

EMPLOYER / ORGANISATION DETAILS	
Organisation Name:	Department of Climate Change, Energy, the Environment and Water. 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.
Contact Person for the Index: Please provide full contact details. <ul style="list-style-type: none"> This is the person we should contact if we have any questions. Results will be emailed to this person 	Name: s. 22(1)(a)(ii) Position Title: Inclusion Advisor Postal address (including postcode): N/A Phone number: s. 22(1)(a)(ii) Email: s. 22(1)(a)(ii)

DISCLOSURE RECOGNITION	
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.	We list employers annually that reach each of the employer recognition tiers within the AWEI, unless you choose to be anonymous. Some employers choose only to be identified should they reach a certain recognition tier. Select the recognition tier at which you would like to be publicly identified: <ul style="list-style-type: none"> <input type="checkbox"/> We are happy to be identified as a participating organisation this year, even if we have not achieved tier recognition <input checked="" type="checkbox"/> Only identify us when we first reach Bronze Tier or higher <input type="checkbox"/> Only identify us if we reach Silver Tier or higher (based on Advanced Submission score) <input type="checkbox"/> Only identify us if we reach Gold Tier or higher (based on Advanced Submission score) <input type="checkbox"/> <i>We are participating anonymously and do not want to be identified</i>

PERMISSION FOR USE OF CONTENT	
We often like to profile images and video of people/events over the assessed year within the opening video of our awards event.	Please confirm: <ul style="list-style-type: none"> <input type="checkbox"/> Yes, you may use anything <input type="checkbox"/> Yes, you may use anything – but please advise us first <input checked="" type="checkbox"/> Yes, but please ask us for permission first



<p>Please advise if you give permission for us to use relevant visual images provided within your submission for this purpose.</p>	<p><input type="checkbox"/> No, please do not use any of our visuals</p>
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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.

Name of person signing off accuracy:	s. 22(1)(a)(ii)
Position within organisation:	Inclusion Advisor
Contact Email:	s. 22(1)(a)(ii)

Contact Phone:	s. 22(1)(a)(ii)
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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 5th 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: awei@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*

This application can be completed and submitted between Monday, 6 January 2025 – Monday, 24 February 2025.

Pride in Diversity member organisations can fast-track their Foundation Submission at any time between 1 June 2024 and 1 December 2024.

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 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 Policies & 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 and 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 Network**; and **LGBTQ+ Training, Awareness & 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>We confirm that we have updated our language and terminology across relevant policy documentation, intranet pages and external web pages.</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>1 point if all instances of the words 'sexual preference' or 'lifestyle choice' have now been changed to 'sexual orientation' or 'diverse sexuality'</p> <p>1 point if all instances of the words 'gender transition' or 'transition' have now been changed to 'gender affirmation' or 'affirmation'</p>
<p>Why this question? 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>Providing Evidence: 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>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).</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>2 points if the statement provided is explicitly inclusive</p> <p>There are no partial points for this question.</p>	
<p>Why this question? 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"> Employees may be unsure of how religious freedoms interact with discrimination law in workplace settings 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 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 <p>Note re: evolution of language:</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>Providing Evidence: 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>Our organisation explicitly includes and supports LGBTQ+ employees and their families across all policies. This commitment is clearly communicated through multiple intranet pages, including the ‘Diversity and Inclusion’ section and dedicated LGBTQIA+ pages.</p>		

- Image 2 demonstrates the overarching commitment to inclusive policies and processes, explicitly stating that all staff are valued and supported in a diverse workplace.

- Image 2.1 highlights the organisation’s approach to inclusion, focusing on respect, acceptance, and opportunities for all employees, including LGBTQ+ individuals.

- Image 2.2 elaborates on the importance of LGBTQIA+ inclusivity, referencing support systems for LGBTQIA+ employees and their families.

This ensures employees can identify the inclusivity of all policies and feel supported in their workplace.

3. New Parent Leave Inclusive of LGBTQ+ Families		3 points
<p>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.</p> <p><i>Please provide a copy of the exact wording of your policy regarding these areas.</i></p>	<p>1 point if surrogacy is included</p> <p>1 point if adoption is included</p> <p>1 point if foster/guardianship is included</p>	
<p>Why this question? 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>Providing Evidence: Please provide clear, unambiguous evidence for any of the parental leave options you have:</p> <ul style="list-style-type: none"> • Surrogacy leave available • Adoption leave available • Foster/guardianship leave available 		
<p>Answer: The DQ Pride Network ensures that parental leave policies are inclusive of all family structures, recognising that parenthood occurs in diverse ways. The department’s Enterprise</p>	<p><i>File name/s as evidence for this question:</i></p>	

Agreement (EA) and leave provisions cater to biological, adoptive, and foster parents, ensuring equitable access to entitlements.

General Parental Leave Access (Image 3.2):

- The Enterprise Agreement (effective 26 April 2024) ensures that parental and carer's leave is accessible regardless of gender, classification, or role.
- The department explicitly acknowledges diverse pathways to parenthood, ensuring that employee, no matter how they become parents, can access the necessary leave entitlements.
- Current leave policies are under review for further inclusivity.

Parental Leave for Adoption & Foster Care (Image 3.1):

- Employees who are primary or secondary caregivers in adoption or long-term foster care arrangements are entitled to parental leave.

Eligibility criteria include:

- The child being under 16 years old at the time of placement.
- The employee not having lived continuously with the child for at least six months before placement.
- Adoption or formal fostering of a child, stepchild, or child of a de facto partner.
- The Closing the Gap Policy recognises Aboriginal and Torres Strait Islander adoption as equivalent to formal adoption, ensuring equal leave entitlements.

Pregnancy & Parental Loss Leave (Image 3):

- All parents 'not just birth parents' can access one week of paid pregnancy loss leave for losses between 12 to 19 weeks gestation.
- Additional leave entitlements cover stillbirth, premature birth, and permanent care orders, ensuring support for parents in all circumstances.

This comprehensive approach guarantees that LGBTQ+ families, non-biological parents, and diverse caregiving structures receive equal recognition and support in accessing parental leave.

File 1: Image 3

File 2: Image 3.1

File 3: Image 3.2

4. International Travel Advice for Employees		3 points
<p>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).</p> <p><i>Please provide a copy of travel advice available.</i></p>	<p>3 points 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>Why this question? 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>Providing Evidence: 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>Answer: Our organisation provides comprehensive international travel advice for LGBTQIA+ employees through a direct link to the Smart Traveller website on our Pride intranet page.</p> <ul style="list-style-type: none"> - The link (https://www.smartraveller.gov.au/before-you-go/who-you-are/LGBTQIA) offers specific safety and cultural considerations for LGBTQIA+ individuals travelling overseas. - Image 4 demonstrates this link prominently featured on the Pride intranet page, ensuring ease of access for employees. <p>This resource ensures the safety and well-being of LGBTQIA+ employees, especially when travelling to regions with diverse cultural and legal considerations.</p>	<p><i>File name/s as evidence for this question:</i></p> <p><i>File 1:</i> Image 4</p> <p><i>File 2:</i> Click or tap here to enter text.</p>	

5. LGBTQ+ Inclusive Domestic & Family Violence Policy		4 points
<p>Our Domestic and Family Violence Policy or resources clearly:</p> <p>a) acknowledges and identifies unique challenges faced by LGBTQ+ people in domestic and family violence situations; AND</p> <p>b) identifies specialist LGBTQ+ avenues of support to assist HR Managers and employees impacted by LGBTQ+ domestic and family violence</p> <p><i>For full points, please provide evidence for BOTH a) and b).</i></p>	<p>2 points if (a) the DFV Policy acknowledges and identifies unique challenges faced by LGBTQ+ people in domestic and family violence situations</p> <p>2 points 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>Why this question? 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>Providing Evidence: 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>Answer: The DQ Pride Network recognises that domestic and family violence (DFV) can impact individuals of all genders, sexualities, and relationship structures, including those within the LGBTQIA+ community. We acknowledge that LGBTQIA+ individuals may face unique barriers in seeking support, and we are committed to ensuring that all employees have access to confidential assistance, workplace support, and external resources.</p> <p>Workplace Support (Image 5 - DQ Pride Page)</p>	<p><i>File name/s as evidence for this question:</i></p> <p><i>File 1:</i> Image 5</p> <p><i>File 2:</i> Click or tap here to enter text.</p>	

<p>- All employees impacted by DFV can access leave entitlements and flexible working arrangements to ensure safety and stability.</p> <p>- Confidential support is available through the department’s DFV policy, and employees can also speak with a Workplace Contact Officer (WCO) for guidance.</p> <p>- The department is committed to removing stigma and ensuring LGBTQIA+ employees feel safe and supported in disclosing DFV concerns.</p> <p>External Support for LGBTQIA+ Employees:</p> <p>- QLife (1800 184 527) offers peer support and referrals for LGBTQIA+ individuals experiencing DFV.</p> <p>- Say It Out Loud is a dedicated resource providing information and support tailored to LGBTQIA+ individuals affected by domestic and family violence. This site lists examples of some unique challenges faced by LGBTQIA communities regarding DFV and multiple avenues for support.</p> <p>By recognising the distinct challenges LGBTQIA+ individuals may face in accessing DFV services and workplace support, the department ensures an inclusive, safe, and supportive environment for all employees.</p>	
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LGBTQ+ BULLYING, HARASSMENT & SUPPORT

6. Resources on LGBTQ+ Inclusive and Negative Language	6 points
<p>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.</p> <p><i>Please provide:</i></p>	<p>2 points if the resource provides clear guidelines on inclusive language</p> <p>2 points if the resource provides clear guidelines on negative language</p>

<p>a) a copy of the resource provided to staff; and b) details of how staff learn about the existence of this resource</p>	<p>2 points for a means by which staff can easily learn about the existence this resource</p>
<p>Why this question? 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>Providing Evidence: 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>Answer: The department is committed to fostering an inclusive workplace by providing clear resources on LGBTQIA+ inclusive and negative language. These resources are easily accessible to all employees and ensure that staff understand how language choices impact workplace culture.</p> <p>Using Inclusive Language (Image 6 - Inclusive Language Guide):</p> <p>The department emphasises the importance of inclusive language in creating a respectful and welcoming environment for all employees. Staff are encouraged to use gender-neutral job titles, correct names and pronouns, and avoid marginalising language. The Inclusive Language Guide (Image 6.1) outlines how language can contribute to a supportive workplace and ensure that all employees feel recognised and respected. The guide also connects employees to the Australian Government’s Style Manual Gender and sexual diversity Style Manual, which provides additional guidance on inclusive communication.</p> <p>Glossary & Knowledge Building (Image 6.2 - Image 6.3 - Definitions Page):</p> <p>To further support employees, the department has developed a Glossary and Knowledge Building page, which provides definitions for key LGBTQIA+ terms, ensuring employees have a shared understanding of language used within the community. This glossary includes</p>	<p><i>File name/s as evidence for this question:</i></p> <p><i>File 1: Image 6, 6.1, 6.2, 6.3</i></p>

<p>definitions for diverse identities such as asexual, gender diverse, and non-binary, helping to educate employees on respectful and accurate terminology. Additionally, the Definitions expands on these terms by providing detailed explanations, reinforcing the importance of using affirming language in workplace communications.</p>	
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7. LGBTQ+-related Grievance Officers		4 points
<p>Our organisation has a trained grievance officer (or someone equivalent, trained in addressing and/or processing organisational grievances) who is:</p> <p>a) clearly communicated as a contact for LGBTQ+-related grievances; AND who is</p> <p>b) clearly identified as someone who has been trained in LGBTQ+ inclusion and awareness</p> <p><i>For full points, please provide evidence for BOTH a) and b).</i></p>	<p>2 points if (a) the grievance officer is clearly communicated as a contact for LGBTQ+-related grievances</p> <p>2 points 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>Why this question? 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 formal bullying/harassment complaints 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>Providing Evidence: There are two parts to this question.</p> <ul style="list-style-type: none"> The first is that you must have at least one grievance officer that is identified as a contact for LGBTQ+ related grievances. The second is that this person must be trained. This must be articulated on relevant contact pages or within grievance documentation. 	
<p>Answer: Our organisation provides dedicated Workplace Contact Officers (WCOs) trained to support LGBTQIA+ employees in handling workplace concerns, including grievances, bullying, discrimination, and other issues.</p> <ul style="list-style-type: none"> - Confidential and Trained Support: WCOs are impartial and equipped with specific training to assist LGBTQIA+ employees throughout the grievance process. - Identifiable Support Officers: LGBTQIA+ trained WCOs are clearly marked with a Pride banner next to their name in the WCO directory (see Image 7). This ensures employees can easily identify and connect with officers who understand the unique challenges faced by LGBTQIA+ staff. - Support from Start to Finish: These officers provide guidance throughout the entire complaint process, ensuring confidentiality, fairness, and resolution. - Visibility on the Pride Network Page: The Pride Network intranet page (see Image 7.1) includes direct access to WCOs under the Help and Support section. <p>For confidential discussions, employees can reach out to a Workplace Contact Officer or contact the Pride Network at DQPride@dceew.gov.au or the Inclusion team at Inclusion@dceew.gov.au.</p> <p>To further demonstrate accessibility, the list of WCOs, including those with LGBTQ+ expertise, is clearly marked with the Pride flag on the intranet, making it easy for employees to find someone who understands their concerns. Additionally, a dedicated section on the Pride Network page highlights WCOs as a key support resource, reinforcing their role in assisting employees from start to finish in addressing concerns.</p>	<p><i>File name/s as evidence for this question:</i></p> <p><i>File 1:</i> Image 7</p> <p><i>File 2:</i> Image 7.1</p>

8. Behavioural Examples of What Constitutes Bullying/Harassment

4 points

<p>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.</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>2 points for (a) clear behavioural examples that constitutes bullying/harassment regarding employees of diverse sexual orientation</p> <p>2 points for (b) clear behavioural examples that constitutes bullying/harassment regarding employees of diverse gender</p>
<p>Why this question? Having very specific behavioural examples of what constitutes bullying/harassment of LGBTQ+ people:</p> <ul style="list-style-type: none"> • allows employers to utilise this to show how such behaviour contravenes your code of conduct • 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 • gives LGBTQ+ employees and their allies ‘permission’ to call out that behaviour <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>Providing Evidence: Specific examples might include, but are not limited to:</p> <ul style="list-style-type: none"> • Constant innuendo or suggestive language pertaining to orientation or gender identity • 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 <p>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.”</p>	

Answer: The department is committed to a safe, diverse, and inclusive workplace for all employees. If you witness or experience inappropriate behaviour, it is essential to address it promptly and fairly.

The DQ Pride Network pages provide clear guidance on LGBTQIA+ discrimination and harassment, ensuring employees understand what constitutes unacceptable workplace behaviour.

Examples of LGBTQIA+ Discrimination & Harassment: (As outlined on the DQ Pride Network pages, this is not an exhaustive list, Image 8).

- Derogatory comments about a person's gender expression.
- Outing an employee (sharing someone's sexuality or gender identity without their consent).
- Exclusion of LGBTQIA+ employees from workplace activities, services, or discussions.
- Denying access to gender-affirming spaces (e.g., telling someone they should not use the bathroom that aligns with their gender identity).

Support & Reporting: Employees can seek confidential support through (Image 8.1):

- Workplace Contact Officers (WCOs): LGBTQIA+ trained WCOs are identified with a Pride banner on the intranet contact list.
- The DQ Pride Network: Information and resources are available on the Pride Network pages.
- Inclusion & HR Teams: Employees can also reach out to DQPride@dceew.gov.au or Inclusion@dceew.gov.au for further support and advice.

A reporting process is explicitly outlined on the DQ Pride Network page, ensuring employees know how to raise concerns confidentially and safely. The guide includes examples, escalation processes, and available support avenues, making it easier for employees to act if they experience or witness discrimination. An additional resource included is the Workplace Behaviour Policy (Image 8.2).

File name/s as evidence for this question:

File 1: Image 8

File 2: Image 8.1, 8.2

INCLUSION OF TRANS AND GENDER DIVERSE EMPLOYEES

9. Gender Affirmation Policy and Process Documentation		4 points
<p>We have a documented gender affirmation policy/process to support:</p> <ul style="list-style-type: none"> a) employee(s) wishing to affirm their gender in the workplace b) manager(s) and/or HR contact(s) supporting those who wish to affirm their gender c) peers/colleagues of those who wish to affirm their gender <p><i>For full points, please provide evidence for each of the areas above.</i></p>	<p>2 points for a documented gender affirmation policy/process to (a) support the employee(s) wishing to affirm their gender in the workplace</p> <p>1 additional point for (b) documentation or processes to support manager(s) and/or HR contact(s) supporting those who wish to affirm their gender</p> <p>1 point 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>Why this question? 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>Providing Evidence: To gain full points for this question, you will need to provide evidence for (a), (b) and (c).</p>		
<p>Answer: Our department is committed to fostering an inclusive and supportive workplace for employees affirming their gender identity. This commitment ensures all staff feel safe, respected, and free from discrimination throughout the process.</p> <p>Gender Affirmation in the Workplace (Image 9.9):</p> <p>Employees affirming their gender at work should have a positive experience, be fully supported, and feel protected from harassment or discrimination. This aligns with our</p>	<p><i>File name/s as evidence for this question:</i></p> <p><i>File 1:</i> Image 9, 9.1, 9.2, 9.3, 9.4</p> <p><i>File 2:</i> Image 9.5, 9.6, 9.7, 9.8, 9.9</p>	

Workplace Behaviour Policy and the Sex Discrimination Act 1984, which prohibits discrimination based on gender identity, including non-binary and intersex identities.

Understanding Gender Affirmation (Image 9.2):

Gender affirmation refers to the process of aligning one's life with their gender identity. This may involve social, medical, and legal affirmation, such as:

- Social affirmation: Coming out, changing clothing, voice, or pronouns.
- Medical affirmation: Accessing hormone therapy or surgery (if chosen).
- Legal affirmation: Updating name or gender markers on documents.

The process is highly personal, and everyone's journey is unique.

Support for Employees Affirming Their Gender (Image 9.1 & 9.3): Employees can access confidential support through:

- [s 47E\(d\) dceew.gov.au](#)
- Inclusion Team at [s 47E\(d\) dceew.gov.au](#)
- The Pride Network at [s 47E\(d\) dceew.gov.au](#)
- Employee Assistance Program (EAP) for free access to trained psychologists and counsellors.

Support Team & Process (Image 9.5): Employees affirming their gender can establish a support team, including representatives from:

- The Pride Network
- Inclusion Team
- People Support Team

This ensures they receive guidance and advocacy throughout the process.

Developing a Gender Affirmation Plan (Image 9.6): A Gender Affirmation Plan can be developed between the employee, their manager, and the support team. It may include:

<ul style="list-style-type: none"> - Key milestones and timelines for gender affirmation - Proposed leave plans if required - Communication strategies for informing relevant staff - Training needs for teams to enhance awareness and inclusivity - A welcome event to support team integration in the affirmed gender. - Employees may modify or pause this plan at any time based on their needs. <p>Manager & HR Responsibilities (Image 9.7): Managers play a key role in supporting staff by:</p> <ul style="list-style-type: none"> - Being open to understanding and collaborating with employees on their support needs. - Listening without assumptions and ensuring the workplace is inclusive. - Accessing guidance from the Inclusion Team or People Support Team on best practices. - HR will ensure smooth updates to systems, payroll, and directories. <p>Training & Awareness (Image 9.8): To foster an inclusive culture, employees should have access to:</p> <ul style="list-style-type: none"> - Transgender awareness training - Educational resources - Contacts for further guidance <p>The Pride Network and Inclusion Team provide additional training opportunities for co-located and remote staff. This information is readily available on the DQ Pride Network pages and is designed to ensure that gender-diverse employees feel safe, respected, and fully supported in their workplace. For any further assistance, staff can reach out to the Inclusion Team or the Pride Network.</p> <p>To enhance visibility, the gender affirmation process is linked in multiple locations on the intranet, including the HR policy section, onboarding materials, and workplace conduct guides, ensuring employees can find the information without difficulty. Managers also receive a clear framework for supporting employees, including case studies and best-practice examples.</p>	
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10. Dress Codes	4 points
<p>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.</p> <p>Note: For full points, this statement must be outside of gender affirmation documentation.</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>1 point for (a) if the statement is only located within gender affirmation policy documentation and is explicitly supporting trans and gender diverse employees</p> <p>1 additional point for (b) an easily locatable contact point</p> <p>OR</p> <p>3 points 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>1 additional point 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>Why this question? 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> <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.</p>	

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: Our department maintains an inclusive approach to workplace attire, ensuring all employees feel comfortable and respected in their self-expression.

Dress Code in the Department (Image 10): There is no formal dress code or dress standard policy in place. Staff, including trans and gender-diverse employees, may dress in a manner that aligns with their gender identity and/or gender expression. This includes:

- Freedom to dress in a way that best reflects personal identity within a professional and respectful environment.
- Provision for uniforms and safety clothing where applicable, ensuring these align with an individual’s gender identity.

This policy supports our broader commitment to diversity, equity, and inclusion, ensuring all employees can express themselves authentically in the workplace without restrictions. For more information, employees can refer to the DQ Pride Network pages or contact the Inclusion Team. The dress code information is in an easily accessible section of the organisation’s intranet, ensuring all employees regardless of whether they are engaging with gender affirmation documentation can readily find it. This ensures that all staff, including trans and gender-diverse employees, are aware of their right to dress in a manner consistent with their gender identity and expression. The information is also referenced in onboarding materials, HR policy documents, and inclusion resources, making it clear that this guidance applies to all employees, not just those undergoing gender affirmation.

11. Non-Binary Gender Options for Employees		4 points
<p>We currently include non-binary options when collecting employee gender information within internal forms and/or IT systems.</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>Full points may be obtained in either option:</p> <p>OPTION 1: Re: Non-Binary Gender Options:</p> <ul style="list-style-type: none"> • 2 points for the inclusion of options other than male/female on forms • Additional 2 points where gender information collected is inclusive of non-binary people and free of any language that may be negatively perceived 	

	<p>OPTION 2: Removal of gendered information:</p> <ul style="list-style-type: none"> • 4 points if you have removed gendered information on the majority of forms and can provide an example of this <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>Why this question? 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 FORMS would include but are not limited to those associated with:</p> <ul style="list-style-type: none"> • employment applications • policy forms • travel, accommodation, petrol expenses • catering and meal allowances • misc. internal forms <p>Typical IT SYSTEMS might include but are not limited to those associated with:</p> <ul style="list-style-type: none"> • HR processes and payroll • internal employee profiles <p>Providing Evidence:</p> <ul style="list-style-type: none"> • <u>If you do collect</u> gender options or gendered information within forms or IT systems, provide one example • <u>If you do not collect or have removed</u> 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. <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>Answer: Our department ensures inclusive gender options across all internal systems, allowing employees to accurately reflect their identity without unnecessary barriers.</p> <p>Internal Employee Forms: (Image 11) Avoid unnecessary gendered questions, ensuring privacy and inclusivity.</p> <p>Job Application Forms: (Image 11.1) Provides a drop-down menu with gender options:</p> <ul style="list-style-type: none"> - F (Female) - M (Male) - X (Non-Binary) - T (Different Term) - Z (Prefer Not to Answer) <p>Payroll Systems: (Image 11.2) Expands gender selection beyond binary choices, offering a diverse range of gender identities.</p> <p>This approach supports gender-diverse staff by ensuring accurate representation in workplace systems while respecting privacy and personal choice. Employees can update their gender information via HR or the Inclusion Team, reinforcing our commitment to a diverse and inclusive workplace.</p> <p>To ensure full compliance, the non-binary gender options are included not only in internal HR forms but also in externally facing job applications, ensuring potential candidates are aware of the organisation’s inclusive approach. HR also regularly reviews forms and systems to align with best practices in gender inclusivity.</p>	<p><i>File name/s as evidence for this question:</i></p> <p><i>File 1:</i> Image 11, 11.1</p> <p><i>File 2:</i> Image 11.2</p>
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STRATEGIC FOCUS & ACCOUNTABILITY

<p>12. External LGBTQ+ Expertise</p>	<p>3 points</p>
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<p>We have access to external LGBTQ+ inclusion support/expertise that we have called upon throughout the assessed year.</p> <p><i>Please select:</i></p> <p><input checked="" type="checkbox"/> We are Pride in Diversity members</p> <p><input type="checkbox"/> We are not Pride in Diversity members but have accessed: <input type="text" value="Click or tap here to enter text."/></p>	<p>3 points for Pride in Diversity members</p> <p>OR</p> <p>2 points 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>Why this question? 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>Providing Evidence: 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><i>No evidence required.</i></p> <p>Please note random audits may take place for questions for which we do not require evidence.</p>	

<p>13. LGBTQ+ Inclusion Strategy</p>		<p>3 points</p>
<p>We have an organisational strategy or Diversity & Inclusion (D&I) action plan to progress LGBTQ+ inclusion within this organisation.</p> <p><i>Please provide a copy of the LGBTQ+ component of this strategy.</i></p>	<p>3 points if there is an LGBTQ+ component of this strategy or an action plan</p> <p>There are no partial points to this question.</p>	

Why this question? 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.

Providing Evidence: Please provide the component of your strategy or D&I action plan that specifically relates to progressing LGBTQ+ inclusion.

Answer: Our organisation has a comprehensive Inclusion Strategy and Action Plan for 2024 - 2027, with a specific focus on progressing LGBTQIA+ inclusion.

- Image 13 provides the full document, demonstrating our clear goals, initiatives, and accountabilities in fostering an inclusive workplace culture for LGBTQIA+ employees and allies.
- Image 13.1 shows a brief list of our upcoming and past events for a run down of our most recent action plan and plans for the near future. This action plan reinforces the structured approach the department is taking toward LGBTQIA+ workplace inclusion, ensuring clear accountability and timely execution of initiatives. It also provides a tangible way to demonstrate continuous engagement.

14. External LGBTQ+ Workplace Inclusion Promotion		3 points
<p>We have detailed information on our Australian LGBTQ+ inclusion focus or work on our external facing website.</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>3 points 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>Points will not be allocated if we are unable to access the information from the direct URL provided.</p>	
<p>Why this question? 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>		

Providing Evidence: You will need to provide the URL that takes us directly to the page that promotes any diversity and inclusion work, referencing LGBTQ+ inclusion.

This promotion must be over and above a single statement or very brief mention of LGBTQ+ inclusion being a pillar of your diversity work.

Points will not be allocated if we are unable to access the information from the direct URL provided.

Answer: Our organisation actively promotes its commitment to LGBTQIA+ inclusion through various external platforms:

- Inclusion Strategy 2021 - 2024: Hosted on our external website, it highlights our priorities and plans for fostering a diverse workplace. [Inclusion Strategy 2021 to 2024](#)

- IDAHOBIT 2024 LinkedIn Post: Celebrates allyship and LGBTQIA+ inclusion. [s. 22\(1\)\(a\)\(ii\) on LinkedIn: #idahobit2024 #idahobit #ally #dcceewpride #dcceew #diversity #inclusion...](#)

- Wear it Purple Day Instagram Post: Advocates for LGBTQIA+ youth. [Department of Climate Change, Energy, the Environment and Water | Today, we proudly wore purple to show our support for LGBTQIA+ youth and to reinforce our commitment to creating an inclusive and... | Instagram](#)

These platforms highlight our advocacy for diversity and inclusion, reinforcing our commitment to equality.

15. HR/Diversity Professional Accountabilities

8 points

The following people within our organisation have documented accountabilities for LGBTQ+ inclusion:

Please select all that apply:

- an HR/Diversity professional**
- an Executive Sponsor**
- a Network Leader/s**
- an internally communicated LGBTQ+ Advisory service that provides subject expertise to the organisation**

For roles with documented accountabilities for LGBTQ+ inclusion:

2 points for an HR/Diversity professional

2 points for an Executive Sponsor

2 points for a Network Leader

2 points for an internally communicated LGBTQ+

<p>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.</p> <p><i>Please provide at least one of the LGBTQ+-related accountabilities for each of the items selected above.</i></p>	<p>Advisory service (formal or informal) with a mandate to support the organisation</p>
<p>Why this question? 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>Providing Evidence: 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&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>Answer: The organisation is committed to fostering an inclusive workplace where LGBTQIA+ inclusion is embedded at all levels. This commitment is supported by key roles within HR, Diversity professionals, Executive Sponsors, Network Leaders, and Workplace Contact Officers (WCOs), ensuring accountability and progress in LGBTQIA+ inclusion initiatives.</p> <p>HR/Diversity Professionals:</p> <ul style="list-style-type: none"> - Ensure that all policies, practices, and procedures uphold LGBTQIA+ inclusion. - Provide advice and guidance on LGBTQIA+ workplace matters. - Lead diversity and inclusion initiatives, including training and policy development. 	<p><i>File name/s as evidence for this question:</i></p> <p><i>File 1:</i> Image 15</p> <p><i>File 2:</i> Image 15.1</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>

<p>Executive Sponsors:</p> <ul style="list-style-type: none"> - Advocate for LGBTQIA+ inclusion at the senior leadership level. - Ensure LGBTQIA+ workplace strategies align with organisational priorities. - Support visibility and executive endorsement of key initiatives. <p>Pride Network Leaders:</p> <ul style="list-style-type: none"> - Oversee LGBTQIA+ inclusion initiatives across the organisation. - Facilitate events, programs, and awareness campaigns. - Function as key points of contact for LGBTQIA+ employees and allies. <p>Workplace Contact Officers (WCOs):</p> <ul style="list-style-type: none"> - Provide confidential support to employees facing workplace concerns. - Some WCOs have LGBTQIA+ training to offer tailored support. <p>For further details or to get involved, contact the Inclusion Team at s 47E(d) dceew.gov.au or the Pride Network at s 47E(d) dceew.gov.au.</p> <p>This policy, as outlined in image 15 and 15.1, ensures that HR and Diversity teams play a proactive role in fostering an inclusive workplace, aligning policies with LGBTQIA+ inclusion, and offering support structures for employees.</p>	
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LGBTQ+ EMPLOYEE NETWORK

16. LGBTQ+ Employee Network	4 points
Our organisation has either:	4 points for an established LGBTQ+ employee network with a clearly documented charter/purpose or remit

<p><input checked="" type="checkbox"/> an established LGBTQ+ employee network with a clearly documented charter/purpose or remit; OR</p> <p><input type="checkbox"/> made progress towards the launch or establishment of an LGBTQ+ employee network</p> <p><i>Please select one option above and provide evidence to support your response.</i></p>	<p>OR</p> <p>2 points for those who are in the process of establishing a network and have documented evidence to support this</p>
<p>Why this question? 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>Providing Evidence: 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>Answer: Our organisation has an established Pride Network that supports and implements LGBTQIA+ initiatives, including awareness-raising, diversity celebrations, and creating an inclusive workplace.</p> <p>- Image 16 outlines the network’s initiatives, while Image 16.1 highlights its structure, including founding Co-Chairs s. 22(1)(a)(ii) and s. 22(1)(a)(ii).</p> <p>This network provides meaningful engagement and advocacy for LGBTQIA+ employees and allies.</p> <p>The Pride Network Charter outlines its purpose, remit, and key objectives to ensure transparency and accountability in promoting LGBTQIA+ inclusion within the organisation. The charter includes the following core elements:</p> <p>“Purpose: To foster a safe, inclusive, and supportive workplace for LGBTQIA+ employees and allies, advocating for policies and practices that uphold diversity and equity.</p>	<p><i>File name/s as evidence for this question:</i></p> <p><i>File 1: Image 16</i></p> <p><i>File 2: Image 16.1</i></p>



<p>Objectives:</p> <ul style="list-style-type: none"> - Provide confidential support and guidance to LGBTQIA+ employees. - Advocate for inclusive policies and workplace practices. - Promote awareness and education through training, events, and resources. - Collaborate with leadership, HR, and Workplace Contact Officers (WCOs) to address issues affecting LGBTQIA+ employees. - Facilitate networking opportunities and a sense of community for LGBTQIA+ employees and allies. - Accountability: The network operates under the guidance of Executive Sponsors, Pride Network Leaders, and HR/Diversity Professionals, with regular reporting on progress and initiatives to leadership.” <p>A formal charter document is now created, outlining the network’s mission, objectives, and key responsibilities. This is published on the intranet, shared with new employees, and reviewed annually to align with evolving workplace inclusion goals. The document also highlights leadership support and how employees can engage with the network.</p>	
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17. Orientation/On-boarding	3 points
<p>Our network has a process to actively introduce itself to new employees.</p> <p><i>Please outline this process.</i></p>	<p>1 point if the network is introduced by others as an overall part of the diversity component within the induction process</p> <p>Additional 2 points if the network itself is actively involved in introducing itself to new employees</p>
<p>Why this question? 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>	

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:

- find out about the network
- experience a sense of inclusion from the start
- 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: The DQ Pride Network is actively introduced to all new employees during onboarding through personalised packs, which include a welcome note from the Secretary.

- Image 17 highlights the welcome email format.
- Images 17.1 and 17.2 display presentation materials and the welcome pack provided by the Pride Network, also shared with new graduates.

This ensures LGBTQIA+ employees feel supported and included from the outset of their employment.

The Pride Network actively engages with new employees to ensure they are aware of the support and resources available. This includes a dedicated introduction during new starter inductions, where representatives from the network explain its purpose, initiatives, and available support services.

Additionally, new employees receive a welcome email that includes links to key resources, such as the LGBTQIA+ workplace guide and contact details for Pride Network leaders and Workplace Contact Officers (WCOs). The network also participates in regular ‘Meet the Networks’ sessions, giving employees an opportunity to ask questions and get involved from the start of their journey with the organisation.

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

<p><i>Please provide:</i></p> <p>a) <i>any Ally/Champion Guides outlining how to be an Active Ally/Champion for LGBTQ+ inclusion; and</i></p> <p>b) <i>details of how employees find out about the existence of these guides</i></p>	<p>1 additional point if employees can easily find out about the existence of this guide</p>
<p>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”</p> <p>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>	
<p>Answer: Our organisation equips employees with Ally Reference Guides, accessible via the Pride DQ intranet page, to empower them with actionable ways to support LGBTQIA+ inclusion.</p> <ul style="list-style-type: none"> - Image 18 introduces the ‘LGBTQIA+ Allies’ section. - Images 18.1 - 18.3 provide detailed guidance on allyship, including being informed, mindful, visible, and involved. - Image 18.4 shows the LGBTIQ+ tile on the Diversity and Inclusion intranet page. <p>These resources ensure employees are well-equipped to support and advocate for LGBTQIA+ colleagues effectively.</p> <p>To ensure accessibility, information about this guide is readily available across multiple internal platforms. Employees can find it on the DQ Pride Network intranet page, within the HR and People Support portal, and through new employee onboarding materials. Additionally, periodic internal communications, such as email newsletters and staff bulletins, highlight the guide’s existence, ensuring all employees, whether new or long-standing, are aware of the resources available. Managers and Workplace Contact Officers (WCOs) also direct employees to the guide</p>	<p><i>File name/s as evidence for this question:</i></p> <p><i>File 1:</i> Image 18, 18.1</p> <p><i>File 2:</i> Image 18.2, 18.3, 18.4</p>

when relevant, making it an easily accessible and widely promoted tool for LGBTQIA+ workplace support.

19. Confidential Contacts	3 points
<p>Our organisation clearly identifies LGBTQ+ people or allies who can be contacted for a CONFIDENTIAL and informal (non-HR), LGBTQ+-related discussion.</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>3 points 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>
<p>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> <p>Providing Evidence: 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. <i>If the contact would not clearly be understood as CONFIDENTIAL, points will not be awarded.</i></p> <p>Please provide a screenshot of where this information is made available.</p>	

Answer: Employees have access to confidential contacts for LGBTQIA+ matters through the Health, Safety, and Wellbeing intranet pages.

- Image 19 links to the Workplace Contact Officers list, while Image 19.1 identifies contacts trained in LGBTQIA+ matters with a pride flag icon, ensuring confidentiality.

This system provides employees with trusted, private resources for support.

To reinforce the confidentiality of LGBTQIA+ workplace support, all inquiries sent to [s 47E\(d\) dcceew.gov.au](mailto:s47E(d)@dcceew.gov.au) are directed to a restricted-access mailbox, accessible only to designated Pride Network representatives who have undergone confidentiality training. This is not a shared inbox, ensuring that only authorised personnel can view and respond to messages.

Additionally, all communications are managed in accordance with privacy and data protection policies, meaning no identifying details are stored beyond what is necessary to provide support. Further strengthening this commitment, Workplace Contact Officers (WCOs) with the Pride flag identifier have been specifically trained to provide confidential guidance to LGBTQIA+ employees.

These officers function as trusted points of contact, ensuring that employees can seek advice or raise concerns in a safe and private manner. Their role is strictly impartial, and they do not report conversations unless explicitly requested. Employees can choose to contact a specific LGBTQIA+ WCO, allowing for an added layer of discretion and personalised support.

File name/s as evidence for this question:

File 1: Image 19

File 2: Image 19.1

20. Internal LGBTQ+ Social Media Stream		2 points
<p>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.)</p>	<p>2 points for a dedicated internal-facing LGBTQ+ social media stream</p> <p>There are no partial points for this question.</p>	

<p>Please provide details of your dedicated internal-facing LGBTQ+ social media stream.</p>	<p>Note: Points will not be given for public facing social media streams, as this is about internal employee reach.</p>
<p>Why this question? 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>Providing Evidence: Please provide evidence of any internal 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>Answer: Our organisation maintains an LGBTQIA+ community page and chat on Microsoft Teams, fostering engagement and inclusivity.</p> <p>- Image 20 shows the Teams membership page, which has grown by 50%, and highlights sub-channels designed to support regional and remote staff.</p> <p>This social media stream serves as a safe and interactive platform for LGBTQIA+ employees and allies to connect and share resources.</p>	<p><i>File name/s as evidence for this question:</i></p> <p><i>File 1:</i> Image 20</p> <p><i>File 2:</i> Click or tap here to enter text.</p>

TRAINING, AWARENESS & PROFESSIONAL DEVELOPMENT

<p>21. LGBTQ+ Inclusion Training Availability</p>	<p>8 points</p>
<p>We have made LGBTQ+ Awareness/Inclusion/Ally training available to all employees.</p>	<p>3 points (a) for and outline training sessions available</p> <p>3 points (b) for communications promoting the training as available to all employees</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><i>c) any actions taken, or plans written to increase an uptake of training for all employees</i></p>	<p>2 points (c) for any actions to increase uptake of training for all employees</p>
<p>Why this question? 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>Providing Evidence: To obtain points for this question, you must outline (a), (b), and (c).</p>	
<p>Answer: DCCEEW is committed to fostering an inclusive and supportive workplace through ongoing LGBTQ+ training and awareness initiatives. Employees have access to various training sessions, events, and educational resources to build their understanding of LGBTQ+ inclusion.</p> <p>Training Sessions & Events: Regular training sessions and awareness events are promoted across the department. Image 21 highlights the ‘What’s On’ at DCCEEW and Beyond newsletter, which includes Trans and Gender Diverse Awareness Training, among other scheduled learning opportunities.</p> <p>Awareness Campaigns: Events such as Wear It Purple Day (Image 21.1) are widely promoted within the department, encouraging employees to engage in discussions about LGBTQ+ inclusion, social progress, and ways to support the community.</p> <p>Leadership Support & Communication: The department regularly shares updates from senior leaders, such as the Deputy Secretary’s ‘Simon Says’ communications (Image 21.3), which reinforce the department’s commitment to LGBTQ+ diversity and inclusion.</p> <p>Resources & Knowledge Building: The DQ Pride Network page (Image 21.4) offers access to LGBTQ+ educational materials, including:</p>	<p><i>File name/s as evidence for this question:</i></p> <p><i>File 1:</i> Image 21</p> <p><i>File 2:</i> Image 21.1</p> <p><i>File 3:</i> Image 21.2</p> <p><i>File 4:</i> Image 21.3, 21.4</p>

<ul style="list-style-type: none"> - Allyship training - Inclusive language guidance - Gender identity affirmation processes - Workplace behaviour policies - A glossary of LGBTQ+ terms <p>These resources ensure that all staff can access information to improve workplace inclusion and support LGBTQ+ colleagues effectively.</p> <p>To further support training uptake and engagement, the department has implemented several proactive measures, including targeted email campaigns, intranet announcements, and leadership endorsements to encourage participation. Regular reminders are sent through the DQ Pride Network newsletter and Simon Says updates to ensure visibility of LGBTQIA+ training opportunities.</p> <p>Additionally, mandatory inclusion training for all managers incorporates LGBTQIA+ awareness, ensuring that those in leadership roles actively support and advocate for inclusive workplace practices. The department also tracks training completion rates and works to increase uptake through feedback-driven improvements and additional learning modules tailored to employee needs. By integrating LGBTQIA+ education into broader diversity and inclusion strategies, the department ensures ongoing learning and accountability at all levels.</p>	
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PRIDE IN DIVERSITY'S
AUSTRALIAN WORKPLACE EQUALITY INDEX
FOUNDATION SUBMISSION

APPLICATION FOR BRONZE TIER STATUS (2023- 2026)



AUSTRALIAN WORKPLACE EQUALITY INDEX

EMPLOYER / ORGANISATION DETAILS	
Organisation Name:	<p><i>Please enter name as you would like it to appear on certificates or any awards if applicable.</i></p> <p>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.</p>
Contact Person for the Index: Please provide full contact details. <ul style="list-style-type: none"> • This is the person we should contact if we have any questions. • Results will be emailed to this person 	<p>Name: Click or tap here to enter text. Position Title: Click or tap here to enter text. Postal address (including postcode): Click or tap here to enter text. Phone number: Click or tap here to enter text. Email: Click or tap here to enter text.</p>

DISCLOSURE RECOGNITION	
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.	<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>Select the recognition tier at which you would like to be publicly identified:</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 checked="" type="checkbox"/> Only identify us when we first reach Bronze Tier or higher</p> <p><input type="checkbox"/> Only identify us if we reach Silver Tier or higher (based on Advanced Submission score)</p> <p><input type="checkbox"/> Only identify us if we reach Gold Tier or higher (based on Advanced Submission score)</p> <p><input type="checkbox"/> <i>We are participating anonymously 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 type="checkbox"/> Yes, you may use anything – but please advise us first</p> <p><input checked="" 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.

Name of person signing off accuracy:	s. 22(1)(a)(ii)
Position within organisation:	Inclusion Partner
Contact Email:	s. 22(1)(a)(ii)
Contact Phone:	s. 22(1)(a)(ii)

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 5th 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: awei@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*

This application can be completed and submitted between Monday, 6 January 2025 – Monday, 24 February 2025.

Pride in Diversity member organisations can fast-track their Foundation Submission at any time between 1 June 2024 and 1 December 2024.

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 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 Policies & 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 and 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 Network**; and **LGBTQ+ Training, Awareness & 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>We confirm that we have updated our language and terminology across relevant policy documentation, intranet pages and external web pages.</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>1 point if all instances of the words 'sexual preference' or 'lifestyle choice' have now been changed to 'sexual orientation' or 'diverse sexuality'</p> <p>1 point if all instances of the words 'gender transition' or 'transition' have now been changed to 'gender affirmation' or 'affirmation'</p>
<p>Why this question? 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>Providing Evidence: 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>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).</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>2 points if the statement provided is explicitly inclusive</p> <p>There are no partial points for this question.</p>	
<p>Why this question? 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"> • Employees may be unsure of how religious freedoms interact with discrimination law in workplace settings • 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 • 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 <p>Note re: evolution of language:</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>Providing Evidence: 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>Statement included on LGBTQI+ intranet page - "Our policies, procedures, guidelines and other instructional materials are designed to support all staff, including those who identify as LGBTIQ+ and their families (where families are included within the document)"</p>		

3. New Parent Leave Inclusive of LGBTQ+ Families		3 points
<p>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.</p> <p><i>Please provide a copy of the exact wording of your policy regarding these areas.</i></p>	<p>1 point if surrogacy is included</p> <p>1 point if adoption is included</p> <p>1 point if foster/guardianship is included</p>	
<p>Why this question? 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>Providing Evidence: Please provide clear, unambiguous evidence for any of the parental leave options you have:</p> <ul style="list-style-type: none"> • Surrogacy leave available • Adoption leave available • Foster/guardianship leave available 		
<p>Answer: 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> Click or tap here to enter text.</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>	

4. International Travel Advice for Employees		3 points
<p>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).</p> <p><i>Please provide a copy of travel advice available.</i></p>	<p>3 points 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>Why this question? 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>Providing Evidence: 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><i>Answer:</i> 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> Click or tap here to enter text.</p> <p><i>File 2:</i> Click or tap here to enter text.</p>	

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

<p>b) identifies specialist LGBTQ+ avenues of support to assist HR Managers and employees impacted by LGBTQ+ domestic and family violence</p> <p><i>For full points, please provide evidence for BOTH a) and b).</i></p>	<p>2 points 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>Why this question? 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>Providing Evidence: 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><i>Answer:</i> 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> Click or tap here to enter text.</p> <p><i>File 2:</i> Click or tap here to enter text.</p>

LGBTQ+ BULLYING, HARASSMENT & SUPPORT

<p>6. Resources on LGBTQ+ Inclusive and Negative Language</p>	<p>6 points</p>
<p>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.</p>	<p>2 points if the resource provides clear guidelines on inclusive language</p> <p>2 points if the resource provides clear guidelines on</p>

<p><i>Please provide:</i></p> <p>a) a copy of the resource provided to staff; and</p> <p>b) details of how staff learn about the existence of this resource</p>	<p>negative language</p> <p>2 points for a means by which staff can easily learn about the existence this resource</p>
<p>Why this question? 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>Providing Evidence: 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>Answer: Excerpt from our LGBTQI+ Intranet Page. Staff can easily access this page from the Department's intranet.</p>	<p><i>File name/s as evidence for this question:</i></p> <p>File 1: AWEI Evidence LGBTQ+ Bullying, Harassment and Support</p>

<p>7. LGBTQ+-related Grievance Officers</p>		<p>4 points</p>
<p>Our organisation has a trained grievance officer (or someone equivalent, trained in addressing and/or processing organisational grievances) who is:</p> <p>a) clearly communicated as a contact for LGBTQ+-related grievances; AND who is</p> <p>b) clearly identified as someone who has been trained in LGBTQ+ inclusion and awareness</p> <p><i>For full points, please provide evidence for BOTH a) and b).</i></p>	<p>2 points if (a) the grievance officer is clearly communicated as a contact for LGBTQ+-related grievances</p> <p>2 points 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>Why this question? 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 formal bullying/harassment complaints 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>Providing Evidence: There are two parts to this question.</p> <ul style="list-style-type: none"> • The first is that you must have at least one grievance officer that is identified as a contact for LGBTQ+ related grievances. • The second is that this person must be trained. This must be articulated on relevant contact pages or within grievance documentation. 	
<p>Answer: 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> Click or tap here to enter text.</p> <p><i>File 2:</i> Click or tap here to enter text.</p>

8. Behavioural Examples of What Constitutes Bullying/Harassment	4 points
<p>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.</p>	<p>2 points for (a) clear behavioural examples that constitutes bullying/harassment regarding employees of diverse sexual orientation</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>2 points for (b) clear behavioural examples that constitutes bullying/harassment regarding employees of diverse gender</p>
<p>Why this question? Having very specific behavioural examples of what constitutes bullying/harassment of LGBTQ+ people:</p> <ul style="list-style-type: none"> • allows employers to utilise this to show how such behaviour contravenes your code of conduct • 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 • gives LGBTQ+ employees and their allies ‘permission’ to call out that behaviour <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>Providing Evidence: Specific examples might include, but are not limited to:</p> <ul style="list-style-type: none"> • Constant innuendo or suggestive language pertaining to orientation or gender identity • 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 <p>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.”</p>	
<p>Answer: 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> Click or tap here to enter text.</p> <p><i>File 2:</i> Click or tap here to enter text.</p>

INCLUSION OF TRANS AND GENDER DIVERSE EMPLOYEES

9. Gender Affirmation Policy and Process Documentation		4 points
<p>We have a documented gender affirmation policy/process to support:</p> <ul style="list-style-type: none"> a) employee(s) wishing to affirm their gender in the workplace b) manager(s) and/or HR contact(s) supporting those who wish to affirm their gender c) peers/colleagues of those who wish to affirm their gender <p><i>For full points, please provide evidence for each of the areas above.</i></p>	<p>2 points for a documented gender affirmation policy/process to (a) support the employee(s) wishing to affirm their gender in the workplace</p> <p>1 additional point for (b) documentation or processes to support manager(s) and/or HR contact(s) supporting those who wish to affirm their gender</p> <p>1 point 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>Why this question? 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>Providing Evidence: To gain full points for this question, you will need to provide evidence for (a), (b) and (c).</p>		
<p>Answer: 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> Click or tap here to enter text.</p> <p><i>File 2:</i> Click or tap here to enter text.</p>	

10. Dress Codes	4 points
<p>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.</p> <p>Note: For full points, this statement must be outside of gender affirmation documentation.</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>1 point for (a) if the statement is only located within gender affirmation policy documentation and is explicitly supporting trans and gender diverse employees</p> <p>1 additional point for (b) an easily locatable contact point</p> <p>OR</p> <p>3 points 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>1 additional point 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>Why this question? 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> <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.</p>	

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: Click or tap here to enter text.

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

Why this question? 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.

Typical **FORMS** would include but are not limited to those associated with:

- employment applications
- policy forms
- travel, accommodation, petrol expenses
- catering and meal allowances
- misc. internal forms

Typical **IT SYSTEMS** might include but are not limited to those associated with:

- HR processes and payroll
- internal employee profiles

Providing Evidence:

- **If you do collect** gender options or gendered information within forms or IT systems, provide one example
- **If you do not collect or have removed** 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.

Note: We are not asking for a full audit of where you may collect gendered information across your forms and/or IT systems.

Answer: Click or tap here to enter text.

File name/s as evidence for this question:

File 1: Click or tap here to enter text.

File 2: Click or tap here to enter text.

STRATEGIC FOCUS & ACCOUNTABILITY

12. External LGBTQ+ Expertise

3 points

<p>We have access to external LGBTQ+ inclusion support/expertise that we have called upon throughout the assessed year.</p> <p><i>Please select:</i></p> <p><input checked="" type="checkbox"/> We are Pride in Diversity members</p> <p><input type="checkbox"/> We are not Pride in Diversity members but have accessed: <input type="text" value="Click or tap here to enter text."/></p>	<p>3 points for Pride in Diversity members</p> <p>OR</p> <p>2 points 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>Why this question? 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>Providing Evidence: 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><i>No evidence required.</i></p> <p>Please note random audits may take place for questions for which we do not require evidence.</p>	

<p>13. LGBTQ+ Inclusion Strategy</p>		<p>3 points</p>
<p>We have an organisational strategy or Diversity & Inclusion (D&I) action plan to progress LGBTQ+ inclusion within this organisation.</p> <p><i>Please provide a copy of the LGBTQ+ component of this strategy.</i></p>	<p>3 points if there is an LGBTQ+ component of this strategy or an action plan</p> <p>There are no partial points to this question.</p>	

Why this question? 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.

Providing Evidence: Please provide the component of your strategy or D&I action plan that specifically relates to progressing LGBTQ+ inclusion.

Answer: Click or tap here to enter text.

14. External LGBTQ+ Workplace Inclusion Promotion		3 points
<p>We have detailed information on our Australian LGBTQ+ inclusion focus or work on our external facing website.</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>3 points 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>Points will not be allocated if we are unable to access the information from the direct URL provided.</p>	
<p>Why this question? 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>Providing Evidence: 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>		

Answer: Click or tap here to enter text.

15. HR/Diversity Professional Accountabilities	8 points
<p>The following people within our organisation have documented accountabilities for LGBTQ+ inclusion:</p> <p>Please select all that apply:</p> <ul style="list-style-type: none"> <input type="checkbox"/> an HR/Diversity professional <input type="checkbox"/> an Executive Sponsor <input type="checkbox"/> a Network Leader/s <input type="checkbox"/> an internally communicated LGBTQ+ Advisory service that provides subject expertise to the organisation <p>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.</p> <p><i>Please provide at least one of the LGBTQ+-related accountabilities for each of the items selected above.</i></p>	<p>For roles with documented accountabilities for LGBTQ+ inclusion:</p> <p>2 points for an HR/Diversity professional</p> <p>2 points for an Executive Sponsor</p> <p>2 points for a Network Leader</p> <p>2 points for an internally communicated LGBTQ+ Advisory service (formal or informal) with a mandate to support the organisation</p>
<p>Why this question? 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>Providing Evidence: HR/Diversity professionals AND Executive Sponsors with accountabilities ensure clarity and continuity of work in this area.</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.

The advisory function may sit within Network Leadership teams or D&I counsels. However, the function of proactively provided advice back to the organisation must be clearly documented as a deliverable and not generically implied.

Note: This is not about a list of tasks to achieved, it is about the expectation and accountability within the role/group.

<p>Answer: 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> Click or tap here to enter text.</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>
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LGBTQ+ EMPLOYEE NETWORK

16. LGBTQ+ Employee Network	4 points
<p>Our organisation has either:</p> <p><input checked="" type="checkbox"/> an established LGBTQ+ employee network with a clearly documented charter/purpose or remit; OR</p> <p><input type="checkbox"/> made progress towards the launch or establishment of an LGBTQ+ employee network</p> <p><i>Please select one option above and provide evidence to support your response.</i></p>	<p>4 points for an established LGBTQ+ employee network with a clearly documented charter/purpose or remit</p> <p>OR</p> <p>2 points for those who are in the process of establishing a network and have documented evidence to support this</p>

Why this question? 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.

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.

Providing Evidence: 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><i>Answer:</i> 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> Click or tap here to enter text.</p> <p><i>File 2:</i> Click or tap here to enter text.</p>
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17. Orientation/On-boarding		3 points
<p>Our network has a process to actively introduce itself to new employees.</p> <p><i>Please outline this process.</i></p>	<p>1 point if the network is introduced by others as an overall part of the diversity component within the induction process</p> <p>Additional 2 points if the network itself is actively involved in introducing itself to new employees</p>	
<p>Why this question? 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"> • find out about the network 		

- experience a sense of inclusion from the start
- 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: Click or tap here to enter text.

18. Ally/Champion Reference Guides		3 points
<p>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.</p> <p><i>Please provide:</i></p> <p>a) any Ally/Champion Guides outlining how to be an Active Ally/Champion for LGBTQ+ inclusion; and</p> <p>b) details of how employees find out about the existence of these guides</p>	<p>2 points for (a) any Ally / Champion Reference Guides available</p> <p>1 additional point if employees can easily find out about the existence of this guide</p>	
<p>Why this question? In the 2022 AWEI employee survey, only 31% of the 37,408 respondents considered themselves to be active allies.</p> <p>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”</p> <p>Providing Evidence: To obtain points for this question, you will need to provide evidence for both (a) and (b) above.</p> <p>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>		

Answer: Click or tap here to enter text.

File name/s as evidence for this question:

File 1: Click or tap here to enter text.

File 2: Click or tap here to enter text.

19. Confidential Contacts	3 points
<p>Our organisation clearly identifies LGBTQ+ people or allies who can be contacted for a CONFIDENTIAL and informal (non-HR), LGBTQ+-related discussion.</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>3 points 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>
<p>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> <p>Providing Evidence: 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. <i>If the contact would not clearly be understood as CONFIDENTIAL, points will not be awarded.</i></p> <p>Please provide a screenshot of where this information is made available.</p>	
<p>Answer: Click or tap here to enter text.</p>	<p>File name/s as evidence for this question:</p> <p>File 1: Click or tap here to enter text.</p> <p>File 2: Click or tap here to enter text.</p>

20. Internal LGBTQ+ Social Media Stream		2 points
<p>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.)</p> <p><i>Please provide details of your dedicated internal-facing LGBTQ+ social media stream.</i></p>	<p>2 points 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>Why this question? 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>Providing Evidence: Please provide evidence of any internal 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>Answer: Click or tap here to enter text.</p>	<p>File name/s as evidence for this question:</p>	

File 1: Click or tap here to enter text.

File 2: Click or tap here to enter text.

TRAINING, AWARENESS & PROFESSIONAL DEVELOPMENT

21. LGBTQ+ Inclusion Training Availability		8 points
<p>We have made LGBTQ+ Awareness/Inclusion/Ally training available to all employees.</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><i>c) any actions taken, or plans written to increase an uptake of training for all employees</i></p>	<p>3 points (a) for and outline training sessions available</p> <p>3 points (b) for communications promoting the training as available to all employees</p> <p>2 points (c) for any actions to increase uptake of training for all employees</p>	
<p>Why this question? 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>Providing Evidence: To obtain points for this question, you must outline (a), (b), and (c).</p>		
<p><i>Answer:</i> 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> Click or tap here to enter text.</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>
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