

PRIDE IN DIVERSITY'S
AUSTRALIAN WORKPLACE EQUALITY INDEX

Foundation Submission

APPLICATION FOR BRONZE TIER STATUS (2023- 2026)



AUSTRALIAN WORKPLACE EQUALITY INDEX

AN IMPORTANT NOTE

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

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

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

Starting with the 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: s47G

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

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

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

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

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

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

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

PROVIDING EVIDENCE

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

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

Regarding tick boxes, text responses and files:

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

ABOUT THE FOUNDATION SUBMISSION – WORKING TOWARDS BRONZE RECOGNITION

The Foundation Submission focuses on the following areas:

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

REGARDING INTERNATIONAL POLICIES AND WORK

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

International Policies – need to have relevance within Australia

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

Work completed internationally – but not here

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

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BY THE DEPARTMENT OF HEALTH

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>Answer: The Department of Health and Aged Care is committed to ensuring its workplace policies are inclusive for all staff. Our workplace policies are written and apply to all staff regardless of gender, disability, cultural diversity (including First Nations people), age or religion and inclusive of all</p>	

LGBTIQA+ staff and their families.

This statement is explicitly clear that all policies are inclusive of LGBTIQA+ employees and their families and can be found on the Policies intranet page which is accessible to all staff. For evidence, please see Q2 - Policies Intranet Page.

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 department's Parental Leave Policy (Policy) is inclusive for employees who bring children into their family via surrogacy, adoption and foster (outlined on pages 8 - 10). This Policy should be read in conjunction with the department's Parental Leave Toolkit (Toolkit) which provides practical guidance for employees going on/returning from parental leave, and</p>	<p><i>File name/s as evidence for this question:</i></p> <p><i>File 1:</i> Q3 - Parental Leave Policy</p> <p><i>File 2:</i> Q3 - Parental Leave Toolkit</p>

<p>for their managers and teams. Both the Policy and Toolkit can be found on the intranet which is accessible to all staff.</p> <p>It is important to note this policy applies to all staff regardless of gender, disability, cultural diversity (including First Nations people), age or religion and inclusive of all LGBTIQ+ staff and their partner/s and/or their family members consistent with the provisions of relevant legislation.</p> <p>The term 'parental leave' covers several types of complementary entitlements, including:</p> <ul style="list-style-type: none"> - maternity leave; - special maternity leave; - unpaid parental leave; - parental (partner) paid and unpaid leave; - adoption and foster leave; - surrogacy leave; and - pre-adoption leave. 	<p>File 3: Q3 - Parental Leave Intranet Search</p>
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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</p>		

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.

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.

Answer: The department has international travel advice available to LGBTIQ+ employees should they be required to travel for work. This advice is outlined on pages 10 - 11 within the Travel Safety and Risk Management Policy (Policy) and includes direct links to a number of resources such as the Smartraveller website for LGBTIQ+ travellers. Additionally, all staff are provided with an Overseas Checklist before they travel that ensures they check the Policy (Step 4) and the Smartraveller website (Step 11). Both the Policy and Overseas Checklist can be found on the International Travel intranet page which is accessible to all staff. For more evidence, please see Q4 - International Travel Intranet Page and Q4 - International Travel Intranet Page 2.

File name/s as evidence for this question:

File 1: Q4 - Travel Safety and Risk Management Policy

File 2: Q4 - Overseas Checklist

5. LGBTQ Inclusive Domestic & Family Violence Policy

4 points

Our Domestic and Family Violence Policy or resources clearly:

a) acknowledges and identifies unique challenges faced by LGBTQ people in domestic and family violence situations; AND

b) identifies specialist LGBTQ avenues of support to assist HR Managers and employees impacted by LGBTQ domestic and family violence

For full points, please provide evidence for BOTH a) and b).

2 points if (a) the DFV Policy acknowledges and identifies unique challenges faced by LGBTQ people in domestic and family violence situations

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

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.

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.

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

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.

Answer: The department's Family and Domestic Violence Policy (Policy) clearly identifies specialist LGBTIQ+ avenues of support to assist HR Managers and employees impacted by LGBTIQ+ domestic and family violence. These specialist LGBTIQ+ avenues of support are outlined on pages 7 - 8 within the Policy which can be found on the intranet which is accessible to all staff.

Staff can also access support from appropriately qualified and experienced Employee Assistance Program consultants who specialise in LGBTIQ+ issues with an in-depth understanding of sensitivities and required approaches. This information can be found on the Pride Network intranet page which is accessible to all staff. For more evidence, please see Q5 - Employee Assistance Program Consultants.

All evidence provided is for part b) only.

File name/s as evidence for this question:

File 1: Q5 - Family and Domestic Violence Policy

File 2: Q5 - Family and Domestic Violence Policy Intranet Search

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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><i>a) a copy of the resource provided to staff; and</i></p> <p><i>b) details of how staff learn about the existence of this resource</i></p>	<p>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>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 actively promotes the availability of multiple resources to all staff that provide clear guidelines on what is both inclusive language and negatively perceived language regarding LGBTIQ+ populations. Staff can easily learn about these resources through the Pride Network discussion board, the Pride Network intranet page and the LGBTIQ+ Workforce intranet page which are accessible to all staff. The Pride Network discussion board is raised at Pride Network monthly meetings and the intranet pages are promoted in corporate messaging in line with Day of Significant events and internal and external presentations on Inclusion. For more evidence, please see Q6 - DCA wordsatwork LGBTIQ+ Guide, Q6 - LGBTIQ+ Workforce Intranet Page, Q6 - LGBTIQ+ Workforce Intranet Page 2, Q6 - Pride</p>	<p><i>File name/s as evidence for this question:</i></p> <p><i>File 1: Q6 - LGBTIQ+ Inclusive Language Guide</i></p>

Network Intranet Page, Q6 - Pride Network Intranet Page 2, Q6 - Pride Network Discussion Board, Q6 - Promotion of LGBTIQ+ Inclusive Guides and Q6 - Promotion of LGBTIQ+ Inclusive Guides 2.	
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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>	

Broad sweeping statements such as “all of our counsellors or HR people are inclusive” does not portray the same level of confidence.

Providing Evidence: There are two parts to this question.

- 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.

Answer: The department has Harassment Contact Officers (HCOs) available to provide advice and support to employees in relation to harassment, bullying or discrimination. One of the current HCOs is clearly identified as someone who has been trained in LGBTIQA+ inclusion and awareness. This is outlined in s47F on the HCOs intranet page which is accessible to all staff.

All evidence provided is for part b) only.

File name/s as evidence for this question:

File 1: Q7 - Harassment Contact Officer

File 2: Q7 - Harassment Contact Officers Intranet Page

8. Behavioural Examples of What Constitutes Bullying/Harassment

4 points

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.

For full points, please provide behavioural examples given within your bullying/harassment documentation that identifies:

- a) behaviour that constitutes bullying/harassment regarding employees of diverse sexual orientation; and*
- b) behaviour that constitutes bullying/harassment regarding employees of diverse gender*

2 points for (a) clear behavioural examples that constitutes bullying/harassment regarding employees of diverse sexual orientation

2 points for (b) clear behavioural examples that constitutes bullying/harassment regarding employees of diverse gender

Why this question? Having very specific behavioural examples of what constitutes bullying/harassment of LGBTQ people:

- 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

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.

Providing Evidence: Specific examples might include, but are not limited to:

- 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

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

Answer: The department has documentation that is easily located within our Bullying, Harassment and Discrimination intranet page which is accessible to all staff. The documentation linked on the Bullying, Harassment and Discrimination intranet page provides clear behavioural examples of what constitutes bullying/harassment regarding employees of diverse sexual orientation and employees of diverse gender. For more evidence, please see Q8 - Bullying, Harassment and Discrimination Intranet Page 2.

File name/s as evidence for this question:

File 1: Q8 - Behavioural Examples

File 2: Q8 - Bullying, Harassment and Discrimination Intranet Page

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>

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.

Providing Evidence: To gain full points for this question, you will need to provide evidence for (a), (b) and (c).

Answer: The department's Gender Affirmation Policy (Policy) and Gender Affirmation Guidelines (Guidelines) supports all employees wishing to affirm their gender in the workplace. The advice to managers, Inclusion Officers (HR contacts) and peers/colleagues supporting those who wish to affirm their gender is outlined on pages 4 - 8 within the Policy and pages 8 - 12 within the Guidelines. The Policy and Guidelines can be found on the intranet which is accessible to all staff. For more evidence, please see Q9 - Gender Affirmation Policy and Guidelines Intranet Search.

File name/s as evidence for this question:

File 1: Q9 - Gender Affirmation Policy

File 2: Q9 - Gender Affirmation Guidelines

10. Dress Codes

4 points

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.

Note: For full points, this statement must be outside of gender affirmation documentation.

Please provide:

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

b) an easily locatable contact point should employees have any questions specific to this

1 point for (a) if the statement is only located within gender affirmation policy documentation and is explicitly supporting trans and gender diverse employees

1 additional point for (b) an easily locatable contact point

OR

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>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> <p>Providing Evidence: To obtain points for this question, you will need to provide evidence of both (a) and (b).</p> <p><u>If you do have uniforms</u>, 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.</p>	
<p>Answer: Departmental staff can easily locate an explicit statement that supports trans and gender diverse people dressing according to their affirmed gender at work and includes a contact point for staff who have specific questions regarding dress code. The statement is outside of the department's Gender Affirmation Policy and Gender Affirmation Guidelines as it can be found on the Getting To Know Your Workplace intranet page which is accessible to all staff. For evidence, please see Q10 - Dress Code Statement and Q10 - Getting To Know Your Workplace Intranet Page.</p>	

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> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <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 </div> <div style="width: 45%;"> <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 </div> </div>	

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: The department includes options other than male/female on an internal form within the department's IT system for staff to access and complete. The gender information collected in the internal form and reported in the department's Annual Report is inclusive of non-binary people and free of any language that may be negatively perceived.

All evidence provided is for Option 1 only.

File name/s as evidence for this question:

File 1: Q11 - Non-Binary Gender Option

File 2: Q11 - Gender Information Collection and Reporting

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>Please select:</p>		<p>3 points for Pride in Diversity members</p> <p>OR</p>

<input checked="" type="checkbox"/> <i>We are Pride in Diversity members</i> <input type="checkbox"/> <i>We are not Pride in Diversity members but have accessed:</i> <input type="text" value="Click or tap here to enter text."/>	<p>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>	

13. LGBTQ Inclusion Strategy		4 points
<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>4 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: The department has an LGBTI+ Action Plan 2020-23 to progress LGBTIQA+ inclusion within the department. The LGBTI+ Action Plan 2020-23 sets out how we will work together to build and strengthen our departmental culture, and is an active step towards Health becoming an employer of choice for all people, including LGBTI+ people and their allies. The plan has been developed to align with the Australian Workplace Equality Index. This is Australia's national benchmarking instrument for LGBTI+ workplace inclusion. The plan is endorsed by our Health Executive team, who is committed to supporting its implementation. For evidence, please see Q13 - LGBTI+ Action Plan 2020-23.

14. External LGBTQ Workplace Inclusion Promotion

3 points

We have detailed information on our Australian LGBTQ inclusion focus or work on our external facing website.

Please provide the URL of an external webpage that specifically promotes your LGBTQ inclusion work.

Note: Points will not be given if we are unable to access this externally.

3 points if the URL to the external webpage specifically promotes your Australian LGBTQ inclusion work

There are no partial points for this question.

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

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.

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: The department has detailed information on our Australian LGBTIQ+ inclusion focus or work on the department's external facing website.

<https://www.health.gov.au/resources/publications/lesbian-gay-bisexual-transgender-and-intersex-action-plan-2020-23?language=en>

<https://www.health.gov.au/about-us/work-with-us/what-we-offer/diversity-and-inclusion>

<https://www.health.gov.au/ministers/the-hon-ged-kearney-mp/media/new-era-for-lgbtqi-health-care>

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> <p><input checked="" type="checkbox"/> an HR/Diversity professional</p> <p><input checked="" type="checkbox"/> an Executive Sponsor</p> <p><input checked="" type="checkbox"/> a Network Leader/s</p> <p><input checked="" type="checkbox"/> an internally communicated LGBTQ Advisory service that provides subject expertise to the organisation</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>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>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 department's s47F [REDACTED] have documented accountabilities for LGBTIQ+ inclusion in their Performance Development Agreement which is part of the department's Performance Development Scheme. The department's Pride Network (LGBTQ Advisory Service) provides subject expertise to the department and is consulted on any LGBTIQ+ policies and programs. For more evidence, please see Q15 - Pride Network Accountabilities 2 - 7.</p>	<p><i>File name/s as evidence for this question:</i></p> <p><i>File 1:</i> Q15 - s47F [REDACTED] Accountabilities</p> <p><i>File 2:</i> Q15 - s47F [REDACTED] Accountabilities</p> <p><i>File 3:</i> Q15 - s47F [REDACTED] Accountabilities</p> <p><i>File 4:</i> Q15 - Pride Network Accountabilities</p>

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>
<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.</p> <p>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>		

Answer: The department has an established LGBTIQA+ employee network with a clearly documented charter/purpose. The Pride Network has been operating for more than eight years. Its current membership represents more than 13 per cent of the department, with 787 members as of July 2023. The Pride Network is governed by the Staff-led Diversity Networks Charter, which is a clearly documented charter for all Diversity Staff Networks in the department and can be found on the intranet which is accessible to all staff. The Pride Network's intranet page which is accessible to all staff includes information on the Pride Network's vision. For more evidence, please see Q16 - Staff-led Diversity Networks Charter Intranet Search and Q16 - Pride Network Intranet Page 2.

File name/s as evidence for this question:

File 1: Q16 - Staff-led Diversity Networks Charter

File 2: Q16 - Pride Network Intranet Page

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

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 department's Pride Network has a process to actively introduce itself to new employees.

When new employees join the department, they are directed to the New Starters intranet site which is accessible to all staff. The New Starters intranet site has a link to join a network or community which directs new employees to the Networks and Communities intranet page which is accessible to all staff. The Networks and Communities intranet page has information on all Networks and provides a link to the Pride Network intranet page. One of the intranet pages within the New Starters intranet site, Getting To Know Your Workplace, also has information on all Networks including the Pride Network. This intranet page which is accessible to all staff has a direct link to the Pride Network intranet page which provides new employees information on how to join the Pride Network, how to get involved with the Pride Network, LGBTIQ+ resources and the Pride Network Committee.

Additionally, the Pride Network takes part in the annual staff diversity Networks membership drive that goes out to all staff through internal corporate communications. This news article includes a direct link to the Pride Network intranet page which provides new employees information on how to join the Pride Network, how to get involved with the Pride Network, LGBTIQ+ resources and the Pride Network Committee.

The Pride Network actively participates in face to face induction programs for staff who commence through an entry level program or career starter program. The Pride Network also actively participates in virtual presentations to all state and territory offices and portfolio agencies to provide new employees information about the Pride Network. For the 2023 Graduate Program induction on 8 February 2023 and Inclusion presentation to all state and territory offices on 22 June 2023, s47F presented achievements and information on the Pride Network and the department's inclusion landscape. For evidence, please see Q17 - New Starters Intranet Site, Q17 - Networks and Communities Intranet Page, Q17 - Getting To Know Your Workplace Intranet Page, Q17 - Getting To Know Your Workplace Intranet Page 2, Q17 - Staff Diversity Networks Membership Drive, Q17 - Staff Diversity Networks Membership Drive 2, Q17 - Pride Network Presentation to Graduates and Q17 - Pride Network Presentation to State and Territory Offices.

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.</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>	
<p>Answer: Departmental staff can easily locate Ally Reference Guides that detail how to be an effective ally for LGBTIQA+ inclusion within the workplace.</p> <p>The LGBTIQA+ Workforce intranet page which is accessible to all staff provides a direct link to the Count-Me-in Mini Ally Guide that provides useful tips on how to be an effective LGBTIQA+ workplace ally. As this is a printed resource, staff can obtain a physical copy of this resource by contacting the Inclusion team. Staff can easily find out about the existence of this guide by searching 'effective ally' on the intranet.</p> <p>The Pride Network SharePoint site which is accessible to all staff has an information page for allies. This information page provides guidance for staff on the importance of allies and tips on how to be an effective ally. There are also direct links to external Ally Reference Guides as additional resources. For more evidence, please see Q18 - LGBTIQA+ Workforce Intranet Page, Q18 - Existence of Ally Reference Guide, Q18 - Pride Network Ally Page and Q18 - Pride Network Ally Page 2.</p>	<p><i>File name/s as evidence for this question:</i></p> <p><i>File 1:</i> Q18 - Ally Reference Guide</p> <p><i>File 2:</i> Q18 - Ally Reference Guide on LGBTIQA+ Workforce Intranet Page</p>

19. Confidential Contacts	2 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.</p> <p>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: The department clearly identifies LGBTIQ+ allies who can be contacted for a confidential and informal discussion regarding being an LGBTIQ+ employee within the department (non-HR related).</p>	<p><i>File name/s as evidence for this question:</i></p> <p><i>File 1: Q19 - Inclusion Officers</i></p>

<p>Staff can contact two Inclusion officers who clearly identify as allies and can be contacted for a confidential and informal (non-HR) LGBTIQ+ related discussion. Their contact details, position and training are provided on the LGBTIQ+ Workforce intranet page which is accessible to all staff.</p> <p>Staff can also contact the Pride Network's Co-Chairs who clearly identify as allies and can be contacted for a confidential and informal (non-HR related) LGBTIQ+ related discussion. Their contact details, position and training are provided on the Pride Network intranet page which is accessible to all staff. For more evidence, please see Q19 - Inclusion Officers 2 and Q19 - Pride Network Co-Chairs 2.</p>	<p>File 2: Q19 - Pride Network Co-Chairs</p>
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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>	

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.

General social streams with only occasional references to your LGBTQ inclusion work will not suffice for this question.

Answer: The department has two dedicated internal-facing LGBTIQ+ social media streams to engage staff with the department's LGBTIQ+ inclusion work and provides a safe place for LGBTIQ+ employees and allies to interact.

The Pride Network SharePoint site has a Pride Network discussion board which allows Pride Network members to interact with each other in a safe place, provide updates on news and events and promote LGBTIQ+ inclusion work in the department. This discussion board can be accessed through the Pride Network intranet page which is accessible to all staff by clicking 'access the Pride Network community site'.

The Pride Network Committee maintains a private Webex group chat which is open to all Pride Network members on request. The Webex group chat is a safe place for LGBTIQ+ employees and allies and is used for day to day Network interactions, connecting staff within the Network, and circulating informal updates and information. As of July 2023, the Pride Network Committee Webex group chat has 57 members. For more evidence, please see Q20 - Pride Network Intranet Page.

File name/s as evidence for this question:

File 1: Q20 - Pride Network Discussion Board

File 2: Q20 - Pride Network Committee Webex Group Chat

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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>Answer: The department offers multiple LGBTIQ+ Awareness/Inclusion/Ally training to all staff.</p> <p>Training sessions that are available through the department's internal Learning Management System include Pride In Diversity - LGBTQ Awareness and Empowering Allies, SBS Inclusion Program and SBS Inclusion Program: LGBTIQ+ course.</p> <p>The department promotes the training sessions on the Pride Network intranet page, LGBTIQ+ intranet page and internal corporate communications in line with Day of Significant events or when external training sessions become available.</p>		<p><i>File name/s as evidence for this question:</i></p> <p><i>File 1:</i> Q21 - Training</p> <p><i>File 2:</i> Q21 - Communication Promotion</p> <p><i>File 3:</i> Q21 - Uptake Training</p> <p><i>File 4:</i> Q21 - Training 2</p>

Actions to increase uptake of training for all staff include Executive Assistant and Executive Officer emails to be distributed to all staff, the People Branch (HR) webex group chat and the Pride Network Committee webex group chat. For more evidence, please see Q21 - Training 3 - 5, Q21 - Communication Promotion 2 - 11 and Q21 - Uptake Training 2 - 4.	
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PRONOUNS GUIDE

WHAT ARE PRONOUNS?

Pronouns are a small number of words used in place of a noun or noun phrase.

The most used pronouns are *personal pronouns*, which include:

- I (1st person)
- You (2nd person)
- He (3rd person)

They are called *personal pronouns* because they refer to people.

Pronouns are a way people can refer to each other or themselves, when are not using their name.

We use them so we don't have to repeat a person's name over and over again in a sentence. For example, this sounds very clunky:

"Mark made pasta. Mark put cheese on top and gave me a bowl, and then Mark and I sat at the table and ate"

Whereas when we use Mark's pronoun (they/them), it sounds much clearer.

"Mark made pasta. They put cheese on top and gave me a bowl and then we sat at the table and ate"

Pronouns are often used to indicate a person's gender; however, we often make assumptions about people's genders and assign them pronouns, based on what we can see, or based on their name, and sometimes this is incorrect.

- Most but not all men (including trans men) use the pronoun 'he'
- Most but not all women (including trans women) use the pronoun 'she'
- Some people (including many non-binary people) use a gender-neutral pronoun such as 'they'

DIFFERENT TYPES OF PRONOUNS

Pronouns are generally grouped by whether they're 'gendered' or 'gender-neutral'.

Gendered pronouns include:

- he/him/his
- she/her/hers

Gender-neutral pronouns include:

- they/them/theirs

Singular gender-neutral pronouns are not only grammatically correct, they've been around for centuries. Gender-neutral pronouns are also a polite and easy way to refer to someone whose gender you're unsure of.



PRIDE INCLUSION PROGRAMS

Some people use neo-pronouns, such as:

- xe/xem/xyr
- ze/hir/hirs
- ey/em/eir

Neo (or new) pronouns may be used as an alternative to 'they'. While the most common neo-pronouns were introduced in the late 20th century, they have been documented in some English dialects since the 18th century.

WHY IS USING THE RIGHT PRONOUNS IMPORTANT?

Using the language people ask us to use for them is not only polite, it's the right thing to do. Whether someone is using new language for the first time, or has been using it for years, it's just as important to make sure the ways we refer to them are correct and affirming.

Using the right pronoun for a person is one of the easiest simplest ways of showing them respect.

For many trans people, having people know and use correct and affirming pronouns is an important and validating part of their gender affirmation

For many trans people, it's also important to use the right language for them even when talking about them historically, including their pronouns. If this feels difficult, try to think about using their name instead so you get the hang of not using old and incorrect language.

Sometimes it can take a while to get used to the new words someone uses to talk about themselves, but using them and celebrating these changes are a great way to show them that you care about who they are, and are taking their lead that what they are telling you is important.

HOW TO USE AFFIRMING PRONOUNS

If you're interested in trying out different pronouns, you can just start doing it. You don't need permission to experiment or try something new, and you don't have to use them forever if it ends up not being for you, either.

Once you've decided to try new pronouns it can be useful to first try them out with trusted friends and family members. This might be one person to begin with, such as a friend or an extended family member who supports you.



PRIDE INCLUSION PROGRAMS

HOW TO KNOW WHICH PRONOUN TO USE WHEN REFERRING TO OTHERS

You can't know someone's pronouns from looking at them or simply by their name. The best and only way to find out someone's pronoun is to ask them – preferably privately and always in a respectful way. Try “What is your pronoun?” or “Which pronouns do you use?”. Avoid using the phrase ‘preferred pronouns.’

Here are some other ways you can normalise asking about gender pronouns:

- When introducing yourself, say your own pronouns, e.g. “Hi, my name is Nick, my pronouns are she/her or they/them”
- On your business card/email signature (e.g. underneath your name and title, add your pronouns)
- Use your pronouns on your virtual meeting platform profiles
- If it's a group situation and there is an introductory round, say your name and your pronouns. Other people may feel comfortable to also share their pronouns
- If you're running a program/service, add 'Pronouns' as a field to be completed in your registration forms, and have a process to make sure they are communicated to relevant people.
- If you use name badges add a pronouns field
- This can feel awkward or unfamiliar at first; however, over time it will become a usual part of your language and practice ... plus it's a lot less awkward than making assumptions and misgendering people

WHAT HAPPENS IF I MAKE A MISTAKE?

If you make a mistake, it's OK, you're human! Everyone slips up from time to time.

DO: apologise, correct your mistake and move on!

DON'T: make a big deal about it, go on and on about how bad you feel, or explain to the person how hard it is for you to get it right. This is highlighting the situation and could make the person you misgendered feel even more uncomfortable.

Learning to use pronouns differently or learning to use a different pronoun for someone you know, can take time and practise. That is perfectly normal. A good idea is to practise in private on your own or with a friend you trust. With time, it will become a normal part of your vocabulary.

BEING A GOOD ALLY / STEPPING UP FOR OTHERS

There may be a time where you overhear or have a conversation with someone and notice they keep saying the wrong pronoun when referring to someone. It is really important that you speak up for the person who is being talked about. If appropriate, correct/remind the person immediately by saying something like “Chris uses they/them pronouns” and then move on. If you don't feel comfortable correcting the person in front of others, take them aside afterwards and have a conversation with them about how important pronouns are and what getting them right means to people.



TRANS-AFFIRMING LANGUAGE GUIDE



TRANS AND GENDER DIVERSE:

These are inclusive umbrella terms that describe people whose gender is different to what was presumed for them at birth.

Trans people may position 'being trans' as a history or experience, rather than an identity, and consider their gender identity as simply being female, male or a non-binary identity. Some trans people connect strongly with their trans experience, whereas others do not. Processes of gender affirmation may or may not be part of a trans or gender diverse person's life.

NON-BINARY: People whose gender is not, or not exclusively female or male, are sometimes labelled non-binary.

A person might identify solely as non-binary, or relate to non-binary as an umbrella term and consider themselves genderfluid, genderqueer, trans masculine, trans feminine, agender, bigender, or something else.

TRANSITION/GENDER AFFIRMATION:

The personal process or processes a trans person determines is right for them in order to live as their defined gender and so that society recognises this. Transition may involve social, medical/surgical and/or legal steps that affirm a person's gender.

Affirming gender doesn't mean changing gender, 'having a sex change' or 'becoming a man or a woman', and transition isn't the same as being trans. A trans person who hasn't medically or legally affirmed their gender is no less the man, woman or non-binary person they've always been.

CISGENDER: A term used to describe people whose gender is the same as what was presumed for them at birth (male or female). 'Cis' is a Latin term meaning 'on the same side as'.

SISTERGIRL: A term used by Aboriginal and Torres Strait Islander people to describe gender diverse people that have a female spirit and take on female roles within the community. Including looking after children and family. Many Sistergirls live a traditional lifestyle and have strong cultural backgrounds.

BROTHERBOY: A term used by Aboriginal and Torres Strait Islander people to describe gender diverse people who have a male spirit and take on male roles within the community. Brotherboys have a strong sense of their cultural identity.

Note: How the words Sistergirl and Brotherboy are used can differ between locations, countries and nations. These terms may not specifically define who someone is, but might complement identity. Sistergirls and Brotherboys might be non-binary, female or male. The terms Sistagirl and Brothaboy are different and are used by Aboriginal communities as terms of endearment for Aboriginal cis women (Sistagirl) and Aboriginal cis men (Brothaboy).

GENDER EXPERIENCES: Trans, gender diverse, cis and cisgender are all experiences of gender and are distinct from male, female and non-binary gender identities.

GENDER DYSPHORIA: The distress or unease sometimes experienced when someone's gender isn't recognised by society, or doesn't feel congruent to their body. Gender dysphoria does not equal being trans.

Many trans people do not experience gender dysphoria, or if they do, it may cease with support or gender affirmation. With or without gender dysphoria, being trans is not a mental illness. A term used for those seeking medical gender affirmation, with or without distress, is Gender Incongruence.

AFAB/PFAB: Assigned female at birth/Presumed female at birth.

AMAB/PMAB: Assigned male at birth/Presumed male at birth.

LEGAL MARKER: The classification recorded when a child's birth is registered. In NSW, this is either M or F at birth and can later be amended to either M, F or X.

SEX CHARACTERISTICS: Physical parts of the body that are related to body development/regulation and reproductive systems. Primary sex characteristics are gonads, chromosomes, genitals and hormones. Secondary sex characteristics can include the development of breasts, voice pitch, facial, pubic hair etc.

Physical organs, hormones and chromosomes are not male or female; the gendering of body parts is a significant source of stigma, discrimination and pathologisation.

CISGENDERISM/CISSEXISM:

Where something is based on a discriminatory social or structural view that positions (intentionally or not) the trans experience as either not existing or as something to be pathologised.

Cissexism believes that gender identity is determined at birth and is a fixed and innate identity that is based on the body and that only binary (male or female) identities are valid and real.

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TRANS-AFFIRMING LANGUAGE GUIDE



YAY

"LGBTQ people when compared to the general population"

Trans and gender diverse people have any sexual orientation including heterosexual, queer, lesbian, gay, bisexual, pansexual, asexual etc.

Trans and gender diverse, transgender, trans person

Transitioning, affirming gender

Men, women and non-binary people

Gender-affirming healthcare, transition-related healthcare

Gay and bi men (cis and trans)

Man, man with a trans experience, trans man

Sex characteristics include chromosomes, hormones, gonads and genitals. Body parts don't have genders.

Ask: "What is your pronoun?"

Woman, woman with a trans experience, trans woman

Think: "Would I ask a cisgender person this?"

NAY

"LGBTQ people when compared with their heterosexual peers"

Trans*, transgendered, transgenderism, transvestite, tranny, pre-op/post-op, cross dresser, sex & gender diverse.

'Transgender' is an adjective, not a noun or verb. It shouldn't be used on its own, e.g. 'a trans' or 'the transgender'

Transing, transgendering, trans'd

Men, women and trans

Gender reassignment, sex change, sex reassignment

Gay, bi and trans men

Transman (as in tallman instead of tall man)

Biological sex is male, female or intersex, biologically male, biologically female

"What is your preferred pronoun?"

Transwoman (as in tallwoman instead of tall woman)

"Have you had the surgery?" / "Tell me more about your genitals?" / "What is your real name?"



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