

## 2023 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	
<b>Organisation Name:</b>	Special Broadcasting Service (SBS)  Please check this carefully, as Pride in Diversity will not take any responsibility for organisation names if different to the above. In all circumstances, we will revert to the name entered here for any publications, announcements, trophies.
<b>Sector:</b> <i>Please select one sector.</i>	<input checked="" type="checkbox"/> Public/Government: Federal <input type="checkbox"/> Public/Government: State <input type="checkbox"/> Public/Government: Local <input type="checkbox"/> Higher Education <input type="checkbox"/> Private <input type="checkbox"/> NFP/Charity/NGO
<b>Employer Size (within Australia):</b>	Please select that which applies: <input type="checkbox"/> <= 500 employees – <i>please use the SMALL EMPLOYER AWEI submission document</i> <input checked="" type="checkbox"/> 501 -1999 employees <input type="checkbox"/> 2,000 – 8,000 employees <input type="checkbox"/> >= 8,001
<b>Regional Employers</b>	Is your head office in Regional Australia? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Global Employers</b>	Do you have international offices? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Is your head office in Australia? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Contact Person for the Index:</b> <i>Please provide full contact details.</i> <ul style="list-style-type: none"> <li>This is the person we should contact if we have any questions.</li> <li>Results will be emailed to this person</li> </ul>	Name: s22 Position Title: Head of Talent, Development & Inclusion Postal address (including postcode): 14 Herbert Street, Artarmon NSW 2064 Phone number: s22 Email: s22@sbs.com.au

### INTERNATIONAL WORKPLACE INDEX PARTICIPATION

<p><b>Do you participate in any other LGBTQ workplace equality indices globally?</b> <i>Please select all that apply.</i></p>	<input type="checkbox"/> Stonewall’s Workplace Equality Index (UK) <input type="checkbox"/> HRC’s Corporate Equality Index (US) <input type="checkbox"/> Community Business LGBT Workplace Inclusion (HK) <input type="checkbox"/> Workplace Pride Index Amsterdam (NL)	<input type="checkbox"/> Diversity Works (NZ) <input type="checkbox"/> Rainbow Tick (NZ) <input type="checkbox"/> South African Workplace Equality Index (SA) <input type="checkbox"/> Other: <a href="#">Click or tap here to enter text.</a>
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### INDUSTRY BENCHMARKS

<p>Participating employers will by default be benchmarked according to:</p> <ul style="list-style-type: none"> <li>• Sector: Public / Private / NFP / Higher Education</li> <li>• Government: Federal, State, Local</li> <li>• Employer Size</li> <li>• Awarded Tier Recognition</li> <li>• Global Employers</li> </ul> <p><i>All benchmarking tables (with a minimum of 5 participating organisations) will be provided for comparison, but only those that reflect your dominant industry/business should be selected here.</i></p>	<p>In addition to the Sectors listed in the column to the left, select the Industry/ies most relevant to your organisation’s area(s) of focus.</p> <p>If multiple industries apply, select a maximum of 4.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Aged Care</li> <li><input type="checkbox"/> All currently listed ASX Top 50</li> <li><input type="checkbox"/> Automotive: Wholesale and Retail</li> <li><input type="checkbox"/> Banking &amp; Financial Services</li> <li><input type="checkbox"/> Community Services</li> <li><input type="checkbox"/> Computer Software</li> <li><input type="checkbox"/> Construction</li> <li><input type="checkbox"/> Disability Services</li> <li><input type="checkbox"/> Education (broader than Higher Education)</li> <li><input type="checkbox"/> Energy / Utilities</li> <li><input type="checkbox"/> Engineering</li> <li><input type="checkbox"/> Health &amp; Wellbeing</li> <li><input type="checkbox"/> Hospitality</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Information Services Infrastructure</li> <li><input type="checkbox"/> Insurance</li> <li><input type="checkbox"/> Law Enforcement</li> <li><input type="checkbox"/> Legal</li> <li><input type="checkbox"/> Manufacturing</li> <li><input checked="" type="checkbox"/> Media &amp; Entertainment</li> <li><input type="checkbox"/> Mining</li> <li><input type="checkbox"/> Operations Security</li> <li><input type="checkbox"/> Pharmaceuticals</li> <li><input type="checkbox"/> Professional Services &amp; Consulting</li> <li><input type="checkbox"/> Property</li> <li><input type="checkbox"/> Rail &amp; Logistics Transportation</li> <li><input type="checkbox"/> Recruitment</li> <li><input type="checkbox"/> Research &amp; Development</li> <li><input type="checkbox"/> Retail</li> <li><input type="checkbox"/> Technology &amp; Telco</li> <li><input type="checkbox"/> Tourism &amp; Gaming</li> <li><input type="checkbox"/> Transport</li> <li><input type="checkbox"/> Are there any other <b>industry</b> benchmarks that you would like to see?: <a href="#">Click or tap here to enter text.</a></li> </ul>
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DISCLOSURE RECOGNITION	
<p><b>Please select the tier recognition point (at a minimum) at which you are happy to be publicly identified regarding participation and achievement within the AWEI.</b></p>	<p>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.</p> <p><b>Select the recognition tier at which you would like to be publicly identified:</b></p> <p><input type="checkbox"/> We are happy to be identified as a participating organisation this year, even if we have not achieved tier recognition</p> <p><input type="checkbox"/> Only identify us when we first reach <b>Bronze Tier</b> or higher</p> <p><input checked="" type="checkbox"/> Only identify us if we reach <b>Silver Tier</b> or higher</p> <p><input type="checkbox"/> Only identify us if we reach <b>Gold Tier</b> or higher</p> <p><input type="checkbox"/> <i>We are participating <b>anonymously</b> and do not want to be identified</i></p>

PERMISSION FOR USE OF CONTENT	
<p>We often like to profile images and video of people/events over the assessed year within the opening video of our awards event.</p> <p>Please advise if you give permission for us to use relevant visual images provided within your submission for this purpose.</p>	<p>Please confirm:</p> <p><input type="checkbox"/> Yes, you may use anything</p> <p><input checked="" type="checkbox"/> Yes, you may use anything – but please advise us first</p> <p><input type="checkbox"/> Yes, but please ask us for permission first</p> <p><input type="checkbox"/> No, please do not use any of our visuals</p>

### NEGATIVE PRESS / COMPLAINTS DISCLOSURE

**We have received negative press that could impact our reputation as an LGBTQ inclusive employer within the assessed year.**

*In relation to the above (maintaining required confidentiality), please outline your course of action or response internally or externally to this negative press:*

Click or tap here to enter text.

**Formal complaints have been lodged against us for LGBTQ discrimination, bullying or harassment (Fair Work Ombudsman, Human Rights Commission, Sex Discrimination Act) within the assessed year; OR**

**A complaint has won an LGBTQ-related case against us within the assessed year.**

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

Click or tap here to enter text.

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; or we were found *at fault* for a lodged complaint regarding LGBTQ individuals and this was not acted on.

### 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.

We understand that for questions where evidence is not required, there may be random audits or requests for information. If required, we are willing to supply these to validate our responses.

<b>Name of person signing off accuracy:</b>	s22
<b>Position within organisation:</b>	Head of Talent, Development and Inclusion
<b>Contact Email:</b>	s22 @sbs.com.au
<b>Contact Phone:</b>	s22

**PRIDE IN DIVERSITY'S**  
**AUSTRALIAN WORKPLACE EQUALITY INDEX**  
**FOUNDATION SUBMISSION**

APPLICATION FOR BRONZE TIER STATUS (2023- 2026)



AUSTRALIAN WORKPLACE EQUALITY INDEX

## AN IMPORTANT NOTE

### Welcome to the fifth iteration of the AUSTRALIAN WORKPLACE EQUALITY INDEX...

The **Australian Workplace Equality Index (AWEI)** follows a 3-yearly cycle of local index review and international benchmarking. Upon review, new criteria are set with the intention of advancing LGBTQ workplace inclusion practice within Australia and aligning it with any new work being done internationally to ensure that Australian organisations continue to meet global standards of best practice. Within each new iteration, there is an expectation that entry points into the respective tiers will change, and overall scores decrease. This is a pattern we see with the release of every new iteration. It is important that the expectations of submitting organisations take this into account when aiming for a particular tier within a new iteration. It is important to note that the journey to maintain leading practice is not a 6-month journey; it's a 3-year journey.

It is also important to note that for the fifth iteration, the methodology of determining recognition for **Bronze**, **Silver** and **Gold** tier entry levels has changed. Entry points to each of these tiers in previous iterations have been determined by ranking the scores of all participating organisations and calculating the top consecutive percentages. This meant that, as practices improved or shifted, the entry points would change from year to year.

*Starting with the 5<sup>th</sup> iteration of the AWEI, we will be introducing fixed entry points for each of the tiers making it easier to estimate, realistically, where your tier recognition may fall.*

To achieve **Bronze Tier Status** within the **AWEI Foundation Submission**, participating organisations must obtain 80% of allocated points. For Standard Employers (501 or more employees), this is 64 points out of 80 points.

We wish you all the best with your submission.

## SUBMISSION DETAILS

### The AWEI Foundation Submission is for Bronze Tier Status 2023 – 2026.

#### **SUBMITTING YOUR INDEX:**

Soft copies are to be sent via large file transfer systems to: s47F @acon.org.au

- Note: Pride in Diversity will not accept attachments sent via email.
- We will contact you should we have any difficulty accessing or downloading your files.

Hard copies and USBs are also acceptable and can be sent to: *Pride in Diversity, 414 Elizabeth Street, Surry Hills NSW 2010*

**Starting from this new iteration, *Pride in Diversity* member organisations can now submit for Bronze at any time.**

Non-member organisations may submit within any AWEI submission period (January – February, annually). Should non-members require fast track marking, this is available on a fee-for-service basis. [Please contact our office for more details.](#)

**IMPORTANT:** *Pride in Diversity will not accept submissions that do not use this document in its original format.*

- Portions of this document have been locked for security purposes.
- Any AWEI submissions made on altered documents, or in any other format will not be marked.

**Please select:**  ***We accept these terms and conditions; and understand that changing this document or submitting in another format will result in our submission not being assessed.***

## PROVIDING EVIDENCE

**Please read each question carefully and provide only the evidence requested.**

- If evidence is contained within a broader document or policy, please extract only the detail requested.
- If inadequate or incomplete evidence is provided for any question, full points will not be obtained.

**Regarding tick boxes, text responses and files:**

- Please ensure you select the appropriate the tick-box when tick-boxes are presented within the question.
- Pride in Diversity will not assess responses if tick boxes have not been selected (these are critical to how your responses will be assessed).
- Pride in Diversity will not be responsible for non-assessment of questions where there is conflict between evidence provided and tick-box selected.
- Where evidence is by way of written responses, please use the text box provided. These will auto-expand to accommodate your written responses.
- Where evidence is contained within a file, it is essential that you note the filename that applies to that question within the Evidence column. Your filename should also indicate the question number, e.g. 'Q7 File Name.' No responsibility will be taken for missing evidence where incorrect filenames have been recorded, or when filenames have not been identified within the Evidence column.

## ABOUT THE FOUNDATION SUBMISSION – WORKING TOWARDS BRONZE RECOGNITION

The Foundation Submission focuses on the following areas:

- **HR Policy and Diversity Practice** – this is to ensure that all policies are clearly inclusive of LGBTQ people
- **LGBTQ Bullying, Harassment & Support** – to assist in reducing heightened levels of targeted bullying & harassment that LGBTQ people face
- **Inclusion of Trans & Gender Diverse Employees** – an area that typically does not have the same level of awareness and/or support but one that is becoming critical for employers as more people openly identify with a diverse gender at work
- **Strategic Focus & Accountability** – to show that you have targeted initiatives or plans in place to support LGBTQ inclusion on an ongoing basis
- **LGBTQ Employee Networks; and LGBTQ Training, Awareness and Professional Development** – two areas that contribute significantly to an LGBTQ inclusive culture

## REGARDING INTERNATIONAL POLICIES AND WORK

It is important to realise that the AWEI measures policy and practice here within Australia. Globally, policies, law and terminology can differ. International activity will not have the same impact on inclusion locally that local activity will have. It is therefore important to understand the following:

### **International Policies – need to have relevance within Australia**

Where international policies are given as evidence for the Australian Index; it is important to note that laws, terminology, protected attributes under discrimination acts and entitlements can differ and impact an employee's perception of what may or may not be applicable locally. As such, no points will be given for simply referencing an international policy (unless written here in Australia in which case you would need to clearly state this) unless there are accompanying statements or addendums that relate specifically to the Australian context, differences in language, benefits and/or law (where applicable). These addendums can form part of the policy or be articulated on the intranet page where policies can be found. Typical areas impacted would include family leave benefits, staff entitlements, discrimination statements, protected attributes under discrimination law and health or leave benefits for those affirming their gender.

### **Work completed internationally – but not here**

You will not be able to gain points for any work completed in international offices UNLESS your local team has been involved in the development of that work. You can gain points in the additional work section of the index for any LGBTQ inclusion work that you have contributed to overseas. Exceptions will be made for any work completed overseas that you have actively shown, utilised, promoted internally in Australia to promote your organisation's global inclusion efforts PROVIDING that this has been built into an event, a learning activity, a discussion point within a training, etc. Simply referencing overseas work without any localisation or activity around that work here in Australia will not attract points.

## HR POLICIES & DIVERSITY PRACTICE

1. Updated Terminology	2 points
<p><b>We confirm that we have updated our language and terminology across relevant policy documentation, intranet pages and external web pages.</b></p> <p><i>Please select all that apply:</i></p> <p><input checked="" type="checkbox"/> all instances of the words 'sexual preference' or 'lifestyle choice' have now been changed to 'sexual orientation' or 'diverse sexuality'</p> <p><input checked="" type="checkbox"/> all instances of the words 'gender transition' or 'transition' have now been changed to 'gender affirmation' or 'affirmation'</p>	<p><b>1 point</b> if all instances of the words 'sexual preference' or 'lifestyle choice' have now been changed to 'sexual orientation' or 'diverse sexuality'</p> <p><b>1 point</b> if all instances of the words 'gender transition' or 'transition' have now been changed to 'gender affirmation' or 'affirmation'</p>
<p><b>Why this question?</b> While much work has been done on the inclusion of LGBTQ employees within policies, there is still a significant legacy of websites, intranet pages and diversity references that use what can be considered outdated or negative language.</p> <p>This can send a message that the organisation is not up to date with correct terminology. Further, it can generate negative reactions within the very demographic we are seeking to be inclusive of.</p> <p><b>Providing Evidence:</b> Select all tick boxes that reflect the work you have completed. Your honesty and transparency is appreciated.</p>	
<p><i>No evidence required.</i></p> <p>Please note random audits may take place for questions for which we do not require evidence.</p>	

2. LGBTQ Inclusivity within Policies and Benefits	2 points
<p><b>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).</b></p> <p><i>Please provide the statement that makes it explicitly clear that all policies are inclusive of LGBTQ employees and their families.</i></p>	<p><b>2 points</b> if the statement provided is explicitly inclusive</p> <p>There are no partial points for this question.</p>
<p><b>Why this question?</b> We know that people can read themselves out of policies.</p> <p>In previous indices, we asked for evidence of inclusivity statements within every policy. Australian law changes now make it illegal to discriminate against LGBTQ employees (albeit currently some religious exemptions). However, the need to clearly articulate the LGBTQ inclusivity of your policies here in Australia is still necessary for the following reasons:</p> <ul style="list-style-type: none"> <li>• Employees may be unsure of how religious freedoms interact with discrimination law in workplace settings</li> <li>• Not all employees will be up to speed with discrimination law when it comes to family benefits and workplace policies and therefore may not know if all policies apply</li> <li>• Some policies are written internationally and implemented globally where laws are different, so a localisation of benefits or clarification of these will be necessary for your Australian employees</li> </ul> <p><b>Note re: evolution of language:</b></p> <p>Stating that your policies are inclusive of same-sex families can appear to be limiting your inclusivity to sexual orientation and does not overtly cover all groups within LGBTQ communities (e.g., trans and gender diverse people). Stating that your family leave policies are inclusive of LGBTQ family units, would remove any ambiguity.</p> <p><b>Providing Evidence:</b> The entire policy does not need to be provided, only the explicitly clear statement that all policies are inclusive of LGBTQ employees and their families (where families are included within policies/benefits).</p>	
<p><b>Answer:</b> Included evidence 'Q2- Policy Statement'</p>	

3. New Parent Leave Inclusive of LGBTQ Families		3 points
<p><b>We clearly communicate that our New Parent Leave (or equivalent) is inclusive for employees who bring children into their family via arrangements such as surrogacy, adoption and foster/guardianship.</b></p> <p><i>Please provide a copy of the exact wording of your policy regarding these areas.</i></p>	<p><b>1 point</b> if surrogacy is included</p> <p><b>1 point</b> if adoption is included</p> <p><b>1 point</b> if foster/guardianship is included</p>	
<p><b>Why this question?</b> There are many ways that children come into LGBTQ families; for some this may be limited to surrogacy, adoption or foster/guardianship arrangements.</p> <p>In each of these scenarios, there will be leave required during the initial stages of caring for a new member of the family.</p> <p>This question helps to build awareness of different family dynamics and seeks to proactively include LGBTQ families and some of the less traditional ways in which their children may be brought into the family unit.</p> <p><b>Providing Evidence:</b> Please provide clear, unambiguous evidence for any of the parental leave options you have:</p> <ul style="list-style-type: none"> <li>• Surrogacy leave available</li> <li>• Adoption leave available</li> <li>• Foster/guardianship leave available</li> </ul>		
<p><b>Answer:</b> Parental leave options are mirrored across our policies and our Enterprise Agreement</p>	<p><i>File name/s as evidence for this question:</i></p> <p><i>File 1:</i> Q3 (a and b) types of parental leave</p> <p><i>File 2:</i> Q3 (c) fostering leave</p> <p><i>File 3:</i> Q3 (c) fostering leave cont</p>	

4. International Travel Advice for Employees		3 points
<p><b>We have international travel advice 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).</b></p> <p><i>Please provide a copy of travel advice available.</i></p>	<p><b>3 points</b> for international travel advice available to our LGBTQ employees</p> <p>Note: Points will not be allocated for a brief mention of LGBTQ inclusivity without any meaningful information that would inform an employee as to their safety or acceptance within a given location.</p>	
<p><b>Why this question?</b> Given the number of organisations that may require international travel for work or work-related purposes (e.g., international conferences) it is essential to provide travel advice for LGBTQ employees when travelling overseas; particularly within the Asia Pacific Region or other countries where laws are hostile towards those of diverse sexualities and/or genders. LGBTQ employees can put themselves at risk if being requested to attend conferences, visit, or work in certain countries. It is considered good practice for HR or relocation teams to have this information on hand and available to all employees.</p> <p><b>Providing Evidence:</b> To gain points for this question, you will need to provide a copy of any LGBTQ-related travel advice that you currently have. This information may be developed internally or provided by an external resource but must be available to all employees.</p>		
<p><b>Answer:</b> We develop bespoke risk assessments through a third party organisation for each international assignment. Attached is an excerpt from a risk assessment conducted for a reporter travelling to Georgia for an episode of Dateline</p>	<p><i>File name/s as evidence for this question:</i></p> <p><i>File 1:</i> Q4 Risk assessment for Georgia travel</p> <p><i>File 2:</i> Click or tap here to enter text.</p>	

5. LGBTQ Inclusive Domestic & Family Violence Policy		4 points
<p><b>Our Domestic and Family Violence Policy or resources clearly:</b></p> <p><b>a) acknowledges and identifies unique challenges faced by LGBTQ people in domestic and family violence situations; AND</b></p>	<p><b>2 points</b> if (a) the DFV Policy acknowledges and identifies unique challenges faced by LGBTQ people in domestic and family violence situations</p>	

<p><b>b) identifies specialist LGBTQ avenues of support to assist HR Managers and employees impacted by LGBTQ domestic and family violence</b></p> <p><i>For full points, please provide evidence for BOTH a) and b).</i></p>	<p><b>2 points</b> if (b) the DFV Policy or relevant intranet pages identifies specialist LGBTQ avenues of support to assist HR Managers and employees dealing with LGBTQ domestic and family violence</p>
<p><b>Why this question?</b> Domestic and Family Violence (DFV) is a significant problem within Australia, and laws are now being introduced for DFV to be addressed within workplace policy and practice.</p> <p>Many people assume DFV only happens in non-LGBTQ relationships, and a significant number of DFV policies make only a passing reference to the inclusion of LGBTQ people but do not mention the unique challenges faced by LGBTQ people in these situations. The fact that support avenues for LGBTQ are incredibly limited is also significant. This part of the index seeks to close that gap.</p> <p><b>Providing Evidence:</b> To obtain points for this question, you will need to provide evidence for both (a) and (b) above.</p> <p>This information can either be referenced FULLY within your policy or it can be externally referenced on the page that holds your DFV policy documentation. Linking to other LGBTQ related DFV resources alongside your policy documentation will also be accepted.</p>	
<p><b>Answer:</b> Click or tap here to enter text.</p>	<p><i>File name/s as evidence for this question:</i></p> <p><i>File 1:</i> Q5 (a) Family &amp; Domestic violence policy excerpt</p> <p><i>File 2:</i> Q5 (b) additional support and Q5 (c) Family definition</p>

## LGBTQ BULLYING, HARASSMENT & SUPPORT

6. Resources on LGBTQ Inclusive and Negative Language		6 points
<p><b>We actively promote the availability of resource/s to all staff that provide clear guidelines on what is both inclusive language and negatively perceived language regarding LGBTQ populations.</b></p> <p><i>Please provide:</i></p> <p><i>a) a copy of the resource provided to staff; and</i></p> <p><i>b) details of how staff learn about the existence of this resource</i></p>	<p><b>2 points</b> if the resource provides clear guidelines on inclusive language</p> <p><b>2 points</b> if the resource provides clear guidelines on negative language</p> <p><b>2 points</b> for a means by which staff can easily learn about the existence this resource</p>	
<p><b>Why this question?</b> Language in this area can be quite complex and public commentary, articles, ads, brochures, blogs, etc. can inadvertently be negative to some, harmful, offensive, inappropriate and/or discriminatory.</p> <p>A targeted communications guide is designed to assist anyone within your organisation who might be referencing LGBTQ populations. It will enable them to understand which words are offensive or negatively perceived, while equipping them with inclusive alternatives.</p> <p><b>Providing Evidence:</b> To obtain points for this question, you will need to provide evidence for both (a) and (b) above.</p> <p>Third party resources will suffice, providing they address the criteria.</p>		
<p><b>Answer:</b> We have included an excerpt from the SBS Pride Guide which is a widely used tool for SBS staff</p>	<p><i>File name/s as evidence for this question:</i></p> <p><i>File 1: Q6 (a and b) Language guidance</i></p>	

7. LGBTQ-related Grievance Officers		4 points
<p><b>Our organisation has a trained grievance officer (or someone equivalent, trained in addressing and/or processing organisational grievances) who is:</b></p> <p><b>a) clearly communicated as a contact for LGBTQ-related grievances; AND who is</b></p> <p><b>b) clearly identified as someone who has been trained in LGBTQ inclusion and awareness</b></p> <p><i>For full points, please provide evidence for BOTH a) and b).</i></p>	<p><b>2 points</b> if (a) the grievance officer is clearly communicated as a contact for LGBTQ-related grievances</p> <p><b>2 points</b> if (b) the grievance officer is clearly identified as someone who has been trained in LGBTQ inclusion and awareness</p> <p>Note: Points will not be allocated for generic statements that all Grievance Officers are trained/inclusive.</p>	
<p><b>Why this question?</b> This question does NOT refer to LGBTQ Network leads (unless they are also HR people with grievance process responsibilities). This question refers to the people or person that <b>formal bullying/harassment complaints</b> are referred to.</p> <p>In previous training of organisational grievance officers (or equivalent), we have come across people who have requested to withdraw from LGBTQ awareness as it conflicts with their personal values or beliefs. In one instance, a grievance officer asked not to be made available for LGBTQ people stating a conflict of interest.</p> <p>Too many LGBTQ people have experienced a lack of understanding in terms of the challenges LGBTQ employees face. This may be a deliberate or unconscious dismissal of LGBTQ-related harassment (“just having a bit of fun,” “just don’t be out at work,” “don’t talk about your personal life at work”).</p> <p>Having an authorised grievance officer (or equivalent) who is fully trained in LGBTQ inclusion and an ally, may be the difference between someone reporting harmful behaviour or not.</p> <p>Broad sweeping statements such as “all of our counsellors or HR people are inclusive” does not portray the same level of confidence.</p> <p><b>Providing Evidence:</b> There are two parts to this question.</p> <ul style="list-style-type: none"> <li>• The first is that you must have at least one grievance officer that is identified as a contact for LGBTQ related grievances.</li> <li>• The second is that this person must be trained. This must be articulated on relevant contact pages or within grievance documentation.</li> </ul>		

<p><b>Answer:</b> We have a trained LGBTIQ+ grievance officer and this information is shared in multiple places on our intranet including our Pride page as well as our Employee Resolutoin Hub, which is a consolidated page including all information staff need to resolve a complaint, grievance or concern</p>	<p><i>File name/s as evidence for this question:</i></p> <p><i>File 1:</i> Q7 (a) LGBTIQ+ grievance officer</p> <p><i>File 2:</i> Q7 (b) LGBTIQ+ grievance officer 2</p>
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8. Behavioural Examples of What Constitutes Bullying/Harassment		4 points
<p><b>Our organisation has documentation that is easily located within our bullying and harassment policy/guidelines that provide clear behavioural examples of what constitutes LGBTQ-related bullying/harassment.</b></p> <p><i>For full points, please provide behavioural examples given within your bullying/harassment documentation that identifies:</i></p> <p><i>a) behaviour that constitutes bullying/harassment regarding employees of diverse sexual orientation; and</i></p> <p><i>b) behaviour that constitutes bullying/harassment regarding employees of diverse gender</i></p>	<p><b>2 points</b> for (a) clear behavioural examples that constitutes bullying/harassment regarding employees of diverse sexual orientation</p> <p><b>2 points</b> for (b) clear behavioural examples that constitutes bullying/harassment regarding employees of diverse gender</p>	
<p><b>Why this question?</b> Having very specific behavioural examples of what constitutes bullying/harassment of LGBTQ people:</p> <ul style="list-style-type: none"> <li>allows employers to utilise this to show how such behaviour contravenes your code of conduct</li> <li>allows managers to point to such behaviour when counter claims such as “it was only meant as a joke” or “that was just a bit of fun” are given</li> <li>gives LGBTQ employees and their allies ‘permission’ to call out that behaviour</li> </ul> <p>This is particularly relevant regarding the constant innuendo, jokes, unwelcome commentary that LGBTQ people frequently face, and have clearly identified as a cause of workplace stress and harassment within the AWEI Employee Surveys.</p> <p><b>Providing Evidence:</b> Specific examples might include, but are not limited to:</p> <ul style="list-style-type: none"> <li>Constant innuendo or suggestive language pertaining to orientation or gender identity</li> </ul>		

- Unwarranted personal questions regarding one’s personal life, orientation, or gender identity, regardless of whether this is meant to ridicule or intimidate
- Sexual innuendo, specifically targeting orientation or gender identity
- Targeted stereotyping
- Unwelcome assumptions or commentary on one’s perceived orientation or gender identity
- Displaying inappropriate materials designed to humiliate or intimidate colleagues based on orientation or gender identity

If your ability to detail examples for multiple diverse demographics is limited, consider using a consolidation statement such as “ongoing jokes, innuendo or commentary regarding one’s sexual orientation or gender identity.”

*Answer:* Click or tap here to enter text.

*File name/s as evidence for this question:*

*File 1:* Q8 Excerpt from Appropriate Workplace Behaviour Policy

*File 2:* Click or tap here to enter text.

## INCLUSION OF TRANS AND GENDER DIVERSE EMPLOYEES

9. Gender Affirmation Policy and Process Documentation		4 points
<p><b>We have a documented gender affirmation policy/process to support:</b></p> <ul style="list-style-type: none"> <li><b>a) employee(s) wishing to affirm their gender in the workplace</b></li> <li><b>b) manager(s) and/or HR contact(s) supporting those who wish to affirm their gender</b></li> <li><b>c) peers/colleagues of those who wish to affirm their gender</b></li> </ul> <p><i>For full points, please provide evidence for each of the areas above.</i></p>	<p><b>2 points</b> for a documented gender affirmation policy/process to (a) support the employee(s) wishing to affirm their gender in the workplace</p> <p><b>1 additional point</b> for (b) documentation or processes to support manager(s) and/or HR contact(s) supporting those who wish to affirm their gender</p> <p><b>1 point</b> for (c) documentation or processes to support peers/colleagues of those who wish to affirm their gender</p> <p>Note: You will not lose points for referring to a 'Transitioning Policy,' however we do ask that you endeavour to change wording to 'Gender Affirmation Policy' going forward, to reflect best practice.</p>	
<p><b>Why this question?</b> We are currently seeing an unprecedented number of people affirm their gender in the workplace. Having a clearly articulated policy and process to support the employee, their manager and team during this time is critical.</p> <p><b>Providing Evidence:</b> To gain full points for this question, you will need to provide evidence for (a), (b) and (c).</p>		
<p><b>Answer:</b> We have included our full Gender Affirmation Policy which addresses each of the above criteria</p>	<p><i>File name/s as evidence for this question:</i></p> <p><i>File 1:</i> Q9 (a b and c) gender affirmation guidelines</p> <p><i>File 2:</i> <a href="#">Click or tap here to enter text.</a></p>	

10. Dress Codes	4 points
<p><b>Our employees can easily locate an explicit statement that supports trans and gender diverse people dressing according to their affirmed gender at work, alongside a contact point for employees who have specific questions regarding this.</b></p> <p><b>Note: For full points, this statement must be outside of gender affirmation documentation.</b></p> <p><i>Please provide:</i></p> <p><i>a) evidence of an explicit statement supporting trans and gender diverse employees to dress according to their gender at work, located outside of gender affirmation documentation; and</i></p> <p><i>b) an easily locatable contact point should employees have any questions specific to this</i></p>	<p><b>1 point</b> for (a) if the statement is only located within gender affirmation policy documentation and is explicitly supporting trans and gender diverse employees</p> <p><b>1 additional point</b> for (b) an easily locatable contact point</p> <p>OR</p> <p><b>3 points</b> for (a) if the statement is accessible by all employees, outside of gender affirmation documentation, and is explicitly supporting trans and gender diverse employees</p> <p><b>1 additional point</b> for (b) an easily locatable contact point</p> <p>Note: Points will be based on the inclusivity of the statement and how easily it can be located by all employees, not just those wishing to affirm their gender at work.</p>
<p><b>Why this question?</b> Gendered language within dress code documentation or “dress for the day” style communications can be fraught with problems for those affirming their gender, those who are trans, gender diverse, or non-binary, and those whose gender expressions don’t conform to societal ‘norms.’</p> <p>The 2021 AWEI Employee Survey showed that 44% of all trans and gender diverse employees found dress codes to be one of the top 3 barriers in employment.</p>	

It is important even for those organisations without formal dress codes, that there be an overt statement to support employees dressing according to their affirmed gender.

**Providing Evidence:** To obtain points for this question, you will need to provide evidence of both (a) and (b).

***If you do have uniforms***, and these are supplied by an external supplier; a short paragraph on the intranet page where the uniform link is embedded can outline your support for trans and gender diverse employees. This needs to include the contact details of someone they can call should they have any questions.

**Answer:** We have included an explicit statement as part of employee onboarding documentation regarding dress and this statement can also be found on several of our intranet pages including our policy page and our pride page. SBS does not have a formal dress code or dress code policy. Evidence - Q10 dress

11. Non-Binary Gender Options for Employees		4 points
<p><b>We currently include non-binary options when collecting employee gender information within internal forms and/or IT systems.</b></p> <p><i>For full points, please provide one example of gender inclusive options used on forms and/or within IT systems.</i></p>	<p><b>Full points may be obtained in either option:</b></p> <p><b>OPTION 1: Re: Non-Binary Gender Options:</b></p> <ul style="list-style-type: none"> <li>• <b>2 points</b> for the inclusion of options other than male/female on forms</li> <li>• <b>Additional 2 points</b> where gender information collected is inclusive of non-binary people and free of any language that may be negatively perceived</li> </ul> <p><b>OPTION 2: Removal of gendered information:</b></p> <ul style="list-style-type: none"> <li>• <b>4 points</b> if you have removed gendered information on the majority of forms and can provide an example of this</li> </ul>	

	<p>Note: Intersex relates to sex characteristics, not gender. Terms such as 'Indeterminate,' 'Undisclosed,' 'Unspecified' are commonly used for intersex characteristics and non-binary gender options. As this question speaks to gender, these terms will not obtain points.</p>
<p><b>Why this question?</b> This advanced question is on par with international practice and refers to how we collect information about the sex or gender of our employees on internal forms/documentation or systems. Where your organisation collects gender information from employees, non-binary options should be included for trans and gender diverse employees.</p> <p>Typical <b>FORMS</b> would include but are not limited to those associated with:</p> <ul style="list-style-type: none"> <li>• employment applications</li> <li>• policy forms</li> <li>• travel, accommodation, petrol expenses</li> <li>• catering and meal allowances</li> <li>• misc. internal forms</li> </ul> <p>Typical <b>IT SYSTEMS</b> might include but are not limited to those associated with:</p> <ul style="list-style-type: none"> <li>• HR processes and payroll</li> <li>• internal employee profiles</li> </ul> <p><b>Providing Evidence:</b></p> <ul style="list-style-type: none"> <li>• <b>If you do collect</b> gender options or gendered information within forms or IT systems, provide one example</li> <li>• <b>If you do not collect or have removed</b> gender options or gendered information on your forms, please provide one example where this would have previously been captured as proof that you do not and/or no longer collect such information.</li> </ul> <p>Note: We are not asking for a full audit of where you may collect gendered information across your forms and/or IT systems.</p>	
<p><b>Answer:</b> SBS in previous years of participating in the AWEI has updated numerous systems to ensure the collection of data for gender diverse staff and audience members. We have included a snapshot of onboarding data collection.</p>	<p><i>File name/s as evidence for this question:</i></p> <p><i>File 1:</i> Q11 gender data collection at onboarding</p> <p><i>File 2:</i> Click or tap here to enter text.</p>

## STRATEGIC FOCUS & ACCOUNTABILITY

12. External LGBTQ Expertise	3 points
<p><b>We have access to external LGBTQ inclusion support/expertise that we have called upon throughout the assessed year.</b></p> <p><i>Please select:</i></p> <p><input checked="" type="checkbox"/> <i>We are Pride in Diversity members</i></p> <p><input type="checkbox"/> <i>We are not Pride in Diversity members but have accessed:</i> <input type="text" value="Click or tap here to enter text."/></p>	<p><b>3 points</b> for Pride in Diversity members</p> <p>OR</p> <p><b>2 points</b> for non-Pride in Diversity members who have accessed this support throughout the year</p> <p>Note: An additional point is given for Pride in Diversity members, as we will be able to ascertain the degree of engagement.</p>
<p><b>Why this question?</b> While internal resources and subject matter expertise groups are valuable; they are sometimes limited by the scope and extent of work within the current organisation or previous roles.</p> <p>This question looks at the utilisation of LGBTQ inclusion expertise/support across the year outside of your employee base.</p> <p><b>Providing Evidence:</b> If you were a Pride in Diversity member within the assessed year, please just select this option. No further evidence required. For non-members, please provide evidence of one instance of utilising external LGBTQ inclusion Support/Expertise throughout the assessed year.</p>	
<p><b>No evidence required.</b></p>	

Please note random audits may take place for questions for which we do not require evidence.

13. LGBTQ Inclusion Strategy		3 points
<p><b>We have an organisational strategy or Diversity &amp; Inclusion (D&amp;I) action plan to progress LGBTQ inclusion within this organisation.</b></p> <p><i>Please provide a copy of the LGBTQ component of this strategy.</i></p>	<p><b>3 points</b> if there is an LGBTQ component of this strategy or an action plan</p> <p>There are no partial points to this question.</p>	
<p><b>Why this question?</b> An LGBTQ inclusion strategy or action plan ensures that there are endorsed accountabilities in this area of inclusion and allows employees and executives to track progress.</p>		
<p><b>Providing Evidence:</b> Please provide the component of your strategy or D&amp;I action plan that specifically relates to progressing LGBTQ inclusion.</p>		
<p><b>Answer:</b> We have included excerpts from our organisational strategy and targets. However, it is worth noting that the strategy itself explicitly calls out that the Employee Advisory Groups/Networks and their action plans form a critical part of the overall strategy. As such we have included the LGBTQ+ Action Plan as well, which should be read as part of the overall enterprise strategy as this is how it is treated internally and through strategy reporting. Evidence- Q13 - SBS Strategy A, Q13 SBS Strategy B and Q13 P&amp;A Action Plan</p>		

14. External LGBTQ Workplace Inclusion Promotion		3 points
<p><b>We have detailed information on our Australian LGBTQ inclusion focus or work on our external facing website.</b></p>	<p><b>3 points</b> if the URL to the external webpage specifically promotes your Australian LGBTQ inclusion work</p> <p>There are no partial points for this question.</p>	

<p><i>Please provide the URL of an external webpage that specifically promotes your LGBTQ inclusion work.</i></p> <p><i>Note: Points will not be given if we are unable to access this externally.</i></p>	<p>Points will not be allocated if we are unable to access the information from the direct URL provided.</p>
<p><b>Why this question?</b> When considering a role within an organisation, potential employees will often browse the employer’s website. For LGBTQ people there will often be a specific interest in your work on diversity and, what you do within the LGBTQ inclusion space. Information contained on your website may inform their decision to proceed with an application; or at the very least, influence what they can expect in terms of inclusivity. Having Australian-based content is important, to reassure a potential candidate that the culture here will be inclusive.</p> <p><b>Providing Evidence:</b> You will need to provide the URL that takes us directly to the page that promotes any diversity and inclusion work, referencing LGBTQ inclusion.</p> <p>This promotion must be over and above a single statement or very brief mention of LGBTQ inclusion being a pillar of your diversity work.</p> <p>Points will not be allocated if we are unable to access the information from the direct URL provided.</p>	
<p><b>Answer:</b> <a href="https://careers.sbs.com.au/inclusion/">https://careers.sbs.com.au/inclusion/</a></p>	

15. HR/Diversity Professional Accountabilities		8 points
<p><b>The following people within our organisation have documented accountabilities for LGBTQ inclusion:</b></p> <p><b>Please select all that apply:</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> an HR/Diversity professional</li> <li><input checked="" type="checkbox"/> an Executive Sponsor</li> <li><input checked="" type="checkbox"/> a Network Leader/s</li> </ul>	<p>For roles with documented accountabilities for LGBTQ inclusion:</p> <p><b>2 points</b> for an HR/Diversity professional</p> <p><b>2 points</b> for an Executive Sponsor</p> <p><b>2 points</b> for a Network Leader</p>	

<p><input checked="" type="checkbox"/> <b>an internally communicated LGBTQ Advisory service that provides subject expertise to the organisation</b></p> <p><b>Note: These accountabilities are over and above general diversity statements and must show at least one clearly articulated accountability in relation to the role or group.</b></p> <p><i>Please provide at least one of the LGBTQ-related accountabilities for each of the items selected above.</i></p>	<p><b>2 points</b> for an internally communicated LGBTQ Advisory service (formal or informal) with a mandate to support the organisation</p>
<p><b>Why this question?</b> There are many instances when a focus on LGBTQ inclusion shifts with a change of staff. Formally building KPI's into roles that contribute to LGBTQ inclusion ensures a commitment to making the work accountable and in focus.</p> <p>Accountabilities may be documented within a job description, an objectives statement, or plan of work.</p> <p><b>Providing Evidence:</b> HR/Diversity professionals AND Executive Sponsors with accountabilities ensure clarity and continuity of work in this area.</p> <p>The network leader needs accountabilities to inform the work of the network and to ensure that their work is recognised and aligned to organisational objectives and values.</p> <p>The advisory function may sit within Network Leadership teams or D&amp;I counsels. However, the function of proactively provided advice back to the organisation must be clearly documented as a deliverable and not generically implied.</p> <p><i>Note: This is not about a list of tasks to achieved, it is about the expectation and accountability within the role/group.</i></p>	
<p><b>Answer:</b> a) Our Head of Talent, Development and Inclusion has, as a core part of his job responsibility to deliver the overall SBS Inclusion Strategy and to support each of our Employee Advisory Groups including Pride and Allies to successfully deliver their action plans, remove roadblocks, provide funding etc we have included a snapshot of his 23/24 performance goal to support the EAG's and their inclusion work, which also forms a core part of his job responsibilities. B) Executive sponsor goals- we have two executive sponsors for SBS Pride &amp; Allies who play a direct role in championing and assisting the chairs and committee to executive</p>	<p><i>File name/s as evidence for this question:</i></p> <p><i>File 1:</i> Q15 (a) DnI accountability goal</p> <p><i>File 2:</i> Q15 (b) Exec Sponsor accountability goal</p> <p><i>File 3:</i> Q15 (c) Network leader accountability goal</p> <p><i>File 4:</i> Q15 (d) Communicated advisory</p>

<p>on the LGBTIQ+ inclusion action plan. C) Network leader performance goal included. D) snapshot from the SBS Pride &amp; Allies intranet page outlining advisory as a key accountability and this is also included in the SBS Pride &amp; Allies Governance and Sustainability document Q15 (e)</p>	
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## LGBTQ EMPLOYEE NETWORK

16. LGBTQ Employee Network	4 points
<p><b>Our organisation has either:</b></p> <p><input checked="" type="checkbox"/> <b>an established LGBTQ employee network with a clearly documented charter/purpose or remit; OR</b></p> <p><input type="checkbox"/> <b>made progress towards the launch or establishment of an LGBTQ employee network</b></p> <p><i>Please select one option above and provide evidence to support your response.</i></p>	<p><b>4 points</b> for an established LGBTQ employee network with a clearly documented charter/purpose or remit</p> <p>OR</p> <p><b>2 points</b> for those who are in the process of establishing a network and have documented evidence to support this</p>
<p><b>Why this question?</b> Not all employers have established LGBTQ Employee Networks or Resource Groups (names will vary). However, the value of these groups contribute significantly to a sense of inclusion, offering a safe space for LGBTQ people and allies to connect; and contribute to the work of the organisation in driving LGBTQ inclusion.</p>	

<p>Networks that contribute to the organisation not only gain credibility within the organisation but can also accomplish a significant amount of work over and above Diversity resources.</p> <p><b>Providing Evidence:</b> If you have a network, please provide a copy of the network’s articulated charter/purpose. If you are in the process of establishing a network, please provide an outline and evidence of any progress made within the assessed year.</p>	
<p><b>Answer:</b> Click or tap here to enter text.</p>	<p><i>File name/s as evidence for this question:</i></p> <p><i>File 1:</i> Q16 Pride &amp; Allies governance and sustainability v2</p> <p><i>File 2:</i> Click or tap here to enter text.</p>

17. Orientation/On-boarding		3 points
<p><b>Our network has a process to actively introduce itself to new employees.</b></p> <p><i>Please outline this process.</i></p>	<p><b>1 point</b> if the network is introduced by others as an overall part of the diversity component within the induction process</p> <p><b>Additional 2 points</b> if the network itself is actively involved in introducing itself to new employees</p>	
<p><b>Why this question?</b> When a new employee first joins the organisation, they are engaged and looking for what the organisation has to offer. This is a critical time to introduce your new employees to the culture and any employee groups that you have.</p> <p>Involvement of the network in the onboarding process, whether it be by means of distributing welcome/network cards with an invitation to connect, speaking at new employee orientation on the network or establishing a welcome event periodically for interested new employees, allows people to opportunity to:</p> <ul style="list-style-type: none"> <li>• find out about the network</li> <li>• experience a sense of inclusion from the start</li> </ul>		

- experience a proactive welcome and/or invitation to be a part of a network

This will equally be of interest to allies, families, friends, and colleagues of LGBTQ people.

**Providing Evidence:** Outline any of the ways in which your network actively introduces itself to new employees.

For full points, this must be over and above documentation or slides covered by others within the induction process.

**Answer:** Q17 Induction Slide. The co-chairs of all of our Employee Advisory Groups are invited to attend fortnightly induction sessions ran by People & Culture to introduce themselves and give an overview of the EAG, what priorities they are working on, where new employees can find more information and how to get involved. For Melbourne, the Melbourne network leads for each of the EAG's will typically attend in stead of the chairs.

## 18. Ally/Champion Reference Guides

3 points

**Our employees can easily locate Ally/Champion Reference Guides that detail how to be an effective ally and/or active champion for LGBTQ inclusion within the workplace.**

*Please provide:*

- any Ally/Champion Guides outlining how to be an Active Ally/Champion for LGBTQ inclusion; and*
- details of how employees find out about the existence of these guides*

**2 points** for (a) any Ally / Champion Reference Guides available

**1 additional point** if employees can easily find out about the existence of this guide

**Why this question?** In the 2022 AWEI employee survey, only 31% of the 37,408 respondents considered themselves to be active allies.

When the 67% of respondents who were 'passive supporters' were asked what would influence them to become an active ally, 43% responded "more information on how to be an active ally", and 25% responded "more information on WHY active allies are so important"

**Providing Evidence:** To obtain points for this question, you will need to provide evidence for both (a) and (b) above.

The guide can be an online resource or a hard copy distribution. Regardless of the type of guide, please ensure that you provide an outline of the content covered and how it is distributed or in the case of an online resource, how people find out that it exists.

<p><b>Answer:</b> The Allies guide is easily accessible by employees on the SBS Pride page, a link to which has been elevated and is visible on the Intranet landing page</p>	<p><i>File name/s as evidence for this question:</i></p> <p><i>File 1:</i> Q18 (a) Allies guide</p> <p><i>File 2:</i> Q18 (b) link to allies guide</p>
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<b>19. Confidential Contacts</b>	<b>3 points</b>
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<p><b>Our organisation clearly identifies LGBTQ people or allies who can be contacted for a CONFIDENTIAL and informal (non-HR), LGBTQ-related discussion.</b></p> <p><i>Please provide a screenshot of where employees are identified as go-to people for LGBTQ non-HR related discussions, clearly indicating that CONFIDENTIALITY is assured.</i></p> <p><i>Note: This must not be a generic mailbox as it does not evoke the same level of confidentiality; and there may be employee concerns as to who has visibility of this. By identifying individuals, employees know exactly to whom they are speaking.</i></p>	<p><b>3 points</b> for clearly identified LGBTQ people or allies who can be contacted for a confidential and informal discussion regarding being an LGBTQ employee within the organisation (non-HR related)</p> <p>There are no partial points to this question.</p> <p>Note: This is over and above any HR or grievance contacts and confidentiality must be assured. If the contact is not clearly communicated as CONFIDENTIAL, or generic mailboxes are used, full points will not be awarded.</p>
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**Why this question?** There are times when a person may want to have a confidential conversation with an LGBTQ person or experienced ally about the possibility of coming out within their team, or to ask a question regarding the network. They may want to discuss something about their work experience.

The ability to call someone confidentially outside of HR allows those conversations to take place. As this is not about formal reporting, the designated contact points here do need to understand where the boundaries are and when they need to refer on.

<p><b>Providing Evidence:</b> Please provide the evidence requested.</p> <p>For full points, the word CONFIDENTIAL must appear and there needs to be contact details available (other than a generic mailbox).</p> <p>If you are unable to use the term CONFIDENTIAL for non-official contacts, you will need to ensure that the language you use communicates that the conversation would be private, safe, supportive. <b><i>If the contact would not clearly be understood as CONFIDENTIAL, points will not be awarded.</i></b></p> <p>Please provide a screenshot of where this information is made available.</p>	
<p><b>Answer:</b> This information is displayed on the SBS Intranet on the Pride page</p>	<p><i>File name/s as evidence for this question:</i></p> <p><i>File 1:</i> Q19 non HR contact</p> <p><i>File 2:</i> Click or tap here to enter text.</p>

20. Internal LGBTQ Social Media Stream	2 points
<p><b>We have a dedicated internal-facing LGBTQ social media stream to engage employees with our LGBTQ inclusion work and provide a safe place for LGBTQ employees and allies to interact. (This may include but is not limited to internal Facebook pages/groups, SharePoint, Slack, Teams, etc.)</b></p> <p><i>Please provide details of your dedicated internal-facing LGBTQ social media stream.</i></p>	<p><b>2 points</b> for a dedicated internal-facing LGBTQ social media stream</p> <p>There are no partial points for this question.</p> <p>Note: Points will not be given for public facing social media streams, as this is about internal employee reach.</p>
<p><b>Why this question?</b> Internal LGBTQ social media streams or forums provide a valuable mechanism for the sharing LGBTQ relevant information. In addition, it provides a dedicated and safe place for LGBTQ people and allies to interact while providing an active and engaged audience for the promotion of your LGBTQ inclusion work.</p> <p>All of the above send visible messages of inclusion to your LGBTQ population and beyond.</p>	

<p><b>Providing Evidence:</b> Please provide evidence of any <b>internal</b> LGBTQ social media streams your organisation uses for safe and interactive discussions and/or updates on your LGBTQ inclusion work.</p> <p>General social streams with only occasional references to your LGBTQ inclusion work will not suffice for this question.</p>	
<p><b>Answer:</b> We have two MS Team streams- one for all staff and another specifically for the Pride &amp; Allies committee. We have included a snapshot of the all staff channel which has 212 active members</p>	<p><i>File name/s as evidence for this question:</i></p> <p><i>File 1:</i> Q20 Social stream</p> <p><i>File 2:</i> Click or tap here to enter text.</p>

## TRAINING, AWARENESS & PROFESSIONAL DEVELOPMENT

21. LGBTQ Inclusion Training Availability		8 points
<p><b>We have made LGBTQ Awareness/Inclusion/Ally training available to all employees.</b></p> <p><i>Please outline the following:</i></p> <p><i>a) the training sessions available</i></p> <p><i>b) communications promoting the training as available to all employees</i></p>	<p><b>3 points</b> (a) for and outline training sessions available</p> <p><b>3 points</b> (b) for communications promoting the training as available to all employees</p> <p><b>2 points</b> (c) for any actions to increase uptake of training for all employees</p>	

<p><i>c) any actions taken, or plans written to increase an uptake of training for all employees</i></p>	
<p><b>Why this question?</b> LGBTQ inclusion is such a critical measure of an organisation’s inclusive culture; and training is one of the key areas that can really impact, not only an understanding of <i>why</i> inclusion is important, but in understanding some of the challenges faced by our diverse employees.</p> <p>The difficulty with most diversity training is that it usually only gets attended by the people who are interested – and quite often, they are not the people you are targeting. By having LGBTQ inclusion or ally training available and actively promoting and seeking to increase participation in the training, we are ensuring that we obtain maximum participation outside of mandating attendance.</p> <p><b>Providing Evidence:</b> To obtain points for this question, you must outline (a), (b), and (c).</p>	
<p><b>Answer:</b> The LGBTIQ+ Inclusion course is part of the broader SBS Inclusion Program, a product developed by SBS in partnership with expert organisations (Including ACON and Pride in Diversity). The Inclusion Program is mandatory training for all new starters at SBS to be completed within the first three months of employment, and we run regular fortnightly completion reports which are escalated up to managers and directors. Because the courses are mandatory compliance, we do not undertake specific action to increase uptake as we expect all employees to complete the courses, and where there is delinquency in completion we escalate the issue as a performance matter.</p>	<p><i>File name/s as evidence for this question:</i></p> <p><i>File 1:</i> Q21 SBS Inclusion Program LGBTIQ+ course</p> <p><i>File 2:</i> Click or tap here to enter text.</p> <p><i>File 3:</i> Click or tap here to enter text.</p> <p><i>File 4:</i> Click or tap here to enter text.</p>