**2020 STANDING & ANNUAL SUBMISSION**

**Both Standing and Annual Submission are now combined within the one document. All employers must complete *both* the Standing and Annual Submissions 2020.**

**Section 1: Standing Submission**

As this is a new iteration of the AWEI, ***please complete the Standing Submission in full*** this year. Points will not be carried over from previous submissions. Please respond to each question as if it is being addressed for the first time.

**STANDING SUBMISSION: HR Policy & Diversity Practice**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. **STANDING SUBMISSION: HR POLICIES & PRACTICE  Foundation: Removal of the terms: ‘Sexual Preference’ or ‘Lifestyle Choice(s)’** | | |  |
| **We have conducted a review to ensure that any reference to ‘sexual preference’ or ‘lifestyle choice’ within our policy documentation, diversity references, on external facing websites and company intranet pages has been replaced with the words ‘sexual orientation.’**  *Please provide an outline of progress to date:*  *Please provide name and contact details of senior representative who can, if required, verify the above:*  *Senior HR Name/Contact Details for verification:*  *[Insert Evidence Here or Indicate Name of Attached File(s)]* | | | |
| 1. **STANDING SUBMISSION: HR POLICIES & PRACTICE  FOUNDATION: LGBTIQ Inclusivity within Policies and Benefits** | | |  |
| **On our policy intranet pages (or upfront within our policy documentation), we have made it *explicitly clear* that all policies are inclusive of LGBTIQ employees and their families (where families are included within policies/benefits).**  *Please provide screenshot or insert attachment of where you state the explicit inclusion of LGBTIQ employees (and families where relevant) within policies/benefits (please do NOT attach complete policies).*  *[Insert Evidence Here or Indicate Name of Attached File(s)]* | | | |
| 1. **STANDING SUBMISSION: HR POLICIES & PRACTICE  advanced: New Parent Leave Inclusive of LGBTIQ Families** | | |  |
| **On our policy pages (or upfront within our family policy documentation), *we explicitly communicate* that our New Parent Leave (or equivalent) includes those who have children via surrogacy, adoption and foster arrangements regardless of employee gender.**  *For full points, please identify:*   1. *If leave covers surrogacy and where the availability of this leave is clearly communicated* 2. *If leave covers adoption and where the availability of this leave is clearly communicated* 3. *If leave covers foster arrangement and where the availability of this leave is clearly communicated*   *[Insert Evidence Here or Indicate Name of Attached File(s)]* | | | |
| 1. **STANDING SUBMISSION: HR POLICIES & PRACTICE  Advanced: Travel Advice for Employees** | | |  |
| **We have travel advice and support available to our LGBTIQ employees or employees with LGBTIQ dependents should they be required to travel for work (e.g. cultural context, safety, LGBTIQ matters in other jurisdictions).**  *Please provide a copy of travel advice available.*  *[Insert Evidence Here or Indicate Name of Attached File(s)]* | | | |
| 1. **STANDING SUBMISSION: HR POLICIES & PRACTICE  ADVANCED: Third Party Policies** |  | | |
| **We have audited third party service providers to ensure they align with our non-discriminatory policies/procedures, inclusive of LGBTIQ people and their families.**  **Please select *all* that have been audited, evidence only required for *one*:**  **Superannuation**  **Death & TDP Benefits / Life Insurance**  **Travel Insurance**  **Healthcare (excluding EAP – Employee Assistance Programs – covered elsewhere)**  *Please:*   1. *select all that have been audited from the list above (clicking the check box will mark it as selected)* 2. *Provide evidence for one of the above, showing explicitly where LGBTIQ inclusivity is stated.* 3. *Provide name and contact details of senior representative who can, if required, verify that the selected audits above have taken place:*   *Senior HR Name/Contact Details for verification:*  *[Insert Evidence Here or Indicate Name of Attached File(s)]* | | | |
| 1. **STANDING SUBMISSION: HR POLICIES & PRACTICE  ADVANCED: LGBTIQ Inclusive Domestic & Family Violence Policy** |  | | |
| **We have a Domestic & Family Violence Policy (DFV) that covers the following:**   1. **specific challenges and unique types of violence faced by LGBTIQ communities** 2. **stated LGBTIQ avenues of support** 3. **a statement that the policy covers situations involving partners and their families**   *For full points,*   1. *please provide evidence for all of the above (please only provide evidence specific to each of the above points, do not attach your entire policy)*   *[Insert Evidence Here or Indicate Name of Attached File(s)]* | | | |
| 1. **STANDING SUBMISSION: HR POLICIES & PRACTICE  ADVANCED: Communications on LGBTIQ Inclusive and Offensive Language** | |  | |
| **We have developed targeted communications or public relations guides that *are available to all employees* within the organisation (i.e. guides that outline how to reference LGBTIQ communities in communications, articles, media, advertising, etc.), providing examples of inclusive language as well as language that is exclusive or offensive to LGBTIQ people*.***  *For full points, please attach:*  *(a) a copy of your guide*  *(b) details of how this guide is distributed or its existence/location is made available to employees*  *[Insert Evidence Here or Indicate Name of Attached File(s)]* | | | |

**STANDING SUBMISSION: lgbtiq bullying/harassment & support**

|  |  |
| --- | --- |
| 1. **STANDING SUBMISSION: LGBTIQ BULLYING / HARASSMENT & SUPPORT  FOUNDATION: LGBTIQ Training HR / Grievance Officers** |  |
| **We have an internal formal HR/Grievance process whereby LGBTIQ people can request or engage with:**   1. **someone specifically trained in LGBTIQ Inclusion; OR** 2. **an ally who has a good understanding of LGBTIQ sensitivities and potential areas of concern**   *For full points, please confirm:*   1. *that all identified LGBTIQ friendly grievance officers or first points of contact have either; undertaken LGBTIQ awareness training* ***or*** *are experienced allies with a good understanding of sensitivities* 2. *where these LGBTIQ aware/friendly grievance contact points can be located or requested for those seeking formal support*   *[Insert Evidence Here or Indicate Name of Attached File(s)]* | |
| 1. **STANDING SUBMISSION: LGBTIQ BULLYING / HARASSMENT & SUPPORT iNTERMEDIATE: Behavioural Examples of What Constitutes Bullying / Harassment** |  |
| **Documentation within our bullying and harassment policy/guidelines provide clear behavioural examples of what constitutes bullying/harassment in terms of sexual orientation, gender identity/expression AND examples of behaviour that constitutes bullying/harassment of intersex people.**  *For full points, please provide evidence of behavioural examples given within your documentation in terms of:*   1. *behaviour that constitutes bullying/harassment in regard to one’s sexual orientation* 2. *behaviour that constitutes bullying/harassment of trans or gender diverse employees* 3. *behaviour that constitutes bullying/harassment of intersex people*   *[Insert Evidence Here or Indicate Name of Attached File(s)]* | |
| 1. **STANDING SUBMISSION: LGBTIQ BULLYING / HARASSMENT & SUPPORT  INTERMEDIATE: EAP Provider** |  |
| **We have either:**   1. **identified individuals within our EAP provider who have received specific training in, or have considerable understanding of the challenges faced by LGBTIQ individuals that we can refer our LGBTIQ employees** 2. **received documentation that we believe demonstrates both the knowledge and expertise of our EAP provider to support LGBTIQ people**   **and we have:**   1. ***clearly communicated* this on our EAP Provider page and/or our LGBTIQ intranet page**   *Please provide:*   1. *evidence of (a) or (b) above and* 2. *where this has been communicated on an LGBTIQ intranet page*   *[Insert Evidence Here or Indicate Name of Attached File(s)]* | |
| 1. **STANDING SUBMISSION: LGBTIQ BULLYING / HARASSMENT & SUPPORT  ADVANCED: Tracking of Incidents** | |
| **We can provide evidence that shows:**   1. **how we extract LGBTIQ related instances from collected bullying/harassment data** 2. **the development of a process that is sensitive to LGBTIQ disclosure enabling us to mediate and/or action incidents**   *For full points, please screenshot or provide evidence for both a) and b) above.*  *[Insert Evidence Here or Indicate Name of Attached File(s)]* | |

**STANDING SUBMISSION: Inclusion of Trans / Gender Diverse People**

|  |  |  |
| --- | --- | --- |
| 1. **STANDING SUBMISSION: INCLUSION OF TRANS / GENDER DIVERSE PEOPLE INTERMEDIATE: Gender Affirmation Policy and Process Documentation** | |  |
| **We have a documented gender affirmation policy/process and documentation to support both; the employee(s) wishing to affirm their gender in the workplace AND their manager(s), peers and colleagues.**  **Note: ‘Gender affirmation’ (above) is the ideal term for what has commonly been referred to as ‘transitioning.’**  *Please attach a copy of this specific policy/process.*  *[Insert Evidence Here or Indicate Name of Attached File(s)]* | | |
| 1. **STANDING SUBMISSION: INCLUSION OF TRANS / GENDER DIVERSE PEOPLE  ADVANCED: Dress Codes and Uniforms** | | |
| **We have removed gendered language within organisational wide dress code policies and/or guidelines to empower all employees, including trans, gender diverse and non-binary employees to dress in a manner (or select uniforms) that best reflects who they are. Further contact details and information has also been provided for support, if required.**  *For full points, policies or guidelines must:*   1. *state that all employees are supported to dress in a manner that best reflects their gender* 2. *explicitly mention trans, gender diverse and non-binary employees* 3. *provide a support contact or further information on interpreting these guidelines, if required*   *[Insert Evidence Here or Indicate Name of Attached File(s)]* | | |
| 1. **STANDING SUBMISSION: INCLUSION OF TRANS / GENDER DIVERSE PEOPLE  ADVANCED: Gender Affirmation Leave** | | |
| **We have an internal policy that ensures paid leave is available for employees who require time away to undertake or physically manage their gender affirmation.**  **Note: This leave is in addition to the need to utilise annual leave, sick or personal leave.**  *For full points, please provide:*   1. *evidence of a paid leave entitlement (over and above annual leave, sick or personal leave) for individuals currently affirming their gender* 2. *a list of any supporting documentation required from the employee for you to enact this leave* 3. *the degree to which the availability of this leave is at the discretion of the manager*   *[Insert Evidence Here or Indicate Name of Attached File(s)]* | | |
| 1. **STANDING SUBMISSION: INCLUSION OF TRANS / GENDER DIVERSE PEOPLE  ADVANCED: Gender Neutral Bathrooms and Facilities** | | |
| **We have (or are working towards) having ‘Gender Neutral’ or ‘All Gender’ bathrooms and/or facilities *with clear and visible signage* available to employees.**  **Note: “Unisex” signage will not be given points for this question.**  ***If you already have gender neutral or all gender signage, please provide:***   1. *evidence of clear and visible signage as it appears on premises* 2. *identify approximately what proportion of your staff would have access to these (all, majority, 50%, minimal, etc.)*   ***If you are still making progress towards this****, please:*   1. *outline progress made and when you expect to have signage in place.*   ***If this is not possible for any reason****, please provide:*   1. *evidence of any research or work that you have done in this area* 2. *any means by which you have been able to accommodate trans, gender diverse and non-binary employees*   *[Insert Evidence Here or Indicate Name of Attached File(s)]* | | |
| 1. **STANDING SUBMISSION: INCLUSION OF TRANS / GENDER DIVERSE PEOPLE  ADVANCED: (Forms) Non-Binary Gender Options for Employees** | | |
| **We have audited and amended (or are in the process of auditing/amending) all internal documents and forms that collect gender information to include non-binary options and options for those who identify as trans/gender diverse (moving away from binary male/female, Mr. Ms., Mrs etc.).**  *For full points, please provide:*   1. *a brief outline of progress of work to date* 2. *options provided within changed documents if changes have been made* 3. *the name and contact details of a person who can validate this if required*   *[Insert Evidence Here or Indicate Name of Attached File(s)]* | | |
| 1. **STANDING SUBMISSION: INCLUSION OF TRANS / GENDER DIVERSE PEOPLE  ADVANCED: (IT Systems) Non-Binary Gender Options for Employees** | | |
| **We have audited and amended (or are in the process of amending) all relevant IT systems that collect gender information to include non-binary options and options for those who identify as trans/gender diverse (moving away from binary male/female, Mr. Ms., Mrs etc.).**  *For full points, please provide:*   1. *a brief outline of progress of work to date* 2. *options provided within changed documents if changes have been made* 3. *the name and contact details of a person who can validate this if required*   *[Insert Evidence Here or Indicate Name of Attached File(s)]* | | |
| 1. **STANDING SUBMISSION: INCLUSION OF TRANS / GENDER DIVERSE PEOPLE  ADVANCED: Trans and Gender Diverse Applicants** |  | |
| **For trans/gender diverse applicants, we have:**   1. **Implemented processes to help reduce roadblocks/difficulties faced by trans/gender diverse job applicants** 2. ***clearly communicated* a point of contact available for trans/gender diverse applicants throughout the application process on relevant web pages or within application documentation** 3. **provided documentation addressing concerns specific to trans/gender diverse applicants and made these available throughout the recruitment process**   *For full points, evidence must be provided for all items above. Partial points will be given if all items are not evidenced.*  *[Insert Evidence Here or Indicate Name of Attached File(s)]* | | |

**STANDING SUBMISSION: Strategic Focus**

|  |  |  |
| --- | --- | --- |
| 1. **STANDING SUBMISSION: STRATEGIC FOCUS FOUNDATION: External Web LGBTIQ Workplace Inclusion Promotion** | |  |
| **We have promoted our focus and work on LGBTIQ workplace inclusion on our *external* facing webpage (URL).**  *Please provide the URL of an external webpage that specifically promotes your inclusion work. (Points will not be given if we are unable to access this externally.)*  *[Insert Evidence Here or Indicate Name of Attached File(s)]* | | |
| 1. **STANDING SUBMISSION: STRATEGIC FOCUS**   **INTERMEDIATE: HR / Diversity Professional Accountabilities** |  | |
| **We have at least one Diversity/HR professional whose role description, performance appraisal or work plan includes *specific* objectives/targets in the area of LGBTIQ inclusion (beyond a reference to LGBTIQ inclusion as an area of diversity).**  *Please provide evidence of such specific targets.*  *[Insert Evidence Here or Indicate Name of Attached File(s)]* | | |

|  |  |
| --- | --- |
| 1. **STANDING SUBMISSION: STRATEGIC FOCUS  ADVANCED: Executive Sponsor** |  |

|  |  |
| --- | --- |
| **We have an Executive Sponsor with documented role expectations/accountabilities related to LGBTIQ inclusion work and advocacy within the organisation.**  *For full points, please provide evidence of both:*   1. *the documented role expectation/accountabilities* 2. *the mechanism through which the Exec Sponsor reports or is made accountable for these*   *[Insert Evidence Here or Indicate Name of Attached File(s)]* | |
| 1. **STANDING SUBMISSION: STRATEGIC FOCUS  Advanced: Senior Management Diversity Accountability** |  |
| **We include specific diversity and inclusion accountabilities, job goals or expected outcomes within senior management appraisals beyond generic company values addressing diversity/inclusion (this may or may not include LGBTIQ specific accountabilities).**  **Note: This is outside of network leadership and executive sponsor accountabilities - applies to all executive/senior leaders.**  *For full points, please:*   1. *confirm that there are diversity accountabilities (over and above general behavioural values) within senior management appraisals.* 2. *provide evidence (template example acceptable) or if highly confidential, please indicate the name of a senior HR person who can verify this:*   *[Insert Evidence Here or Indicate Name of Attached File(s)]* | |

|  |  |
| --- | --- |
| 1. **STANDING SUBMISSION: STRATEGIC FOCUS  ADVANCED: Customer-facing LGBTIQ Inclusion** |  |

|  |  |
| --- | --- |
| **We have evaluated (or are in the process of evaluating) the LGBTIQ inclusivity of customer facing / service user processes.**  *For full points, please:*   1. *clearly outline the extent of this work and progress made to date* 2. *provide the name and contact details of a person who could verify this if required:*   *[Insert Evidence Here or Indicate Name of Attached File(s)]* | |
| 1. **STANDING SUBMISSION: STRATEGIC FOCUS  ADVANCED: Customers Information: Changing Gender Markers** |  |
| **We provide customers/service users with easily accessible information on how they can change their title (Mr, Ms, Mx), name and gender within our systems.**  *Please provide a copy of the customer/service user documentation that outlines this or a screenshot of that information.*  *[Insert Evidence Here or Indicate Name of Attached File(s)]* | |

**\*\* end of standing submission \*\***

**ANNUAL SUBMISSION**

**This is only applicable to work carried out in the 2019 calendar year. Points will not be allocated for work carried out in 2020.**

**Section 2: Strategy & Accountability**

|  |
| --- |
| 1. **ANNUAL SUBMISSION : 2019 strategy & accountability Foundation: External LGBTIQ Expertise** |
| **We have access to external LGBTIQ support/expertise that we have called upon throughout the assessed year (this may include but is not limited to PID).**  *Please provide evidence of one**such engagement throughout the assessed year, identifying who that was with.*  *[Insert Evidence Here or Indicate Name of Attached File(s)]* |
| 1. **ANNUAL SUBMISSION : 2019 strategy & accountability FOUNDATION: Documented LGBTIQ Strategy** |
| **We have a documented LGBTIQ inclusion strategy (or pillar within an overarching diversity strategy) in place for the assessed year that includes *clearly defined* LGBTIQ targets and/or action plans.**  *Please provide a copy of the LGBTIQ**component of your strategy. For full points, clearly defined targets or action plans must be included.*  *[Insert Evidence Here or Indicate Name of Attached File(s)]* |
| 1. **ANNUAL SUBMISSION : 2019 strategy & accountability INTERMEDIATE: LGBTIQ Advisory Group** |
| **We have *established and promoted* an internal LGBTIQ advisory group (this may be the leadership or a subset of your network or a group within your organisation outside of a network with distinct areas of expertise in LGBTIQ inclusion) which has:**   1. **met to specifically identify areas requiring change or to work on projects requiring their expertise and guidance** 2. **engaged with *the organisation* in efforts to implement change or complete allocated projects**   *For full points, please provide:*   1. *evidence of how this group’s expertise or counsel is promoted across the organisation* 2. *evidence of any meetings or work undertaken by this group throughout the assessed year*   *[Insert Evidence Here or Indicate Name of Attached File(s)]* |
| 1. **ANNUAL SUBMISSION : 2019 strategy & accountability**   **INTERMEDIATE: LGBTIQ Inclusion Reporting** |
| **Within the assessed calendar year, we have reported LGBTIQ inclusion work within annual reports, CSR documentation or equivalent public facing documentation.**  *Please provide evidence.*  *[Insert Evidence Here or Indicate Name of Attached File(s)]* |
| 1. **ANNUAL SUBMISSION : 2019 strategy & accountability INTERMEDIATE: Media Coverage** |
| **Our work in LGBTIQ inclusion has been covered/featured or recognised by an independent source (not internally written or published) within the assessed calendar year.**  **Note: This has to cover the extent of your inclusion work and cannot just be a brief reference to your organisation or an award won.**  *Please provide evidence of how your LGBTIQ inclusion work has been recognised by an independent source: screenshot, URL, image or insert attachment.*  *[Insert Evidence Here or Indicate Name of Attached File(s)]* |
| 1. **ANNUAL SUBMISSION : 2019 strategy & accountability ADVANCED: Strategic Work in Recruitment, Supplier Policy or Service Provision** |
| **We have completed, updated or are making progress towards work within *one* of the following areas over the assessed calendar year:**   * **LGBTIQ targeted recruitment (targeting LGBTIQ job seekers)** * **LGBTIQ supplier policy / promotion / resourcing (either seeking LGBTIQ suppliers; or having a policy requiring suppliers to reflect your values around LGBTIQ inclusion or attend training)** * **LGBTIQ marketing campaigns or service provision brochures/collateral specifically targeting LGBTIQ populations or answering questions specific to this population**   *Please provide evidence for work within one of the requested areas within the assessed year.*  *If you have completed work within more than one of the above areas within the assessed year, or have already existing (and current work) within areas listed above, please add that to the ADDITIONAL WORK section at the end of this submission.*  *[Insert Evidence Here or Indicate Name of Attached File(s)]* |
| 1. **ANNUAL SUBMISSION : 2019 strategy & accountability ADVANCED: Executive Leadership Representation** |
| **We currently have LGBTIQ people on our internal Diversity Council and/or within our Executive Leadership Team.**  *Please provide details of:*  *(a) the number and role of openly LGBTIQ identifying people within either your Diversity Council or Executive Team*  *[Insert Evidence Here or Indicate Name of Attached File(s)]* |
| 1. **ANNUAL SUBMISSION : 2019 strategy & accountability ADVANCED: LGBTIQ Inclusion Promotion** |
| **We can show evidence of promoting our commitment to LGBTIQ inclusion in *two* of the following areas:**   * **pitching for business or contracts** * **engaging with potential clients/customers** * **applying for funding** * **engaging with strategic partners or key external stakeholders**   *For full points, please provide evidence for two of the above mentioned areas. (Note: If less than two groups mentioned above, partial points will be given.)*  *If you have completed work within more than two of the above areas within the assessed year, or have already existing (and current work) within areas listed above, please add that to the ADDITIONAL WORK section at the end of this submission.*  *[Insert Evidence Here or Indicate Name of Attached File(s)]* |

**Section 3: LGBTIQ Employee Networks / Resource Groups**

Please note: Different terms are used for internal networks (including Ally/Champion Networks, Resource Groups, Employee Network Groups, Employee Action Groups, etc.). For the purpose of consistency within submission, when refering to such Networks or equivalent, the terminology used within this section will be *Employee Network***.**

|  |
| --- |
| 1. **ANNUAL SUBMISSION : 2019 LGBTIQ EMPLOYEE NETWORKS / RESOURCE GROUPS Foundation: LGBTIQ Employee Network** |
| **Within the assessed calendar year, we have *either*:**   1. **an established LGBTIQ employee network with a clearly documented charter/purpose or remit** 2. **have made progress towards the launch or establishment of an LGBTIQ employee network**   *If you have an existing network:*   1. *please provide a copy of the network’s charter/purpose.*   *[Insert Evidence Here or Indicate Name of Attached File(s)]*  *If you are in the process of creating a network:*   1. *please evidence progress made within the assessed year.*   *[Insert Evidence Here or Indicate Name of Attached File(s)]* |
| 1. **ANNUAL SUBMISSION : 2019 LGBTIQ EMPLOYEE NETWORKS / RESOURCE GROUPS  FOUNDATION: Network Leadership Structure** |
| **Our employee network has a clearly articulated leadership structure with:**   1. **clear roles and/or responsibilities for those involved** 2. **an HR or Diversity representative as part of the leadership structure**   *For full points, please provide:*   1. *a copy of your network leadership structure clearly articulating role accountabilities* 2. *evidence that you have HR or diversity representation within the leadership*   *[Insert Evidence Here or Indicate Name of Attached File(s)]* |
| 1. **ANNUAL SUBMISSION : 2019 LGBTIQ EMPLOYEE NETWORKS / RESOURCE GROUPS  FOUNDATION: Strategy / Work Plan** |
| **Our network has in place its own strategy (or a work plan contributing to the organisation’s LGBTIQ inclusion strategy) and has reported progress against clearly defined action plans, timelines and/or deliverables within the assessed year.**  *For full points, please provide all of the following:*   1. *a copy of your strategy or component of the strategy that the network has been working on within the assessed year* 2. *a copy of action plans and timelines utilised* 3. *a copy of the latest progress report*   *[Insert Evidence Here or Indicate Name of Attached File(s)]* |
| 1. **ANNUAL SUBMISSION : 2019 LGBTIQ EMPLOYEE NETWORKS / RESOURCE GROUPS  INTERMEDIATE: Orientation / On-boarding** |
| **Our network is actively involved in orientation, on-boarding or the welcoming of new hires within the organisation. If orientation is strictly online, our network has sought means to introduce new hires to the network and welcome them to the organisation.**  *For full points, please provide:*   1. *evidence of when this last occurred* 2. *the degree of network involvement/participation*   *[Insert Evidence Here or Indicate Name of Attached File(s)]* |
| 1. **ANNUAL SUBMISSION : 2019 LGBTIQ EMPLOYEE NETWORKS / RESOURCE GROUPS  INTERMEDIATE: Strategy and Goals** |
| **Our network leads have objectives that are assessed annually within performance discussions, relating specifically to performance within that role (as opposed to generic cultural, diversity or value statements).**  *Please provide evidence of specific KPI’s in relation to a network lead role being incorporated within formal performance/assessment discussions.*  *[Insert Evidence Here or Indicate Name of Attached File(s)]* |
| 1. **ANNUAL SUBMISSION : 2019 LGBTIQ EMPLOYEE NETWORKS / RESOURCE GROUPS  ADVANCED: Sustainability Plan** |
| **Our network has a documented sustainability plan (over and above a leadership structure) that will ensure the longevity and continuity of the network.**  *Please provide:*   1. *an outline of what considerations where taken into account in the development of the plan* 2. *a copy of the plan*   *[Insert Evidence Here or Indicate Name of Attached File(s)]* |
| 1. **ANNUAL SUBMISSION : 2019 LGBTIQ EMPLOYEE NETWORKS / RESOURCE GROUPS  ADVANCED: Allies of Trans / Gender Diverse People** |
| **The network has undertaken *one* of the following within the assessed year:**   1. **actively distributed, promoted or developed information on how to be an ally to trans/gender diverse employees** 2. **worked with trans/gender diverse employees or community members to develop targeted inclusion initiatives profiling trans/gender diverse speakers or role models**   **Note: This is over and above speaking events or LGBTIQ calendar Days of Significance.**  *Points will be given for one of the above.*  *(a) If you have selected (a), please provide a copy of the information provided*  *(b) If you have selected (b), please provide details and evidence of this work*  *If you have undertaken work for both, please include the second piece of work under ADDITIONAL WORK at the end of this submission. Please do not duplicate any evidence already submitted for events around LGBTIQ Days of Significance. Points will not be allocated twice for the same event.*  *[Insert Evidence Here or Indicate Name of Attached File(s)]* |
| 1. **ANNUAL SUBMISSION : 2019 LGBTIQ EMPLOYEE NETWORKS / RESOURCE GROUPS  ADVANCED: Visibility of LGBTIQ Women** |
| **Throughout the assessed year, our network has *either*:**   1. **developed and made progress against an active strategy with targets in place to increase the visibility of LGBTIQ women; or** 2. **undertaken and documented significant activity throughout the year to increase visibility of LGBTIQ women and role models**   *Points will be given for one of the above.*   1. *If you have selected (a), please enclose a copy of any plan developed along with a report of progress made* 2. *If you have selected (b), please provide an outline of all activity taken to specifically increase the visibility and participation of LGBTIQ women*   *If you have undertaken work for both, please include the second piece of work under ADDITIONAL WORK at the end of this submission.*  *[Insert Evidence Here or Indicate Name of Attached File(s)]* |
| 1. **ANNUAL SUBMISSION : 2019 LGBTIQ EMPLOYEE NETWORKS / RESOURCE GROUPS  ADVANCED: Intersectionality** |
| **Throughout the assessed calendar year, the network has provided opportunities for LGBTIQ people of diverse groups to raise their visibility and/or to share their stories in across the organisation:**  **Please provide evidence for one of the following:**   * **LGBTIQ and Aboriginal, Torres Strait Islander or Indigenous** * **LGBTIQ and a person of faith** * **LGBTIQ and of another diverse group (i.e. CALD, of mature age, living with disability, etc.)**   *Please provide evidence for one of the selected groups above.*  *If you have undertaken above-and-beyond work for more than one of the groups mentioned above, please include evidence of work in the ADDITIONAL WORK section at the end of this submission.*  *[Insert Evidence Here or Indicate Name of Attached File(s)]* |
| 1. **ANNUAL SUBMISSION : 2019 LGBTIQ EMPLOYEE NETWORKS / RESOURCE GROUPS  ADVANCED: Intersex Allies** |
| **As intersex allies, the network has within the assessed calendar year:**  **Please provide evidence for up to two of the following:**   * **communicated what the organisation has been or is currently doing to be more inclusive of Intersex people while acknowledging that Intersex status is about variations of sex characteristics, not gender identity or sexual orientation** * **held organisation-wide educational events where Intersex people have spoken** * **distributed current and accurate information on Intersex inclusion or awareness raising across the organisation** * **shared articles, books, movies, documentaries, presentations about Intersex from intersex perspectives** * **sought and gained permission from intersex organisations such as IHRA to share relevant content on social media or your LGBTIQ network / diversity page** * **developed a network initiative or working group with Intersex representation to help determine how the organisation or network can be more inclusive of Intersex people (over and above including Intersex awareness within LGBTIQ inclusivity training).**   *Please provide evidence for two of the selected actions above. (Note: If less than two actions mentioned above, partial points will be given.)*  *If you have undertaken above-and-beyond work for more than two actions mentioned above, please include evidence of work in the ADDITIONAL WORK section at the end of this submission.*  *[Insert Evidence Here or Indicate Name of Attached File(s)]* |
| 1. **ANNUAL SUBMISSION : 2019 LGBTIQ EMPLOYEE NETWORKS / RESOURCE GROUPS  ADVANCED: Broader Inclusion** |
| **Within the assessed calendar year, the network has *planned, targeted and tracked both activity and progress* within *one* of the following areas:**   1. **work to extend and increase network engagement and inclusion within regional offices** 2. **increasing LGBTIQ presence or leadership within other internal diversity networks or working groups (i.e. women, parents, cross-cultural)**   *Points will be allocated for one of the above. If you have completed work in more than one of the above stated areas, please include evidence of work in the ADDITIONAL WORK section at the end of this submission.*   1. *If you have selected (a), please provide a list of activities/work conducted/completed to increase inclusion within regional offices and progress to date* 2. *If you have selected (b), please provide evidence of activity or LGBTIQ representation across other diversity networks*   *[Insert Evidence Here or Indicate Name of Attached File(s)]* |
| 1. **ANNUAL SUBMISSION : 2019 LGBTIQ EMPLOYEE NETWORKS / RESOURCE GROUPS  ADVANCED: Network Reporting** |
| **Our network produced an internal report on network achievements over the assessed calendar year (over and above any regular reporting in place), *addressing at least two* areas of performance:**   * **progress against the year’s targets** * **additional advice provided to the organisation throughout the year** * **areas of significant contribution** * **areas of future focus** * **annual progress tracking against the AWEI**   *Please provide evidence for at least two of the addressed areas above. (Note: If less than two actions mentioned above, no points will be given. Full points will be given to more than two of the addressed areas above.)*  *Please provide:*   1. *a copy of your report* 2. *details of its distribution or evidence of this being reported back to Executive*   *[Insert Evidence Here or Indicate Name of Attached File(s)]* |

**Section 4: Visibility of Inclusion**

|  |
| --- |
| 1. **ANNUAL SUBMISSION : 2019 VISiBILITY OF INCLUSION Foundation: Days of Significance** |
| **Within the assessed calendar year, we have celebrated and promoted LGBTIQ Days of Significance across the organisation while providing employees with an understanding of why these dates are important.**  *For full points, please provide:*   1. *a list of LGBTIQ Days of Significance celebrated throughout the assessed year* 2. *a brief description of each event*   *[Insert Evidence Here or Indicate Name of Attached File(s)]* |
| 1. **ANNUAL SUBMISSION : 2019 VISiBILITY OF INCLUSION  FOUNDATION: Visibility** |
| **We actively encourage and provide a means by which employees can indicate their commitment to LGBTIQ workplace inclusion through the use of: ALLY email signatures, lanyards, personal pronouns, etc.**  *Please provide:*   1. *A list of options available to employees through which they can visually indicate that they are an ally or supporter of LGBTIQ inclusion* 2. *A couple of photos to support the visibility of these within the workplace (please limit photos to a couple – not required for each available option)*   *[Insert Evidence Here or Indicate Name of Attached File(s)]* |
| 1. **ANNUAL SUBMISSION : 2019 VISiBILITY OF INCLUSION  INTERMEDIATE: Ally / Champion Reference Guides** |
| **We provide Ally/LGBTIQ Champion Reference Guides or materials on how to be an effective ally and/or an active champion for LGBTIQ inclusion within the workplace.**  *Please provide*   1. *copy of this guide or an outline of the content covered within the guide* 2. *information regarding how it is distributed or where this guide can be found*   *[Insert Evidence Here or Indicate Name of Attached File(s)]* |
| 1. **ANNUAL SUBMISSION : 2019 VISiBILITY OF INCLUSION  INTERMEDIATE: Individual LGBTIQ Inclusion Work Acknowledgement** |
| **We acknowledge and communicate the work of exemplary individuals regarding their work in LGBTIQ inclusion within the workplace, internally.**  **Note: this excludes awards given externally such as AWEI awards – this is about YOUR acknowledgement of individuals internally.**  *Please provide evidence.*  *[Insert Evidence Here or Indicate Name of Attached File(s)]* |
| 1. **ANNUAL SUBMISSION : 2019 VISiBILITY OF INCLUSION  INTERMEDIATE: Confidential Contacts** |
| **We have an LGBTIQ intranet page that clearly identifies LGBTIQ people or allies who can be contacted for a confidential and informal discussion regarding being an LGBTIQ employee within the organisation. This is over and above any HR or grievance contacts and confidentiality must be assured.**  *Please provide a screenshot of where this information is provided. For full points, you must indicate CONFIDENTIALITY and therefore cannot be network mailbox or address.*  *[Insert Evidence Here or Indicate Name of Attached File(s)]* |
| 1. **ANNUAL SUBMISSION : 2019 VISiBILITY OF INCLUSION  INTERMEDIATE: Communication of LGBTIQ Support Information** |
| **As the initial source of information for LGBTIQ employees, our LGBTIQ intranet page *clearly articulates:***   1. **the process for formally reporting workplace LGBTIQ bullying/harassment** 2. **available LGBTIQ friendly support (should this occur)**   *For full points, please:*   1. *provide a screenshot of where this information is communicated on the network or LGBTIQ diversity page.* 2. *clearly show LGBTIQ friendly support avenues*   *[Insert Evidence Here or Indicate Name of Attached File(s)]* |
| 1. **ANNUAL SUBMISSION : 2019 VISiBILITY OF INCLUSION  ADVANCED: LGBTIQ Social Media Streams** |
| **We have internal LGBTIQ social media streams or any other means by which we can engage staff in conversations and post items of interest in regard to our inclusion work (may include but is not limited to Yammer, Twitter, Facebook, SharePoint).**  *[Insert Evidence Here or Indicate Name of Attached File(s)]* |

**Section 5: Training, Awareness & Professional Development**

Please do not include compliance training covering anti-discrimination policies or training within events. Both of these are covered elsewhere.

|  |
| --- |
| 1. **ANNUAL SUBMISSION : 2019 training, awareness & professional development  Foundation: Face-to-Face Training** |
| **We have made face-to-face LGBTIQ Awareness / Inclusion / Ally Training available to all employees throughout the assessed calendar year (this may include any training conducted via video conference technologies).**  *Please provide the following for one such piece of training:*   |  |  |  | | --- | --- | --- | | Name of Trainer or Video: | *[Evidence Here]* | Our trainer is accredited by or from Pride in Diversity | | Length of training: | *[Evidence Here]* | | | Date: | *[Evidence Here]* | | | Number of attendees approx that will have gone through this training throughout the assessed calendar year | *[Evidence Here]* | | | Evidence of training occuring (one piece of evidence for one such training required only). | *Screenshot of the invitation sent or where training has been communicated. [Evidence Here]* | | | Copy of presentation or outline of training covered: | *[Evidence Here]* | | |
| 1. **ANNUAL SUBMISSION : 2019 training, awareness & professional development  FOUNDATION: Online Training** |
| **We have LGBTIQ online training or videos that can be accessed by employees throughout the assessed calendar year.**  *Please provide the following for one such piece of training:*   |  |  | | --- | --- | | Name of Online Training or Video: | *[Evidence Here]* | | Length of the LGBTIQ component within the video/training: | *[Evidence Here]* | | Where employees can access this training : | *Please provide screenshot of where this training is accessed. [Evidence Here]* | | Tracking: | *Please identify:*   1. *how participation numbers are tracked [Evidence Here]* 2. *approximate number of people accessing this training throughout the assessed year [Evidence Here]* | | Copy of the module or a brief outline of it’s LGBTIQ content. | *[Evidence Here]* | |  |  | |
| 1. **ANNUAL SUBMISSION : 2019 training, awareness & professional development  ADVANCED: Professional Development for LGBTIQ Inclusion** |
| **Throughout the assessed calendar year, we have *either*:**   1. **provided LGBTIQ people with LGBTIQ specific leadership training, internally or externally (excludes conferences unless specifically dedicated to LGBTIQ leadership development)** 2. **put processes in place to ensure that there is LGBTIQ representation within talent development programs.**   *Please provide evidence for the one selected item above. If you can provide both, please add the second item to the ADDITIONAL WORK section at the end of this submission.*  *[Insert Evidence Here or Indicate Name of Attached File(s)]* |
| 1. **ANNUAL SUBMISSION : 2019 training, awareness & professional development  ADVANCED: LGBTIQ Inclusion Training Plan** |
| **We have a strategy or training plan in place to specifically address LGBTIQ inclusion and/or awareness training for all employees.**  *Please provide:*   1. *a copy of the strategy* 2. *outlined progress made throughout the assessed year*   *[Insert Evidence Here or Indicate Name of Attached File(s)]* |
| 1. **ANNUAL SUBMISSION : 2019 training, awareness & professional development  ADVANCED: LGBTIQ Event Attendance** |
| **Within the assessed calendar year, we have provided opportunities for employees to attended *external* dedicated LGBTIQ conferences or seminars nationally or internationally.**  **Note: This may include but is not limited to Pride in Practice – *this does not include any PID training held internally* or training already identified within this submission.**  *Please provide evidence.*  *[Insert Evidence Here or Indicate Name of Attached File(s)]* |

**Section 6: Executive Leadership & Engagement**

|  |
| --- |
| 1. **ANNUAL SUBMISSION : 2019 EXECUTIVE LEADERSHIP & ENGAGEMENT INTERMEDIATE: Executive Sponsor or Champion** |
| **We have a visible and active Executive Sponsor or Senior Champion for LGBTIQ inclusion who has both:**   1. **contributed to the LGBTIQ strategy** 2. **is engaged in tracking performance progress against the strategy throughout the year**   *For full points, please provide evidence for all parts to this question:*   1. *specific contribution to the strategy* 2. *level of engagement tracking progress against the strategy (signed statement by the Executive as to their role in strategy development / tracking will suffice)*   *[Insert Evidence Here or Indicate Name of Attached File(s)]* |
| 1. **ANNUAL SUBMISSION : 2019 EXECUTIVE LEADERSHIP & ENGAGEMENT  ADVANCED: Executive Advocacy** |
| **Within the assessed calendar year, Senior Executive(s) within our organisation have taken a lead role in:**   1. **advocating for LGBTIQ inclusion at an executive level *externally* amongst peers** 2. **advocating for LGBTIQ inclusion at an executive level *internally* amongst peers; or** 3. **the Pride in Diversity Executive Allies Forum**   *Please provide evidence for one of the above. If you have a Senior Leader highly active in promoting and supporting LGBTIQ inclusion, please consider nominating them for the Executive Leadership Award.*  *[Insert Evidence Here or Indicate Name of Attached File(s)]* |
| 1. **ANNUAL SUBMISSION : 2019 EXECUTIVE LEADERSHIP & ENGAGEMENT  ADVANCED: CEO or Equivalent Communications** |
| **Within the assessed calendar year, our CEO or equivalent has sent formal communications to all employees comprehensively discussing progress made in LGBTIQ inclusion work and its importance to the organisation. This may be CEO communications prioritised on intranet pages or within a CEO newsletter (beyond social media, award announcements only).**  *Please provide the most comprehensive communication sent out by your CEO (or equivalent) to all employees in regard to your work in LGBTIQ inclusion.*  *[Insert Evidence Here or Indicate Name of Attached File(s)]* |
| 1. **ANNUAL SUBMISSION : 2019 EXECUTIVE LEADERSHIP & ENGAGEMENT  ADVANCED: CEO or Equivalent Speaking at Events** |
| **Our CEO or equivalent has spoken at LGBTIQ events held by our organisation, either internally or externally.**  *For full points, all of the following must be provided:*   1. *evidence of the CEO speaking at the event and approximate duration of speech* 2. *brief outline of event purpose and typical audience* 3. *approximate attendee numbers*   *[Insert Evidence Here or Indicate Name of Attached File(s)]* |

**Section 7: Data Collection & Reporting**

|  |
| --- |
| 1. **ANNUAL SUBMISSION : 2019 data collection & reporting  INTERMEDIATE: Employee Data Analysis** |
| **Within our annual engagement, pulse or diversity surveys, either for the assessed calendar year or year prior, we have:**   1. **included questions in regard to one’s sexual orientation, gender identity or whether or not someone is intersex, AND** 2. **analysed and reported on LGBTIQ engagement data alongside other diversity demographics or overall population statistics**   *For full points, please provide:*   1. *details of when that data was last collected* 2. *a copy of the questions used to identify LGBTIQ population* 3. *an overview of comparative findings or analysis as compared to other internal populations*   *[Insert Evidence Here or Indicate Name of Attached File(s)]* |
| 1. **ANNUAL SUBMISSION : 2019 data collection & reporting  ADVANCED: LGBTIQ Analysis** |
| **Within the assessed calendar year (or year prior), we have specifically asked, investigated or assessed *one* of the following:**   * **if LGBTIQ employees are directly or indirectly disadvantaged at any stage during the recruitment process** * **if LGBTIQ employees are directly or indirectly disadvantaged in talent management processes or career progression** * **if there are discrepancies in attrition rates between LGBTIQ and non-LGBTIQ employees** * **if within gender aggregated data, we include non-binary employees and if not a proposed plan of action** * **if internal engagement or AWEI Survey data show any “most in need” areas to focus on, resulting in a plan of action**   *Please provide evidence for one of the above, including a plan of action where stipulated. Points will be given for one of the above.*  *If you have done work in more than one of the above areas within the assessed year, or year prior, please add to the ADDITIONAL WORK section at the end of this submission.*  *[Insert Evidence Here or Indicate Name of Attached File(s)]* |

**Section 8: Community Engagement**

|  |
| --- |
| 1. **ANNUAL SUBMISSION : 2019 COMMUNITY ENGAGEMENT  INTERMEDIATE: Employer Branded Participation at Community Events** |
| **Within the assessed calendar year, we held stalls at LGBTIQ community events or participated in pride parades under our employer/company branding.**  **Note: This must be a targeted branding exercise, over and above employees wearing corporate t-shirts but not contributing formally to the event.**  *Please provide evidence of branding displayed at community events.*  *[Insert Evidence Here or Indicate Name of Attached File(s)]* |
| 1. **ANNUAL SUBMISSION : 2019 COMMUNITY ENGAGEMENT INTERMEDIATE: Pro-Bono or Financial Support: LGBTIQ Charities/Organisations** |
| **Throughout the assessed calendar year, we have provided pro-bono or financial support to LGBTIQ charities/community groups. (This includes sponsorships of events, publications or pro-bono accommodation/venue support.)**  *Please provide evidence of two such instances. (Note: if less than two, partial points will be given.)*  *[Insert Evidence Here or Indicate Name of Attached File(s)]* |
| 1. **ANNUAL SUBMISSION : 2019 COMMUNITY ENGAGEMENT INTERMEDIATE: Fundraising** |
| **Throughout the assessed calendar year, we have engaged in fundraising for LGBTIQ charities / communities / groups. (This may include the support of any LGBTIQ charity groups within workplace giving programs.)**  *Please provide evidence (this can be a letter of appreciation, certificate, receipts or confirmation of funds raised issued by the charity/group).*  *[Insert Evidence Here or Indicate Name of Attached File(s)]* |

**Section 9: Survey**

|  |
| --- |
| 1. **ANNUAL SUBMISSION : 2019 optional survey participation**   **Optional: Survey Participation** |
| **We are participating in the 2020 AWEI Survey. *Please note: points will only be given if 50 or more survey responses are collected.*** |

**Section 10: Additional Work**

This section allows you to describe and provide evidence for any additional work completed throughout the assessed calendar year:

1. *that has not already been included within this year’s index submission*
2. *that you believe is significantly over and above what a particular question or index topic is looking for*

**IMPORTANT: PLEASE COMBINE ALL RELATED INDEX WORK INTO ONE ROW.** For example, if you wish to claim for signficiant training, list all LGBTIQ training within one row under the Item Name of “Training.” Only 1 point is available for all work pertaining to a particular topic/area – PLEASE do not split similar areas of index activity over multiple rows.

Please add additional rows regarding different areas of work, as necessary.

|  |  |
| --- | --- |
| 1. **ADDITIONAL WORK** | |
| ***Please do not split work within the same topic area over multiple rows. All work pertaining to a particular question or topic must be contained within one row.***  **Item Name:**  *[Question No. or Item Name Here]*  ***If referencing significant work over and above in relation to one of the questions or topics within the index, please state question number or index topic here and then provide evidence to the right.***  ***If you have new work, the topic of which is not covered within the index, please add an appropriate heading here and then provide evidence to the right.*** | *[Insert Evidence Here or Indicate Name of Attached File(s)]* |

***Please add additional rows as required***

**AWEI 2020 SUBMISSION DATES**

We can accept AWEI submissions between Monday 6th January – 5pm Friday 6th March 2020 (or midnight Saturday 7th March 2020 if sending large file transfer URL).

* No later than 5pm, Friday 6th March 2020 for hand-delivered, couriered or mailed submissions (hard copies, USB, etc).
* Deadline for large file transfer program URL (Including but not limited to Dropbox, Google Docs, ParcelPost, SharePoint or any other internally approved large file transfer system) midnight Saturday 7th March 2020 (note: file attachments will not be accepted within emails).
* Send to [AWEI@prideindiversity.com.au](mailto:AWEI@prideindiversity.com.au) with a copy to [dhough@acon.org.au](mailto:dhough@acon.org.au)

**IMPORTANT INFORMATION FOR SUBMITTERS**

Please ensure that you have signed up to the following newsletter – this will ensure that you receive all relevant information and updates in terms of the up and coming AWEI period.  [Click here](http://eepurl.com/tT7vf) to sign up or go to: <http://eepurl.com/tT7vf>

**OPTIONAL AWEI EMPLOYEE SURVEY**

Participating in the AWEI optional survey? You will be able to request your unique survey URL as of Monday 20th January, 2020. The survey will go live from Monday 3rd February and will remain open until the close of submissions Saturday 7th March, 2020 (midnight).

Participation in the survey allows you to balance the results of your AWEI with the views and lived experiences of your employees.  While survey data is linked to your organisation enabling us to provide you with a comprehensive high level analysis of responses, individual respondent data is not collected.