

Trans and Gender Diverse Talent Acquisition Guide

At SBS, we embrace difference and we understand that everyone is unique and experiences job applications differently. We're also alive to some of the concerns that trans and/or gender diverse candidates may have, or barriers they may face in applying for, interviewing for and onboarding into a new job.

This guide has been designed to assist the Talent Acquisition team in navigating and supporting candidates who may identify as gender diverse, to ensure an inclusive and smooth recruitment and onboarding experience.

Trans and gender diverse applicant support guide

Available on the SBS Careers site, we have developed a Trans and Gender Diverse applicant support guide. It is a requirement that all members of the Talent Acquisition Team read and understand this guide, to assist you in understanding the candidate experience and expectations.

Coming out

For many trans and gender diverse people, the experience of 'coming out' as gender diverse is one which they may have repeated many times throughout their lives, including with past employers. The process of self-identification may be a daunting one and our Talent Acquisition partners should be mindful that negative past experiences may shape the degree of comfort individuals might have to discuss their needs with us. To that end, it is important that we recognise and respect each individual's right to share that information with us or not, and that sharing with us through the recruitment process is not permission for us to share that information more broadly within the business unless the individual has given explicit permission for us to do so.

We respect individuals' right to self-identify, even if that changes over time. To assist us in removing these barriers we have included the Trans and Gender Diverse applicant support guide on the SBS Careers Site and our reasonable adjustments video embedded into each job ad, which includes adjustments to be made around gender and pronouns, so that we are taking the initiative to signal that we are an employer where it is safe to be yourself.

It is important that we never make assumptions about people's gender identity on the basis of their physical appearance or even dress.



Work history and reference checking

Noting the above, it is important that Talent Acquisition partners always check in with applicants regarding their references and whether there is anything we should be mindful of to ensure our reference checking and/or any other work history or check processes are conducted respectfully. As we may not always know whether a candidate identifies as gender diverse, Talent Acquisition partners should ask all candidates the following:

'With regards to your references (or other history check such as police checks etc), is there anything we should be mindful of to ensure our checks are conducted respectfully and professionally? Just as an example, some candidates may have worked under different names in the past for a variety of reasons or used different pronouns, so we always like to check in with candidates in advance of history checks being completed to offer an opportunity to share with us anything we should be mindful of to avoid any confusion. If you had any other concerns about our work history checking process, please let me know'

Presentation

The SBS reasonable adjustments video is embedded into all our job adverts and includes information for candidates about being free to dress in accordance with their gender identity and use their identified pronouns. However, it is our standard practice to verbally ask candidates whether they have any adjustments they would like to request be made at the time we are booking them for interview. It is helpful for Talent Acquisition partners to provide candidates with some examples including but not limited to: assisted technologies, support workers or other support, change to interview formats, use of specific pronouns or more information about dress code expectations

Affirmation or transition

Whilst not the specific role of the Talent Acquisition team, partners should be aware that information about SBS gender affirmation guidelines is shared with all new employees as part of their SBS induction process. These guidelines offer employees, their manager and their peers information about how to create a support network and navigate any challenges which may occur in the workplace.

Pronouns

We always respect candidates preferred pronouns and name. If a candidate has identified as being gender diverse, Talent Acquisition partners should enquire as to their pronouns and whether they have a preferred name, if it is not the name included on recruitment documentation.

Employment documentation

SBS may be required to request information from candidates as part of the onboarding process including details such as your legal name for taxation purposes. At the offer stage Talent Acquisition partners should verbally inform any candidate who has identified as gender diverse that this request will



come from the SBS payroll team and inform them that we have certain requirements legally in terms of our documentation. Reassure candidates however that we will ensure their preferred name is included in all front facing systems.

Where a candidate has identified as gender diverse and has a name that is different from their legal name, the Talent Acquisition team will, with the candidate's permission, inform the following:

Security for the purposes of security identification

IT Helpdesk for the setup of live directory, email address and login information

P&C Operations for the noting of a preferred name in the Aurion payroll system which then feeds into numerous other systems including Culture Amp and SBSU.

Should the candidate have reservations about precisely who in those teams will have access to that information, please escalate to the Head of Talent, Development and Inclusion who can discuss with the candidate the precise individuals involved (As these will change over time)

Hi [%applicant_firstname%],

Thank you for taking the time to submit your application for the role of [%job_title%] with SBS. We're pretty thrilled you're interested in joining the team!

What happens next? We will take the next few weeks shortlisting and reviewing applications. Don't worry if you don't hear from us immediately, it's important to us that we place the best people in the right roles so we don't want to rush this. As a general rule, interviews usually take place in week three or four of the recruitment process.

At SBS **We Are Audience Obsessed** so your experience is crucial to us. That's why we ensure that every applicant is notified of the outcomes of their application once the role is closed.

We also **Embrace Difference** and understand that everyone is unique and experiences job applications differently. Some job applicants may require adjustments to the interview process. This may include but is not limited to candidates with an experience of disability, those of particular cultural backgrounds or trans and/or gender diverse candidates. We are more than willing to make reasonable adjustments you need to ensure you are able to bring your best self to the interview.

To talk to someone about any support or adjustments you may require please contact us by replying to this email and a member of our team will reach out to you.

Good luck with your application – we'll be back in touch soon.

The SBS Talent Team

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Trans and Gender Diverse Applicant Support



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At SBS, we embrace difference and we understand that everyone is unique and experiences job applications differently. We're also alive to some of the concerns that trans and/or gender diverse candidates may have, or barriers they may face in applying for, interviewing for and onboarding into a new job.

That's why we've created this guide to assist you in navigating your application with SBS, understanding where you can go for more information, what to expect throughout the process and how you can ask for help.

Throughout this guide we will refer to 'we' and 'us'. However, where we ask you to contact us, please contact our Head of Talent Development & Inclusion **s22** who can assist you in working through the recruitment process and ensuring we remove any barriers to you being able to put your best foot forward. **s22** can be reached at **s22** [@sbs.com.au](mailto:s22@sbs.com.au)

Coming out

Your journey is your own, and we understand that at various points of the recruitment process you may or may not feel comfortable to share with us your gender identity. We also recognise that just because you choose to share that information with us, does not mean you necessarily wish for us to share it with others in the organisation. We respect your privacy and the right to self-identify however you wish, even if that changes over time. So please, let us know your preference and we will ensure your wishes are respected throughout the recruitment process.

Work history and reference checking

If you have concerns about your work history and the way in which SBS conducts professional reference checks, please let us know. We are very happy to work with you to agree on the best means of conducting these checks and removing any barriers which may exist.

Presentation

Should you make it to the interview stage of our recruitment process, you will be invited to attend an in-person interview. SBS welcomes and encourages you to dress and present in whichever manner is most comfortable for you, and simply ask that you dress professionally.



Affirmation or transition

If transitioning or affirming your gender is something which you may be considering, please know that SBS has a supportive gender affirmation guidelines in place which includes the formation of a support team, flexible leave arrangements and additional supports in navigating conversations with peers, managers, clients or audience members.

Pronouns

SBS will always respect your preferred pronouns throughout your candidate experience, and should you gain employment with SBS, throughout the life of your employment.

Employment documentation

SBS may be required to request information from you as part of the onboarding process including details such as your legal name for taxation purposes. Should your legal name not match your preferred name, please let us know. Whilst we may still require that information from you, we can ensure that any front end SBS systems such as your email or our directory include only your preferred name.

Employee Advisory Team Chairs

The Chairs are responsible for attending the Inclusion Council meetings and cascading actions/outcomes to the working team. They are also responsible for leading the working team meetings, ensuring that the Inclusion Principles are followed, engaging with the Executive Sponsors ahead of the Inclusion Council meetings and providing any pre-read materials or agenda items at least a week in advance of the meeting to the Head of Talent & Inclusion. There will be a minimum of two co-chairs for each EAG, to ensure continuity in the event that one of the Chairs steps down or is otherwise indisposed at Inclusion Council or committee meetings.

Chairs receive a nominal financial reward as a thank you for their ongoing contribution to inclusion at the end of the financial year, subject to their observance of the requirements of the role. Chairs also have Focus Goals set as part of their performance plan, with the Head of Talent, Development and Inclusion engaging with their managers at the start of each financial year to ensure their role is sufficiently captured in their performance goals and the overall sizing of their responsibilities. Pride & Allies committee work is to be completed within working hours, and so ensuring that people leaders are aware of this commitment and the scope of works is critical.

Working Teams

The working team refers to employees actively engaged with the Employee Advisory