

OFFICIAL**Attachment A – example communications messaging**

Intranet wording | Inclusive bathroom signage

At DCCEEW, we are committed to fostering a respectful and inclusive workplace where all employees feel safe and valued. As part of this commitment, inclusive bathroom signage has been introduced to support our transgender and non-binary colleagues while ensuring facilities remain accessible for all staff.

Inclusive bathroom signage differs from gender-neutral signage. Gender-neutral facilities are designed for use by anyone, regardless of gender, while gender-inclusive signage acknowledges and welcomes transgender, intersex and non-binary individuals in facilities that maintain gendered options.

In our offices, there is no change to the existing male and female bathroom designations, these facilities remain available as they always have. The inclusive signage is there for those who need it, providing reassurance that they can use the facilities that align with their gender identity.

This initiative aligns with our obligations under the *Sex Discrimination Act 1984* and the *Work Health and Safety Act 2011*, which support creating safe and equitable workplaces. Our goal is to ensure that every employee feels respected and included in their work environment.

If you have any questions or require support, please reach out to the Inclusion team – inclusion@dceew.gov.au

Talking points for SES on level two JGB

Key message: *Supporting transgender and non-binary employees is an important part of fostering an inclusive workplace and our obligations under the law. Inclusive bathroom signage is a small but meaningful step in ensuring that all employees feel safe and respected in our Department.*

Education and the 'Why' behind this initiative

- Our commitment to an inclusive and respectful workplace means ensuring all employees feel safe and supported and that we meet our obligations under Australian law.
- Inclusive signage is about acknowledgment and reassurance, it does not change access to facilities but signals that transgender, intersex and non-binary employees are welcome to use the facilities that align with their gender identity.
- This is an inclusive measure, much like other workplace adjustments we make to ensure all staff feel comfortable, safe, and included.
- Small, visible steps, like inclusive signage, can make a big difference in helping people feel comfortable at work. When employees don't have to worry about whether they'll be able to use the bathroom without concern, they can focus on their work.
- Psychological safety isn't just about policies, it's about creating an environment where people feel they belong, which in turn fosters engagement and collaboration.
- Taking visible steps to support inclusion doesn't just benefit gender-diverse employees, it helps create a workplace culture built on respect and trust. When people see that inclusivity is actively supported, it strengthens team cohesion, encourages allyship, and reinforces that everyone is valued.
- Something as simple as signage signals that diversity and respect aren't just words, we live these values in the way we design our workplace.

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- The use of inclusive signage aligns with legislative obligations, including:
 - The *Sex Discrimination Act 1984*, which protects individuals from discrimination based on gender identity.
 - The *Work Health and Safety Act 2011*, which requires us to provide a safe and healthy working environment for all employees.
- An inclusive workplace means showing compassion for colleagues who face different challenges from our own. For transgender, intersex and non-binary employees, feeling safe using workplace facilities is a fundamental part of belonging. As leaders, we set the tone for a respectful and supportive environment where all employees feel valued.

Engagement and next steps

- We are encouraging open and respectful conversations around this topic, with a focus on education.
- Our goal is to ensure that all employees feel safe, respected, and supported in the workplace while addressing any concerns through open dialogue.

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