culture. Comparatively within Australia, the establishment of most employee network groups are still within the early stages.

Employee Network Groups (or Employee Resource Groups) provide a high level of camaraderie, support and inclusion for LGBT employees and can provide tremendous benefit to the organisation in terms of understanding the perceptions of LGBT individuals, policy input and guidance, resources for LGBT issues, new business development and market or product review. They also provide a safety net for new employees and a means of advice or support for those who are currently questioning the ability to bring their whole self to work without repercussions or risk of career suicide.

Questions within this section of the index help us to determine the existence, visibility and effectiveness of any LGBT networks.

Question 2.1.2 The availability of resources or budget often determines the level to which the organisation supports the LGBT network. Many networks are formed by LGBT employees and operate outside of the organisation with very little organisational visibility. This question helps us to gauge the overall level of commitment to the network and the visibility of the network within the wider organisation so the more information you can provide us with on this, the better. Many LGBT networks run behind the scenes, with little or no accountability and as a result, many fail to maintain momentum or effectiveness.

The number of people within the network is not important, but a knowledge of this does indicate an awareness of the network beyond a name and contact number. Effective networks do need formal endorsement as this generally strengthens the link between HR and Diversity practitioners which enables the group in itself to contribute to an overall diversity strategy and more openly communicate its existence and events. Employees need to know where to go to find the network and there does need to be a key contact where questions can be asked and more information provided.

Questions within section 2.1.2 enable us to gauge the link between the group and the organisation, its overall effectiveness, visibility, activity and ability to link into broader organisational aims / objectives.

Section 2.2 All staff involvement / communication re: LGBT diversity

Sadly, many initiatives around LGBT inclusion are run “underground” with fear of upsetting those who may oppose or in the view that the organisation is not quite ready to go down the path of LGBT inclusion (even if there is a strong focus on employee engagement, an inclusive culture and diversity).

While we acknowledge that organisations do have to start somewhere, it is difficult to send a message of inclusion if it deliberately avoids communication around a particular group of people. The ability to openly communicate to all staff the existence of a network, any LGBT initiatives or events shows a level of transparency, acceptance and support.

Questions within this section will assist us in determining that level of transparency. Please provide as much evidence as you can to support this.

Questions 2.2.1 The promotion of Pride in Diversity membership both internally and externally helps promote not only the work that you are doing to make your workplace more inclusive of LGBT employees (a very strong message of inclusion and active planning) but also promotes your organisation to the wider LGBT community as a safe place to work.

LGBT employees can have more confidence in your diversity practices where you are working with an external partner, expert in this area.

Section 3: Diversity Training

Many of us are fully aware of the business case for diversity. A diverse, inclusive culture is more innovative, productive, engaged and enables organisations to attract and retain talent from the entire talent pool. However, diversity also brings with it a world of differences and for our managers and people to be truly effective, they need to be able to work well, and communicate well with **all** people, not just those who are like themselves or with whom they have much in common.

Diversity education at the core is about working with differences. For managers in particular, this skill is essential. How do we get the most out of our employees? How do we resolve diversity conflicts? How can I learn more about diverse groups so that I can ensure my team is respectful and inclusive? What if we have two employees

within the team who refuse to work together due to racial, cultural or other differences (such as strong religious beliefs and sexual orientation).

The questions within this section determine the extent of any diversity training within your organisation that incorporates LGBT diversity. This does not need to be a standalone LGBT awareness program (although it may be), but we are trying to determine whether or not LGBT is specifically included within any diversity awareness or training initiatives that you may run with equal attention.

Please provide as much evidence as you can in relation to your internal LGBT diversity education.

Pride in Diversity can advise on good practice in this area and provide tailored training solutions on LGBT diversity.

Section 4: Community Engagement

The questions within this section determine how active your organisation is within the LGBT community. Visibility of organisations within community events and fundraising initiatives promotes your organisation as LGBT friendly, shows both an internal and external support of the community and sends a real message of leadership to other organisations. This in turn promotes the acceptability of being inclusive, particularly in an area that many organisations still feel cautious about.

Visibility of inclusion both internally and externally promotes your brand and reputation, while showing that you are prepared to stand by your organisational values both within the operations of your business and publicly.

Companies may promote either their consumer brand or their corporate brand to the LGBT community. While consumer brands may have a more visible presence, corporate brands may have a more strategic partner with the LGBT community. All forms of community engagements will be treated equitably within the assessment of this section.

Section 4.1 LGBT Partnerships / Sponsorships / Fundraising

Question 4.1.1. determines the extent of your involvement in any professional LGBT partnerships, alliances or memberships. This may include Pride in Diversity (in which case, no evidence is required), sponsoring employees to be members of state LGBT business groups, ongoing agreements or contracts with any local or international LGBT speakers. Evidence will be required for this question and a description of what this involvement entails.

Question 4.1.2 asks if you have provided any sponsorship to LGBT community, business or partner organisations within the last year – over and above any membership fees. This may include sponsorship of any LGBT related research with a university or professional body, financial sponsorship of any major events or

conferences (such as state mardigras or fair days). Sponsorship may be financial or 'in-kind'. Please provide supporting evidence.

Question 4.1.3 Questions within this section are used to determine any LGBT fundraising events that you, or your LGBT network group may have taken part in. This may include local events, World Aids day events, LGBT charity participation, community fundraising dinners or activities.

Section 4.2 LGBT Community Events & External Promotion

This section is used to determine any employer endorsed participation in LGBT community events (such as Mardi Gras) or the extent of external promotion of an organisations LGBT inclusivity. This may include presentations on your LGBT networks at industry conferences, any marketing or advertising within gay press, any promotions, products, services particularly developed for the LGBT market.

Exposure of organisations active in these areas sends a strong leadership message and assists in the removal of societal stigma around LGBT people. It also “gives permission” for other organisations to stand up and be counted as opposed to keeping any LGBT initiatives “underground” for fear of community perception or negativity.

Section 5: Additional Supporting Information

There may be other work that you have done around LGBT inclusion that has not been identified within any of the questions to date. This section allows you to describe and provide evidence for anything else that you would like to receive recognition for within this submission.

Please ensure that you provide clear descriptions and ample evidence to support any additional initiatives that you may want to include here.

Consider:

- Questions in employee or diversity surveys around gender, sexual orientation
- Demonstrable achievement of LGBT diversity outcomes
- Personal / career development opportunities specific to LGBT employees
- Tracking / Monitoring : LGBT employee data / engagement
- Handbooks that you have developed
- LGBT specific campaigns that you have participated in
- Participation in diversity days

2010 INDEX TIMELINES

Nov 1	Applications open
Nov 12	Initial index packs start to get distributed
Mar 31	Deadline for Submissions
May 17	Announcement of results: Employer of the Year for LGBT employees 2010 Top 'x' Employers for LGBT employees 2010 LGBT Network Group of the year 2010 Personalised feedback sessions with benchmarking data start
Jun/Jul	Publication issued Distribution of Logos and commendations Presentation of Trophy to top employer

FOR MORE INFORMATION

Please call:

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