

THIS DOCUMENT IS SPECIFIC TO THE 2019 SUBMISSION YEAR ONLY

WHAT DOCUMENTS DO I NEED TO COMPLETE?

Documents can be downloaded from www.pid-awei.com.au

Full AWEI Benchmarking & Awards (>200 Employees)	Small Employer (<=200 employees)	Individual & Organisational Awards outside of AWEI that you can nominate for
<ol style="list-style-type: none"> 1. AWEI 2019 Employer Participation Details – Document 1 of 3 2. AWEI 2019 Standing Submission – Document 2 of 3 3. AWEI 2019 Annual Submission – Document 3 of 3 	<ol style="list-style-type: none"> 1. AWEI 2019 SMALL EMPLOYERS Full Submission Document (200 or less employees) 	<p>Individual Awards:</p> <ul style="list-style-type: none"> • CEO of the Year • Executive Leadership Award • Sally Webster Ally Award • Out Role Model Award • Sapphire Inspire Award • Network Leader of the Year Award <p>Organisational Awards:</p> <ul style="list-style-type: none"> • External Media Campaign

*You do not need to be submitting for the full AWEI to nominate someone for individual awards or to nominate for an Organisational Award

WHY ARE THERE THREE SEPARATE DOCUMENTS FOR EMPLOYERS OVER 200 EMPLOYEES?

1. **The AWE 2019 Employer Participation Details** provides us with all the contact information and the individual awards that you are submitting for within the assessed year along with some demographics. This saves us from repeating the information in the remaining two documents.
2. **The AWEI 2019 Standing Submission Document** contains all HR and Diversity Practice related questions that for some employers will remain the same year on year. All employers must send this document as part of your submission 2019. However, the degree to which this document is completed with depend on your previous year's score and any additional work that you have done.

For who **did not submit last year:**

- Complete the submission form with as much detail as you can. As you did not submit last year, you will need to ensure that this form in its entirety represents all the work you have done in these areas. Do not leave anything out. Only those who submitted last year can have their work carried across.

For those who **did submit last year:**

This applies to the Standing Submission only.

Look at your transcript for last year's submission. If you received an orange or red traffic light symbol next to any question, you may like to look at the responses you submitted last year and consider ways in which you might be able to improve that score. **If you change ANY row, that question will be marked from scratch so please ensure that all the information requested is supplied, do not just add in "additional information" – we will mark again based on the response in that row without reference to last year.**

You only need to complete questions that you wish to resubmit and those questions you are attempting for the first time. Any questions left blank will automatically carry over your score from last year. If you received a green traffic light indicator for a question – do not put anything in that row. You have already achieved full points and new information may jeopardise that.

AWEI 2019 CRITICAL INFORMATION FOR ALL SUBMITTING EMPLOYERS

IMPORTANT NOTE: For privacy and confidentiality reasons, we do not store your original submissions, only your scores. You will need to reference your copy of last year’s submission should you wish to view your original responses.

- The AWEI 2019 Annual Submission Document 3 of 3** – contains questions related to activity within the assessed year and must be submitted by all participating employers. As this document assesses the 2018 year only, please do not include any 2019 information. This information will not be given points and will need to be submitted the following year.

WHAT DO I NEED TO KNOW ABOUT SENDING ATTACHMENTS FOR EVIDENCE? (All Employers)

If you are sending an attachment for evidence, please ensure that you:

- Indicate in the evidence column in the submission document that you are including an evidence attachment for that question and identify its file name. **Pride in Diversity will not accept responsibility for missing evidence if you have not stipulated within the submission document that an evidence attachment has been sent and named accordingly.**
- Name all attachments with the **Question Number and Row Identifier**. **Pride in Diversity will not accept responsibility for locating evidence if attachments have been incorrectly named.**
- Only send evidence relevant to the question within the attachment. **Pride in Diversity will not accept responsibility for being unable to locate evidence in large documents that contain a lot of additional information not specific to the question.**

Example:

Q1.6 **INTERMEDIATE: Strategic Focus and Communication of Inclusion:** LGBTI inclusion is well communicated to all staff and documented as a focus of our diversity and inclusion work. (Place an X in the first column against all rows that apply. Provide the evidence requested for each row selected)

	'X' in first column for each row that applies	Evidence Required	Evidence Provided – If the space within this column is not adequate for your evidence, please save in a separate file including the Question Number and Row identifier in the filename. Please indicate that you have attached a separate document within the evidence column provided.
(a)	Our diversity strategy clearly incorporates LGBTI inclusion	Please provide documented evidence of LGBTI inclusion being incorporated into your diversity strategy.	Attached file: ABC Company Q1.6a

PLEASE USE THE SUBMISSION FORMS PROVIDED

History has shown that questions are easily skipped, missed or put out of sequence when employers create their own submission documents making it harder for our assessors to mark, and easier for us to miss critical information. For that reason, we ask that you use the submission documents provided.

IF I PARTICIPATED LAST YEAR, WHAT DO I DO WITH THIS YEAR’S STANDING SUBMISSION WHICH CARRIES OVER? (MEDIUM-LARGE EMPLOYERS ONLY)

The Standing Submission this year remains the same with any clarifications to the wording or evidence required highlighted in red for easy reference.

We would recommend that all employers have their previous standing submission and transcript at hand when completing the standing submission for 2019. If you wish to update your response to any question in order to provide more information and ultimately obtain more points, you will need to answer that question in full within the new standing submission document (please do not provide ‘partial additions’ to your question response as we do not hold your previous responses, only the score). If you wish to answer questions that you did not answer last year, please do so in full. If you are not changing your response to a question, please leave that row blank. Any blank rows automatically carry over your scores from last year.

This only applies to the STANDING SUBMISSION document, **not** the ANNUAL SUBMISSION.

WHAT ADDITIONAL SUPPORT OR HELP IS AVAILABLE TO ME?

We provide the following support:

- Keep your eye on the <http://www.pid-awei.com.au/submission-documents> page of the AWEI website. Powerpoint tutorials are provided to assist in completing the AWEI. We recommend that you make this document along with the tutorials available to all those assisting with your AWEI submission.
- You can sign up for the AWEI newsletter. We use this newsletter to provide you with timely tips, reminders and provide you with details on any important information you need to know in the lead up to your submission, as well as copies of press releases and results at the time of the Awards Luncheon. To sign up go to: <http://eepurl.com/tT7vf>
- If you have any questions in regard to the AWEI, you can call your relationship manager, or if you are not a member, call our team on (02) 9206.2139 or email pride@acon.org.au.
- Please remember, if you are a member of Pride in Diversity, your Relationship Manager can assist in aligning your Network or Strategic LGBTI inclusion strategy with the Index.

WHAT IS THE BEST WAY TO SUBMIT?

PLEASE NOTE: EMAILS WITH MULTIPLE ATTACHMENTS WILL NOT LONGER BE ACCEPTED FOR AWEI SUBMISSIONS.

You may choose to either:

- Courier or mail your submission (Registered Mail) to our office as either a hard copy or USB.
AWEI SUBMISSION
Pride in Diversity / ACON
Level 2, 414 Elizabeth Street, SURRY HILLS NSW 2010
- Use a large file transfer system to transfer the files and send us the URL to download. Large transfer systems include but are not limited to: Dropbox, Google Docs, ParcelPost, Microsoft OneDrive or any other internally approved large file transfer system. **Send these to awei@prideindiversity.com.au with a copy to dthough@acon.org.au**
- If you are local, you may also choose to hand deliver to ACON, 414 Elizabeth Street, Surry Hills 2010.

WHAT ARE THE DEADLINES AND CUT OFF DATES, AND WHAT IF I'M LATE?

The deadline for submission is strictly non-negotiable. Submissions will NOT BE ACCEPTED after the deadline unless you can provide documented proof that your submission was sent in a timeframe that would normally reach us by the required cut-off.

2019 AWEI SUBMISSIONS WILL BE ACCEPTED BETWEEN MONDAY 25TH FEBRUARY through to SATURDAY 9TH MARCH 2019.

UNFORTUNATELY, EMAILS WITH ATTACHMENTS WILL NO LONGER BE ACCEPTED AS A DELIVERY MECHANISM FOR AWEI SUBMISSIONS. LINKS TO LARGE FILE TRANSFER PROGRAMS CAN BE SENT TO awei@prideindiversity.com.au copied to dthough@acon.org.au

Couriered, hand-delivered or posted items must be received at our office **no later than 5PM , Friday 9th March, 2019**
Large File Transfer links must be emailed to us by midnight **Saturday 9th March, 2019**

WHEN WILL OUR RESULTS BE MADE AVAILABLE TO US?

Your results will be packed up and sent by mail on the day of the LGBTI Inclusion Awards celebration held in Sydney towards the end of May. Results will be mailed directly to the contact nominated within the AWEI 2019 Employer Submission Details document.

Your results pack will include:

- Certificate of participation along with any additional certificates awards
- USB with soft copy transcript, benchmarking tables and survey results (if you participated)
- PowerPoint presentation that you can use as a baseline for the presentation of your AWEI results back to your time.

As a participant, you will also receive a hard copy of the AWEI Benchmarking publication, typically published 3rd quarter each year.

WHAT ABOUT CONFIDENTIALITY?

Pride in Diversity takes confidentiality very seriously. All submissions and score sheets are kept in a locked cupboard within a locked office. Individual scores are only given to employers and employers will only be identified as participating according to the instructions stipulated within the *2019 Employer Participation Details* document.

Employers will be listed alphabetically under the headings of Platinum, Gold, Silver and Bronze Employers within the 2019 AWEI benchmarking publication providing they have given us permission to disclose their participation (this is given within the *2019 Employer Participation Details document*)

In terms of your submissions, we are happy to sign Confidentiality Agreements and do so for many organisations participating. Soft copy submissions are deleted and hard copies shredded as we go into the new AWEI year (to allow for late debrief feedback requests). However you may choose to have these returned, deleted or shredded as soon as your submission has been marked. Simply give us a call.

CAN YOU PROVIDE EXAMPLES OF ACTIVITIES THAT EMPLOYEES HAVE OFTEN INCLUDED UNDER THE 'ADDITIONAL WORK' SECTIONS THROUGHOUT THE INDEX?

Several sections throughout the index allow you to claim points for additional work not covered elsewhere within the index. What you put in here is really up to you, but work entered here must not be claimed anywhere else within the submission. The following table has been provided as an example only. This will give you an idea of what we have seen within these sections in the past and what we expect to see going forward. This does not imply that you have to do work in these areas, this information has been provided as an example only.

Government Departments / Agencies	Service Providers / NFP Charities	Universities	Corporate / Business
<ul style="list-style-type: none"> • Any targeted work that positively impacts LGBTI populations • Any service your department/agency offers LGBTI people • Any research, advocacy or reports advocating for services for LGBTI people • Any mentoring of other departments or agencies • Production of any external publications supporting LGBTI people 	<ul style="list-style-type: none"> • Services specifically targeting LGBTI people • Promotional brochures or information sheets written specifically for LGBTI people • Publically speaking for or on behalf of LGBTI people • Promoting LGBTI inclusivity within publications or reports • Clear communication that your services are LGBTI inclusive 	<ul style="list-style-type: none"> • Research conducted within the assessed year specific to LGBTI people • ALLY initiatives for students • LGBTI Services for Student bodies over and above ALLY initiatives • Campaigns targeted at prospective LGBTI students 	<ul style="list-style-type: none"> • Utilisation of LGBTI suppliers (min 50% owned/operated) • Products or services designed to assist LGBTI consumers • Mentoring of other employers • Any LGBTI secondment, intern or mentoring programs • A solid step in the right direction of consistent global LGBTI workplace equality within all international offices

AWEI 2019 CRITICAL INFORMATION FOR ALL SUBMITTING EMPLOYERS

Government Departments / Agencies	Service Providers / NFP Charities	Universities	Corporate / Business
<ul style="list-style-type: none"> Any LGBTI secondment, intern or mentoring programs Visible LGBTI executive leadership or accomplishments Any domestic violence policies that clearly incorporate LGBTI people and the specific challenges they face Contribution to any government/agency LGBTI working groups. Work within blue collar or regional settings. 	<ul style="list-style-type: none"> Contribution to any LGBTI community working groups Work within blue collar or regional settings. 	<ul style="list-style-type: none"> Advertising promoting the LGBTI inclusivity of your campus Mentoring of other Ally Networks or Universities Social inclusion work or advocacy that specifically targets LGBTI people Working with employers for the placement of LGBTI students. University contribution to any LGBTI working groups 	<ul style="list-style-type: none"> instigated by Australian offices Significant Australian input into international achievements in LGBTI workplace inclusion Employer contribution to any professional LGBTI working groups Leading the way or being the first adopter of LGBTI inclusion practice within an industry or sector. Work within blue collar or regional settings.

DO I NEED TO ATTEND THE AWARDS EVENT?

The LGBTI Inclusion Awards celebration is our signature event and one that is highly anticipated every year, but no, you do not need to attend. Result packs are posted on the day of the event. If you are up for an Award and you are not present at the Awards Luncheon, this Award will be put aside and sent to you. Unfortunately, we cannot, under any circumstance reveal the organisations or individuals receiving awards prior to the event.

AND IF YOU STILL HAVE QUESTIONS ...

Call your relationship manager or the Pride in Diversity office on (02) 9206 2139.