

# 2020 AWEI: SMALL EMPLOYER SCORING GUIDELINE



AUSTRALIAN WORKPLACE EQUALITY INDEX

# A NOTE FOR GLOBAL EMPLOYERS

It is important to realise that the Australian Workplace Equality Index (AWEI) measures policy and practice *here within Australia*. Globally, policies, law and even language can be different. 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 here**

Where international policies are given as evidence for the Australian Index it is important to note that laws, terminology (different terms have different meanings), protected attributes under discrimination acts and entitlements dependent on these differences 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). Typical areas impacted would be family leave benefits, staff entitlements, discrimination/EEO statements. Health benefits may form part of a package for US firms, but not here. Intersex is less spoken of internationally, than here. Australia has different laws and discrimination clauses. People affirming their gender may be given different entitlements between countries.

To ensure that you obtain full points for any policies written internationally, there will need to be consideration of local differences and a communication on policy pages or a local intranet page in terms of local applicability alongside any reference to law/language differences. This will attract points.

## **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 here has been instrumental in the development of that work. You can gain points in the additional work section of the index for any work that you have contributed to, in regard to your international LGBTI inclusion efforts. Exceptions will be made for any work completed overseas that you have actively shown, utilised, promoted internally here as a means of recognition your employer's global inclusion activity 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 active activity around that work here in Australia will not attract points.

# AWEI 2020 SCORING GUIDELINE: SMALL EMPLOYER

This document is to be used in conjunction with the AWEI submission document, designed to provide guidance in the gathering of evidence to obtain maximum points.

SECTION 1: HR POLICY & DIVERSITY PRACTICE: HR POLICIES & PRACTICE					
Q	Level	Question	Why This Question?	Providing Evidence	How Points are Allocated
1	Foundation	<p><b>Anti-discrimination Policy</b> Our anti-discrimination/ EEO policy clearly prohibits discrimination based on:</p> <ul style="list-style-type: none"> <li>• Sexual orientation</li> <li>• Gender identity</li> <li>• Intersex variation (or Intersex identity as per Sex Discrimination Act)</li> </ul> <p><i>The policy must clearly include all three items mentioned above. Please provide”</i> a) a copy of this policy</p>	<p>It is important that our anti-discrimination / EEO statement clearly reflects changes in the Sex Discrimination Act. Many anti-discrimination statements/EEO statements do not reflect the current act.</p>	<ul style="list-style-type: none"> <li>• Your statement will need to include all three areas for you to obtain points for this question. Please ensure that sexual orientation, gender identity AND intersex variation/identity are covered.</li> </ul>	<p><b>Maximum of 2 points</b> Points will NOT be allocated if your statement does not cover all three areas.</p>
2	Foundation	<p><b>Removal of the terms: ‘Sexual Preference’ or ‘Lifestyle Choice(s)’</b> 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.’</p> <p><i>Please provide an outline of progress to date:</i></p> <p><i>Please provide name and contact details of senior representative</i></p>	<p>While much work has been done on the inclusion of LGBTIQ individuals and families within policies, there is still a significant legacy of websites, intranet pages and diversity references that use what can be considered offensive language. Not only does this send a message that the organisation is not up to speed with correct terminology but can also generate negative reactions within the very demographic we are seeking to be inclusive of.</p>	<ul style="list-style-type: none"> <li>• Clearly outline any progress that you have made to date regarding this review/audit. Rather than stating “completed” or “just started”, outline the sites/diversity references that have been checked along with any changes made. Estimate how far along you are in this work (completed, 25% etc).</li> <li>• For full points you will need to supply the name of a someone in authority (Senior HR or Diversity Mgr.) who we can contact to verify this or answer any questions that we may have. Random calls will be made.</li> </ul>	<p><b>Maximum of 2 points</b> Points <b>will NOT be allocated</b> if you have not provided the contact details of a Senior staff member in HR or Diversity (or related area) that can verify the work to date.</p> <p>Providing contact details are provided, full or partial points will be determined via:</p> <ul style="list-style-type: none"> <li>• The provision of all requested evidence/information</li> <li>• The degree to which this work has progressed.</li> </ul>

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		<p>who can, if required, verify the above:</p> <p>Senior HR Name/Contact Details for verification:</p>			
3	Foundation	<p><b>LGBTIQ Inclusivity within Policies and Benefits</b></p> <p>On our policy intranet pages (or upfront within our policy documentation), we have made it <i>explicitly clear</i> that all policies are inclusive of LGBTIQ employees and their families (where families are included within policies/benefits).</p> <p><i>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).</i></p>	<p>We know that people can read themselves out of policies. While in previous indices we asked you to show us inclusivity statements within each and every policy, we have since had law changes that makes it illegal to discriminate so now we are simply asking you to place a statement of your inclusivity on the intranet page that houses your HR policies , family leave entitlements and benefits.</p> <p>The need to clearly articulate the LGBTI inclusivity of your policies here in Australis is still necessary for the following reasons:</p> <ul style="list-style-type: none"> <li>Some employees may not be sure of how religious freedoms interact with discrimination law in some workplace settings</li> <li>Not all employees will be up to speed with discrimination law when it comes to family benefits and workplace policy and therefore may not know if all policies apply</li> </ul> <p>Some policies are written internationally and implemented globally where laws are different so a localisation of benefits or clarification of these may be necessary.</p>	<ul style="list-style-type: none"> <li>Please provide a screenshot of where policy information is located on your intranet along with a very clear, explicit statement that all policies are fully inclusive of LGBTIQ people and their families.</li> </ul>	<p><b>Maximum of 3 points</b></p> <p>The more explicit and obvious your communication is regarding the inclusivity of your policies, the more points you will be given for this question.</p> <p>If your statements are generic, ambiguous or hidden within reams of information (i.e. not easily identifiable), fewer points will be given.</p>
4	Advanced	<p><b>New Parent Leave Inclusive of LGBTIQ Families</b></p> <p>On our policy pages (or upfront within our family policy</p>	<p>There are many ways that children come into LGBTIQ families; for some this is limited to surrogacy, adoption or foster arrangements. In each of these instances, there will be leave</p>	<p>Please provide clear and unambiguous evidence for any of the family leave options you have in addition to where this has been communicated:</p>	<p><b>Maximum of 3 points</b></p> <p>Points will not be allocated for any leave type if it is ambiguous or</p>

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		<p>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.</p> <p><i>For full points, please identify:</i></p> <p>(a) <i>If leave covers surrogacy and where the availability of this leave is clearly communicated</i></p> <p>(b) <i>If leave covers adoption and where the availability of this leave is clearly communicated</i></p> <p>(c) <i>If leave covers foster arrangement and where the availability of this leave is clearly communicated</i></p>	<p>required during the initial stages of caring for a new member of the family. Some leave policies still speak of “birth mothers” or exclude means other than traditional parenting or adoption. This question helps to build awareness of different family dynamics and seeks to proactively include LGBTIQ families and some of the less traditional ways in which their children may be brought into the family unit.</p> <p>This is an advanced question because it covers avenues that many LGBTIQ families depend, including some of the less traditional means of bringing children into a family.</p>	<ul style="list-style-type: none"> <li>• Surrogacy leave available and details clearly communicated</li> <li>• Adoption leave available and details clearly communicated</li> <li>• Foster leave available and details clearly communicated</li> </ul>	<p>“assumed” as opposed to clearly articulated.</p>
5	Advanced	<p><b>Third Party Policies</b></p> <p>We have audited third party service providers to ensure they align with our non-discriminatory policies/procedures, inclusive of LGBTIQ people and their families.</p> <p><b>Evidence Requested:</b></p> <p><i>Please:</i></p> <p>(a) <i>select all that have been audited from the list above (clicking the check box will mark it as selected)</i></p> <p>(b) <i>Provide evidence for <u>one</u> of the above, showing explicitly where LGBTIQ inclusivity is stated.</i></p>	<p>While we can control what we put in our own policies, the overt inclusivity of LGBTIQ people within third party policies is not always evident and we have found some cases where there are notable unwarranted exclusions.</p> <p>Here we are looking to see that you are still active in assessing policies for their inclusivity and can provide evidence of the explicit inclusion of LGBTIQ people, within one of those assessed.</p>	<p>For this question, please ensure that you have ticked all items that you have audited.</p> <p>You only need to provide a copy of the wording within one of the selected policies that clearly articulates the inclusivity of LGBTIQ people (wording/acronym does not need to match). Please do not include the whole policy, just a copy of the words that shows its inclusivity. Choose the policy that most explicitly states inclusion.</p> <p>You will also need to provide the details of a senior representative that</p>	<p><b>Maximum of 2 points</b></p> <p>Points <b>will not be allocated</b> if you have not nominated a person to verify the audits <b>or</b> if wording is ambiguous.</p> <p>Please note: What to do if wording in the policy is ambiguous:</p> <ul style="list-style-type: none"> <li>• Provide a separate statement from the third-party stating inclusivity;</li> <li>• clearly communicate this inclusivity on the policy pages</li> </ul>

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		<p>(c) Provide name and contact details of senior representative who can, if required, verify that the selected audits above have taken place:</p> <p>Senior HR Name/Contact Details for verification:</p>		<p>can be contacted, if required, to verify that you have audited the third party policies that you have identified to ensure that they are not discriminatory and inclusive of LGBTIQ people.</p> <p>Random calls will be made.</p>	
6	Advanced	<p><b>LGBTIQ Inclusion Strategy</b> We have a clearly defined strategy and/or documented action plans, targets and accountabilities to further our work on LGBTIQ inclusion within the workplace.</p> <p>Please provide a copy of your strategy and/or relative documents regarding further work on LGBTIQ inclusion within the workplace.</p>	<p>There are different ways in which organisations tackle D+I, some take a “pillared” approach by focusing on specific elements of D&amp;I (i.e. LGBTIQ, Women etc) others take an overarching approach focusing on the output of D&amp;I i.e. inclusive culture, business readiness etc melting all the streams into achieving the overarching results.</p> <p>Regardless of the approach, it is important that we don’t lose focus of LGBTIQ inclusion and that there be some clearly defined outcomes in order to maintain momentum and where desired, leadership in this space. We are not looking for a dedicated pillar here (that’s fine if you have one), but rather a strategic document that shows clearly defined LGBTIQ objectives/outcomes along with clearly defined actions plans or targets for the assessed year.</p>	<p>For this question, please provide a copy of the LGBTIQ component of your D&amp;I strategy or the LGBTIQ workplan that you have.</p> <p>Points will be given for a strategy or workplan with clearly defined outcomes or targets. Additional points will be given if you can show an accompanying project or action plan that enables you to clearly identify timelines, deliverables, responsibilities in order track and report against progress (tracking/reporting information not required here)</p>	Maximum of 3 points

SECTION 1: HR POLICY & DIVERSITY PRACTICE: LGBTIQ BULLYING / HARASSMENT & SUPPORT					
Q	Level	Question	Why This Question?	Providing Evidence	How Points are Allocated
7	Foundation	<b>LGBTIQ Training HR/Grievance Officers</b>	This question does NOT refer to LGBTIQ Network leads (unless they are also HR people with grievance process responsibilities). This	There are two parts to this question. The first is a statement from you stating that any grievance/HR officers	Maximum of 3 points

**SECTION 1: HR POLICY & DIVERSITY PRACTICE: LGBTIQ BULLYING / HARASSMENT & SUPPORT**

Q	Level	Question	Why This Question?	Providing Evidence	How Points are Allocated
		<p>We have an internal formal HR/Grievance process whereby LGBTIQ people can request or engage with:</p> <p>a) someone specifically trained in LGBTIQ Inclusion; OR</p> <p>b) an ally who has a good understanding of LGBTIQ sensitivities and potential areas of concern</p> <p>AND</p> <p>c) we communicate this contact point to employees</p> <p><i>For full points, please confirm:</i></p> <p><i>(a) that all identified LGBTIQ friendly grievance officers or first points of contact have either; undertaken LGBTIQ awareness training <b>or</b> are experienced allies with a good understanding of sensitivities</i></p> <p><i>(b) where these LGBTIQ aware/friendly grievance contact points can be located or requested for those seeking formal support</i></p>	<p>question refers to the people or person that <b>formal bullying/harassment complaints</b> are referred to. In previous training of organisational grievance officers (or whatever their title may be), we have come across people who have requested to withdraw from LGBTIQ awareness as it conflicts with their personal values or beliefs.</p> <p>Too many LGBTIQ people have experienced a lack of understanding of the challenges faced, the either deliberate or unconscious dismissing of LGBTIQ related harassment (“just having a bit of fun”, “just don’t be out at work”, “don’t talk about your personal life at work”). By having someone that is clearly designated as an LGBTIQ ally, or someone fully trained in LGBTIQ inclusion as one of those reporting lines may be the difference between someone reporting harmful behaviour or not.</p> <p>Broad sweeping statements of “all of our counsellors or HR people are inclusive” does not portray the same level of confidence.</p>	<p>that you have stated are LGBTIQ friendly have been trained in LGBTIQ inclusion or are experienced allies with a good understanding of challenges that LGBTI people face. Broad statements that all grievance officers are inclusive will not suffice here. If not all are trained or experienced allies, then realistically, they should not be identified as LGBTIQ friendly (yet).</p> <p>To get full points for this question, you do need to clearly articulate with the <b>grievance or reporting of bullying/harassment documentation</b> that you do have people that have been specifically trained in LGBTIQ inclusion / understand the challenges or are knowledgeable LGBTIQ allies. We need to see that this is clearly articulated alongside their contact details on the page or within the document that grievance procedures are communicated.</p>	<p>Points will NOT be allocated for generic statements regarding all people being trained / inclusive; or</p> <p>Points will NOT be allocated if the clear articulation of LGBTIQ trained or experienced LGBTIQ allies is not given within the contact details of grievance documentation.</p>
8	Intermediate	<p><b>Behavioural examples of what constitutes Bullying/Harassment</b></p> <p>Documentation within our bullying and harassment policy/guidelines provide clear behavioural examples of what constitutes bullying/harassment in terms of sexual orientation, gender</p>	<p>Having very specific behavioural examples of what constitutes bullying/harassment of LGBTIQ people not only allows employees to point to this to show how the behaviour is contravenes your code of conduct, but also allows managers to point to the behaviour when counter claims such as “it was only meant as a joke” or “that was just a bit of fun”</p>	<p>Within your bullying/harassment policy or supporting guidelines / documentation you need to provide at least one example of what bullying/harassment looks like for intersex people, those of diverse sexuality and for trans and gender diverse people. This must be within</p>	<p><b>Maximum of 4 points</b></p>

**SECTION 1: HR POLICY & DIVERSITY PRACTICE: LGBTIQ BULLYING / HARASSMENT & SUPPORT**

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		<p>identity/expression AND examples of behaviour that constitutes bullying/harassment of intersex people.</p> <p><i>For full points, please provide evidence of behavioural examples given within your documentation in terms of:</i></p> <p>(a) <i>behaviour that constitutes bullying/harassment in regard to one’s sexual orientation</i></p> <p>(b) <i>behaviour that constitutes bullying/harassment of trans or gender diverse employees</i></p> <p>(c) <i>behaviour that constitutes bullying/harassment of intersex people</i></p>	<p>come up. This is particularly relevant regarding the constant innuendo, jokes, unwelcome commentary that LGBTIQ people face far too frequently as a direct result of being intersex, their sexual orientation or gender diversity.</p>	<p>the documentation that details bullying/harassment and/or reporting processes (not as part of annual online bullying/code of conduct training).</p> <p>If your ability to detail examples for multiple diverse demographics is limited, consider using a consolidation statements such as “ongoing jokes, innuendo or commentary in regard to being intersex, or in regard to one’s sexual orientation or gender identity”.</p> <p>We do need to see intersex, sexual orientation and gender identity for this question addressed for this question, not just one of those demographics. An additional point will be available for more comprehensive examples over and above one diversity dimension being covered or one consolidation statement.</p>	
9	Intermediate	<p><b>EAP (Employee Assistance Program) Provider</b></p> <p>We have either:</p> <p>a) 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; OR</p> <p>b) received documentation that we believe demonstrates both the knowledge and expertise</p>	<p>We are aware of too many instances where people have attended EAP (Employee Assistance Programs) re being LGBTIQ at work only to be told that their problems would be resolved if they didn’t talk about their family, or they weren’t out at work. We have also heard stories of transphobic commentary being made by counsellors.</p> <p>This question looks at ensuring those responsible for engaging with counselling services that the organisation uses has asked questions in regard to either dedicated people that LGBTIQ people can go to (assured of their understanding of challenges faced</p>	<p>You will need to respond to (a) or (b) by providing evidence of either having identified dedicated LGBTIQ friendly counsellors within your EAP provider or having received documentation from the EAP provider that you believe sufficiently demonstrates their knowledge/expertise in this area.</p> <p>IN ADDITION, you will need to show where this is communicated to your employees either on the EAP information page or on the LGBTIQ intranet page. This is what gives your</p>	<p><b>Maximum of 3 points</b></p>



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		<p>of our EAP provider to support LGBTIQ people and we have:</p> <p>c) <i>clearly communicated</i> this on our EAP Provider page and/or our LGBTIQ intranet page</p> <p><i>Please provide:</i></p> <p>(a) <i>evidence of (a) or (b) above and</i></p> <p>(b) <i>where this has been communicated on an LGBTIQ intranet page</i></p>	<p>and impact) or have received to the employer's satisfaction documentation that demonstrates both knowledge and expertise of the counselling team to support LGBTIQ employees.</p>	<p>LGBTIQ employees the confidence to engage with the provider.</p>	

SECTION 1: HR POLICY & DIVERSITY PRACTICE: TRANS / GENDER DIVERSE INCLUSION					
Q	Level	Question	Why This Question?	Providing Evidence	How Points are Allocated
10	Intermediate	<p><b>Gender Affirmation Policy and Process Documentation</b></p> <p>We understand that we may have employees (now or in the future) who may affirm their gender; and we have documented support processes in place for managers AND employees to access that assist in facilitating this.</p> <p>Note: 'Gender affirmation' (above) is the ideal term for what has commonly been referred to as 'transitioning.'</p> <p><b>Evidence Requested:</b> <i>Please attach a copy of this specific policy/process.</i></p>	<p>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 during this time is critical and success factors require that not only is the employee supported, but also the manager and immediate team/colleagues.</p>	<p>To gain full points for this question, you will to provide evidence of a policy, process or documentation that clearly outlines process and support for:</p> <p>the employee affirming their gender <b>PLUS</b> their manager <b>PLUS</b> immediate peers/colleagues</p>	<p><b>Maximum of 5 points</b></p>
11	Advanced	<p><b>Gender Affirmation Leave</b></p>	<p>Of course, employees can use sick leave to assist with that which requires medical</p>	<p>The points allocated for this question will focus on the paid leave provisions</p>	<p><b>Maximum of 4 points</b></p>

**SECTION 1: HR POLICY & DIVERSITY PRACTICE: TRANS / GENDER DIVERSE INCLUSION**

Q	Level	Question	Why This Question?	Providing Evidence	How Points are Allocated
		<p>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.</p> <p>Note: This leave is in addition to the need to utilise annual leave, sick or personal leave.</p> <p><i>For full points, please provide:</i></p> <p>(a) <i>evidence of a paid leave entitlement (over and above annual leave, sick or personal leave) for individuals currently affirming their gender</i></p> <p>(b) <i>a list of any supporting documentation required from the employee for you to enact this leave</i></p> <p>(c) <i>the degree to which the availability of this leave is at the discretion of the manager</i></p>	<p>consultation / attention / advice. And most common post sick leave usage is the utilisation of annual leave when it comes to offering employees leave to assist through their gender affirmation.</p> <p>For this advanced area of the index, we are looking for employers to recognise that people affirming their gender may still get sick (nothing to do with their gender affirmation) and require sick leave as much as every other employee and annual leave is designed for people to take time out of work and refresh – necessary for ongoing mental health and work life balance.</p> <p>Here we are allocated advanced points for employers who can accommodate paid leave options for people affirming their gender during this period without people utilising all their sick or holiday leave.</p> <p>We are also looking to employers to be aware that there are still many people in our world who overtly or covertly do not agree with gender affirmation and that leaving this leave at the sole discretion of a manager without any alternative pathway by which this leave may be requested could be problematic for some employees.</p>	<p>available over and above the use of sick leave/special leave/annual leave, please ensure that you clearly outline these.</p> <p>Different organisations have different paid leave terminology and considerations.</p> <p>If you believe your paid leave is enough for someone affirming their gender, please make your case for this.</p> <ul style="list-style-type: none"> <li>In the case of extensive accumulation sick leave, please advise what would happen if enough leave had not yet been accumulated.</li> </ul> <p>You will also need to respond to evidence requirements (b) and (c) for full point allocation.</p>	
12	Advanced	<p><b>Trans and Gender Diverse Applicants</b></p> <p>For trans/gender diverse applicants, we have:</p> <p>a) Implemented processes to help reduce roadblocks/difficulties</p>	<p>Meaningful recruitment is a significant challenge for many trans / gender diverse employees, particularly those who leave employment, affirm their gender, then seek new employment. There are numerous roadblocks, hurdles and challenges to navigate.</p>	<p>Please read the evidence required section for this question carefully. We will need evidence for (a), (b) and (c) to allocate points for each of these areas.</p>	<p><b>Maximum of 6 points</b></p> <p>Note: Evidence must be provided for all three areas to qualify for points.</p>

SECTION 1: HR POLICY & DIVERSITY PRACTICE: TRANS / GENDER DIVERSE INCLUSION					
Q	Level	Question	Why This Question?	Providing Evidence	How Points are Allocated
		<p>faced by trans/gender diverse job applicants</p> <p>b) <i>clearly communicated</i> a point of contact available for trans/gender diverse applicants throughout the application process on relevant web pages or within application documentation</p> <p>c) provided documentation addressing concerns specific to trans/gender diverse applicants and made these available throughout the recruitment process</p> <p><i>For full points, evidence must be provided for all items above. Partial points will be given if all items are not evidenced.</i></p>	<p>For those organisations that wish to be leaders in LGBTIQ inclusion, removing some of the barriers for trans &amp; gender diverse people from the recruitment process is critical.</p> <p>How you do this will depend on your individual recruitment practices and ability to influence external recruiters. Identifying the barriers is important; working to reduce and potentially eliminate these barriers – critical.</p>	<p>We will need to see what processes you have implemented to date to remove some of the roadblocks/difficulties faced by trans/gender diverse employees in terms of applying for roles within your organisation.</p> <p>Best practice would also have a point of contact for all trans &amp; gender diverse employees should they seek assistance with some of the challenges faced, documentation requirements. These should be clearly communication within all application documentation.</p> <p>Further points will be given if support documentation addressing specific concerns of trans and gender diverse applicants is clearly made available throughout the application/recruitment process.</p>	

SECTION 1: HR POLICY & DIVERSITY PRACTICE: STRATEGIC FOCUS					
Q	Level	Question	Why This Question?	Providing Evidence	How Points are Allocated
13	Foundation	<p><b>External Web LGBTIQ Workplace Inclusion Promotion</b></p> <p>We have promoted our focus and work on LGBTIQ workplace inclusion on our <i>external</i> facing webpage (URL).</p> <p><i>Please provide the URL of an external webpage that specifically promotes your inclusion work. (Points will not</i></p>	<p>When considering a role within an organisation, potential employees will often browse the employer’s website. For LGBTIQ people there will often be a specific interest in your work on diversity and, what you do within the LGBTIQ inclusion space. This will often be a consideration for them, and any information contained on your website may inform their decision in determining whether they wish to proceed with the application; or</p>	<p>You will need to provide the URL that takes us directly to the page that promotes any diversity and inclusion work, particularly in reference to LGBTI inclusion.</p> <p>Points will not be allocated if we are unable to access the information from the direct URL provided.</p>	<p><b>Maximum of 2 points</b></p>

SECTION 1: HR POLICY & DIVERSITY PRACTICE: STRATEGIC FOCUS					
Q	Level	Question	Why This Question?	Providing Evidence	How Points are Allocated
		<i>be given if we are unable to access this externally.)</i>	<p>at the very least, what they can expect in terms of cultural inclusivity.</p> <p>External promotion of your diversity focus (all areas of diversity) also promotes the value that you place on diversity and inclusion.</p>		
14	Advanced	<p><b>Executive Sponsor or LGBTIQ Champion</b></p> <p>We have an Executive Sponsor or LGBTIQ champion with documented role expectations/accountabilities related to LGBTIQ inclusion work and advocacy within the organisation.</p> <p><i>For full points, please provide evidence of both:</i></p> <p>(a) <i>the documented role expectation/accountabilities</i></p> <p>(b) <i>the mechanism through which the Exec Sponsor reports or is made accountable for these</i></p>	<p>Another question that will bring us up to speed within international indices – clear articulation / accountabilities related to the role of Executive Sponsor or LGBTIQ champion.</p> <p>The role of Executive Sponsor has become critical for top down leadership and support for LGBTIQ inclusion. Clearly articulated accountabilities or expectations (set out within a formal document for this role) not only assists Executive Sponsors in determining what is expected of them but also helps to ensure that the role is accountable and active as opposed to a in title only.</p>	<p>While the accountabilities / expectations of an executive sponsor do not need to be formally written in contracts or form part of the Executive’s official performance contract, it is important that there is a document that clearly articulates what the expectations area alongside any accountabilities, KPI’s that may be related. For this question, please provide a copy of this document.</p> <p>The second part of this question related to who / how the Executive Sponsor is made accountable in this role. It may be that the Executive Sponsor reports progress in the role, if so – who to? Or it may be a formal report that outlines activity throughout the year – if so, where does that report go? This is about ensuring that the role is an accountable one. For the second part of this question, you need to explain how this role is accountable for the actions/expectations articulated within the document. If you are unable to provide evidence for this second part, a signed statement by the executive sponsor regarding accountability or the name of Executive or designate</p>	<p><b>Maximum of 4 points</b></p>

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Q	Level	Question	Why This Question?	Providing Evidence	How Points are Allocated
				that we can call to confirm accountability will suffice.	

SECTION 2: STRATEGY & ACCOUNTABILITY					
Q	Level	Question	Why This Question?	Providing Evidence	How Points are Allocated
15	Foundation	<p><b>External LGBTIQ Expertise</b> 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).</p> <p><i>Please provide evidence of <u>one</u> such engagement throughout the assessed year, identifying who that was with.</i></p>	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. This question looks at the utilisation of LGBTIQ expertise/support across the year outside of your employee base.	<p>If were a Pride in Diversity member within the assessed year, please just state that here. No further evidence required.</p> <p>For non-members, please provide evidence of one instance of utilising external LGBTIQ Support/Expertise for LGBTIQ workplace inclusion throughout the assessed year.</p>	<b>Maximum of 2 points.</b>
16	Advanced	<p><b>LGBTIQ Inclusion Promotion</b> We can show evidence of promoting our commitment to LGBTIQ inclusion in <u>one</u> of the following areas:</p> <ul style="list-style-type: none"> <li>pitching for business or contracts</li> <li>engaging with potential clients/customers</li> <li>applying for funding</li> <li>engaging with strategic partners or key external stakeholders</li> </ul> <p><i>For full points, please provide evidence for <u>one</u> of the above-mentioned areas.</i></p>	<p>This advanced question brings us on par with international indices.</p> <p>This question looks at the promotion of your LGBTIQ inclusion work in client/customer/stakeholder related activity which we know is on the rise here in Australia. At least one international index requests activity in three or more of these areas.</p>	<p>As many submitting employers are currently engaged in at least one of these activities, this leading practice question requires activity in <b>one</b> of the identified areas for full point allocation (any more than two will not be given additional points here, but the additional areas may be included within the ADDITIONAL WORK section at the end of this index).</p> <p>Please ensure that you provide evidence for the activities claimed. This must have taken place within the assessed you. If you can only address one of these, please include your evidence for partial point allocation.</p>	<b>Maximum of 2 points</b>

SECTION 2: STRATEGY & ACCOUNTABILITY					
Q	Level	Question	Why This Question?	Providing Evidence	How Points are Allocated
		<p><i>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.</i></p>			

SECTION 3: LGBTIQ EMPLOYEE NETWORKS AND RESOURCE GROUPS					
Q	Level	Question	Why this question?	Providing Evidence	How Points are Allocated
17	Foundation	<p><b>LGBTIQ Employee Network</b>            Within the assessed calendar year, we have <i>either</i>:</p> <p>a) an established LGBTIQ employee network with a clearly documented charter/purpose or remit</p> <p>b) have made progress towards the launch or establishment of an LGBTIQ employee network</p> <p><i>If you have an existing network:</i>            a) please provide a copy of the network's charter/purpose.</p> <p><i>If you are in the process of creating a network:</i>            b) please evidence progress made within the assessed year.</p>	<p>Not all employers have established LGBTIQ Employee Networks or Resource Groups (names will vary) so much of the work that once resided in this section has been scattered throughout the index). However, there is still value in the establishment of these groups providing that they</p> <p>(a) offer a safe space, allowing LGBTIQ people and allies to connect; and</p> <p>(b) contribute to the work of the organisation in driving LGBTIQ inclusion.</p> <p>Networks that contribute to the business not only gain credibility within the business but can also accomplish a significant amount of work over and above often limited Diversity resources.</p>	<p>If you have a network, please provide a copy of the networks articulated charter/purpose.</p> <p>If you are in the process of establishing a network, you will need to provide evidence of having made progress towards this within the assessed year.</p>	<p><b>Maximum of 2 points</b></p>
18	Intermediate	<p><b>Leadership Structure</b></p>	<p>For a network to effectively contribute to the organisation, we would want to see a clearly defined leadership structure with role or</p>	<p>A copy of your network leadership structure and role accountability will be required, along with the</p>	<p><b>Maximum of 3 points</b></p>

**SECTION 3: LGBTIQ EMPLOYEE NETWORKS AND RESOURCE GROUPS**

Q	Level	Question	Why this question?	Providing Evidence	How Points are Allocated
		<p>Our employee network has a clearly articulated leadership structure with:</p> <ul style="list-style-type: none"> <li>a) clear roles and/or responsibilities for those involved</li> <li>b) an HR or Diversity representative as part of the leadership structure</li> </ul> <p><i>For full points, please provide:</i></p> <ul style="list-style-type: none"> <li>(a) a copy of your network leadership structure clearly articulating role accountabilities</li> <li>(b) evidence that you have HR or diversity representation within the leadership</li> </ul>	<p>activity accountabilities. Alignment with HR or Diversity is also critical to ensure that any activity or planning is clearly visible to and aligned with strategic priorities.</p>	<p>identification of anybody within the leadership team that is there to represent HR or Diversity functions.</p>	
19	Foundation	<p><b>Strategy / Work Plan</b></p> <p>For the assessed year, our network collaborated with HR and/or leadership to develop a plan to contribute their expertise to the organisation.</p> <p><i>Please provide a copy of your collaborated plan.</i></p>	<p>The network being responsible for delivery of outcomes that will support the organisations inclusion initiatives is critical to a successful employee network.</p> <p>The network may have its own standalone strategy, it may take ownership of the LGBTIQ component of the organisations diversity strategy or it may be responsible for a subset of that strategy.</p> <p>Here we are looking to identify the work that the network is held responsible for.</p>	<p><b>Full responsibility for strategy in question 6 of this Submission?</b></p> <p>If the network is completely responsible for the entire LGBTIQ strategy and action plans identified in Question 6 this Submission, simply state that within your evidence.</p> <p><b>Partial responsibility for the strategy in question 6 of this submission or an independent network strategy?</b></p> <p>If your strategy is only a component of that identified in Question 6 of this Submission, please identify the section for which the network is responsible, along with any action plans and</p>	<p><b>Maximum of 3 points</b></p>

**SECTION 3: LGBTIQ EMPLOYEE NETWORKS AND RESOURCE GROUPS**

Q	Level	Question	Why this question?	Providing Evidence	How Points are Allocated
				timelines you have built to monitor progress.	

**SECTION 4: VISIBILITY OF INCLUSION**

Q	Level	Question	Why This Question?	Providing Evidence	How Points are Allocated
20	Foundation	<p><b>Days of Significance</b>                      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.</p> <p><i>For full points, please provide:</i>                      a) a list of LGBTIQ Days of Significance celebrated throughout the assessed year                      b) a brief description of each event</p>	<p>Celebrating LGBTIQ days of significance not only provides visibility of inclusion throughout the year, but also provides an opportunity for employers to communicate and education people on why these dates are so significant for some people.</p> <p>It is also an opportunity to bring people together, network, share information and promote LGBTIQ inclusion more generally.</p>	<p>The only evidence required for this question is a list of the LGBTIQ dates that you celebrated this year along with a brief description of what you did for each event.</p> <p>Note: For full points, more than ONE Day of Significance must be celebrated/participated (for example, <i>both</i> Wear it Purple and IDAHOBIT). If you provide multiple events or examples from only one Day of Significance, partial points will be given.</p>	<p><b>Maximum of 2 points</b></p>
21	Foundation	<p><b>Visibility</b>                      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.</p> <p><i>Please provide:</i>                      a) a list of available options whereby employees can choose to indicate that they are any ally or a supporter of LGBTIQ inclusion</p>	<p>Visibility of LGBTIQ allies within the workplace contributes to the sense of inclusion for many LGBTIQ people, regardless of whether they are out at work.</p> <p>Just as you may not be able to identify every LGBTIQ person by just looking at them, they will not be able to identify whether you have an issue with their sexuality or gender diversity by looking at you. By providing employees with a way to visually identify themselves as an ally you are not only creating a sense of inclusion for those within the these communities, identifying those that allies can have safe conversations with but you are also providing great conversation</p>	<p>For this question, please supply a full list of the different ways in which employees may identify themselves as an ally.</p> <p>Please supply a couple of photos only of these being used. Additional points will not be given for additional photos.</p>	<p><b>Maximum of 2 points</b></p>



**SECTION 4: VISIBILITY OF INCLUSION**

Q	Level	Question	Why This Question?	Providing Evidence	How Points are Allocated
		<p>b) <i>photos / screenshots of where these items can be seen on premises</i></p> <p><i>Note: a couple of photos will suffice to show the visibility of allies – please do not include extensive evidence as additional points are not allocated for volume.</i></p>	<p>starters with those within the organisation who may not identify as LGBTIQ or understand fully why it is important to visually identify as an Ally.</p>		
22	Intermediate	<p><b>Ally/LGBTIQ Champion Reference Guides</b></p> <p>We provide reference guides or materials on how to be an effective ally and/or an active champion for LGBTIQ inclusion within the workplace.</p> <p><i>Please provide</i></p> <p>(a) <i>copy of this guide or an outline of the content covered within the guide</i></p> <p>(b) <i>information regarding how it is distributed or where this guide can be found</i></p>	<p>In the AWEI employee survey undertaken within the early months of 2019, 19% of the 21,181 non-LGBTIQ respondents did not consider themselves to be an ally, 22% said they were unsure.</p> <p>When asked WHY they did not consider themselves to be any ally:</p> <ul style="list-style-type: none"> <li>• 34.05% said it was because they didn't know enough about why they should be an ally (up from 27.72% the year prior); and</li> <li>• 19.20% said it was because they wouldn't know how to get started (up from 18.14% the year prior)</li> </ul>	<p>Please refer evidence requirement (a) and (b) for this question.</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 where it does.</p>	<b>Maximum of 2 points</b>
23	Intermediate	<p><b>Confidential Contacts</b></p> <p>We have a clearly identified 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.</p>	<p>Contacts in HR or within grievance reporting lists that are trained in LGBTIQ inclusion or experienced allies, and identified as such, are covered in Question 8 of the Standing Submission. This is not what we are talking about here.</p> <p>There are times when a person may want to have a confidential conversation with an LGBTIQ person or experienced ally about the possibility of coming out within their team, or to ask a question regarding the network.</p>	<p>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 or phone line.</p> <p>Please provide a screenshot of where this information is made available.</p>	<b>Maximum of 2 points</b>

SECTION 4: VISIBILITY OF INCLUSION					
Q	Level	Question	Why This Question?	Providing Evidence	How Points are Allocated
		<i>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.</i>	They may want to discuss something about their work experience or suggest something confidentially. 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.		
24	Advanced	<p><b>LGBTIQ Social Media Streams</b> 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).</p> <p><i>Please provide evidence.</i></p>	Internal LGBTIQ social media streams provide a valuable forum for the sharing of practice, photos, ideas, information about dates of significance, Q&A, participating in discussions and promoting events throughout the organisations with significant potential employee reach.	Please provide evidence of any internal social media streams you may have.	<b>Maximum of 2 points</b>

SECTION 5: TRAINING AWARENESS & PROFESSIONAL DEVELOPMENT					
Q	Level	Question	Why This Question?	Providing Evidence	How Points are Allocated
25	Foundation	<p><b>Face-to-Face Training</b> 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).</p>	Face to face training (whether this be conducted by video conferencing, interactive technologies or in person) has the added advantage of being able to ask questions and address areas of concern very specific to the audience participating.	<p>This may include face to face training or training supplied by interactive online technology (i.e. videoconference, WebEx etc)</p> <p>Please ensure that you supply all the pieces of evidence requested within the submission form.</p> <p>This training must be dedicated to LGBTIQ Inclusion / Awareness or Ally Training to be given points.</p>	<b>Maximum of 2 points</b>
26	Foundation	<b>Online Training</b>	Online training or training videos, or eLearning, have the advantage of being	This may include professionally developed online training, training	<b>Maximum of 2 points</b>

**SECTION 5: TRAINING AWARENESS & PROFESSIONAL DEVELOPMENT**

Q	Level	Question	Why This Question?	Providing Evidence	How Points are Allocated
		We have LGBTIQ online training or videos that can be accessed by employees throughout the assessed calendar year.	available throughout the year with participation being at a time that suits the learner. It also allows employers to extend reach and availability of training across different states, territories and regions and can be undertaken by a significant number of employees.	<p>videos, eLearning or internal videos of training that has previously been presented.</p> <p>Please ensure that you supply all the pieces of evidence requested within the submission form.</p> <p>This training must be dedicated to LGBTIQ Inclusion / Awareness or Ally Training to be given points.</p>	Points will not be given if you are unable to track participation as you would not be able to confirm that the training had been undertaken.
27	Advanced	<p><b>Professional Development: LGBTIQ Inclusion</b></p> <p>We have a strategy or training plan in place to specifically address LGBTIQ inclusion and/or awareness training for all employees.</p> <p><i>Please provide:</i></p> <p>(a) a copy of the strategy</p> <p>(b) outlined progress made throughout the assessed year</p>	<p>Inclusion is such a critical measure of an organisation’s 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 training in this area is that it usually only gets attended by the people who are interested (and quite often, they are NOT the ones that we sometimes need to target).</p> <p>By working on a training plan that would see all employees undertake diversity &amp; inclusion training, we are not only ensuring a consistent message across the organisation but also ensuring that critical messages are getting across to all employees, not just those who have an interest in this area.</p>	<p>This is an advanced question because most training to date has been based on voluntary attendance.</p> <p>To gain points for this question, there needs to be the development of a strategy or training plan that would increase take-up of training across the organisation with the ultimate view of reaching all employees.</p> <p>A copy of the plan would be required for points here and an indication of progress to date.</p>	<b>Maximum of 2 points</b>
28	Advanced	<p><b>LGBTIQ Event Attendance</b></p> <p>Within the assessed calendar year, we have provided opportunities for employees to attend <u>external</u> dedicated LGBTIQ conferences or seminars.</p>	Providing employees who are involved in the work of LGBTIQ inclusion within the workplace the opportunity to attend <b>dedicated</b> LGBTIQ conferences or seminars either nationally or internationally can broaden exposure to some of the practices of	While evidence may include, but is not limited to Pride in Practice, it does not include any PID awareness/ally training held internally or externally as this would fall within training attendance; nor does it cover industry forum	<b>Maximum of 2 points</b>

SECTION 5: TRAINING AWARENESS & PROFESSIONAL DEVELOPMENT					
Q	Level	Question	Why This Question?	Providing Evidence	How Points are Allocated
		<p>Note: This may include but is not limited to Pride in Practice – <i>this does not include any PID training held internally</i> or training already identified within this submission.</p> <p><i>Please provide evidence.</i></p>	<p>leaders in the space and equip employees with ideas or tools with which they can help progress internal work.</p>	<p>attendance, Executive Ally programs or roundtables (you can claim points for these elsewhere).</p> <p>This question, as an advanced question is designed to cover dedicated learning events or conferences in which LGBTIQ workplace inclusion best practice is showcased and discussed.</p> <p>This may include both national and international events.</p>	

SECTION 6: EXECUTIVE LEADERSHIP & ENGAGEMENT					
Q	Level	Question	Why This Question?	Providing Evidence	How Points are Allocated
29	Intermediate	<p><b>Executive Sponsor or Champion</b> We have a visible and active Executive Sponsor or Senior Champion for LGBTIQ inclusion who has either:</p> <p>a) contributed to the LGBTIQ strategy</p> <p>b) is engaged in tracking performance progress against the strategy throughout the year</p> <p><i>Please provide evidence for one of the above. Points will be allocated for one of the above.</i></p> <p><i>If you have a very active Executive Sponsor or Senior Champion, please outline additional work by the Executive Sponsor (not already</i></p>	<p>The impact of an effective an active Executive Sponsor or Champion for LGBTIQ workplace inclusion cannot be underestimated.</p> <p>The Executive Sponsor lends both executive voice and insight into strategy development, can provide feedback and counsel of progress and can be a sounding board for new ideas. The Executive Sponsor can share the work of the network with their peers, be an advocate amongst Executive for what you are trying to achieve and will often have access to the CEO that network leaders may not have.</p>	<p>Please read the evidence required for this question carefully.</p> <p>You will need to indicate either:</p> <ul style="list-style-type: none"> <li>• how the Executive Sponsor has contributed to the LGBTIQ inclusion strategy or targets; or</li> <li>• how engaged they have been in the tracking of performance against the strategy.</li> </ul> <p>The simplest way to provide evidence for this question would be for the Executive Sponsor to sign a statement responding to one of the above.</p>	<p><b>Maximum of 2 points</b></p>

SECTION 6: EXECUTIVE LEADERSHIP & ENGAGEMENT					
Q	Level	Question	Why This Question?	Providing Evidence	How Points are Allocated
		covered within this index) to ADDITIONAL WORK section at the end of this submission, in one row with the Item Name: "Executive Sponsor or Champion."			
30	Advanced	<p><b>Executive Advisory</b>            Within the assessed calendar year, Senior Executive(s) within our organisation have taken a lead role in:</p> <ul style="list-style-type: none"> <li>a) advocating for LGBTIQ inclusion at an executive level <i>externally</i> amongst peers</li> <li>b) advocating for LGBTIQ inclusion at an executive level <i>internally</i> amongst peers; or</li> <li>c) the Pride in Diversity Executive Allies Forum</li> </ul> <p><i>Please provide evidence for <u>one</u> of the above.</i></p> <p><i>If you have a very active Executive Sponsor please outline additional work by the Executive Sponsor (not already covered within this index) to ADDITIONAL WORK section at the end of this submission, in one row with the Item Name: "Executive Advocacy."</i></p> <p><i>Please also consider nominating them for an Executive Sponsor Award.</i></p>	<p>This question addresses the activity of Senior Executive within your organisation who advocate for LGBTIQ workplace inclusion amongst their Executive peers. This may include but is not limited to the activity of your Executive Sponsor.</p> <p>Engaging other Executive in conversations around LGBTIQ inclusion providing important coverage at a senior level and allows Executive to talk to their peers about the impact and importance of the work that they do in this space; with a view of having others take the lead.</p>	<p>You only need to select one of the options chosen to obtain points for this question. Please provide evidence for more than one of these options here; no additional points will be allocated. If you have evidence for more than one, please include within the ADDITIONAL WORK section of the index.</p> <p>The words "lead role" do not necessarily mean running an event or being chair of a discussion but it does imply active involvement/engagement in this activity.</p> <p>Please provide evidence for one of the three areas shown. If you are unable to provide evidence, please provide a detailed statement of activity/level of engagement, signed by the Executive clearly stating his name and role.</p>	<b>Maximum of 2 points</b>

**SECTION 6: EXECUTIVE LEADERSHIP & ENGAGEMENT**

Q	Level	Question	Why This Question?	Providing Evidence	How Points are Allocated
		<p><i>Note: Only if you DO NOT HAVE an Executive Sponsor may you include evidence of another Executive advocated for LGBTIQ inclusion here.</i></p>			
31	Advanced	<p><b>CEO or Equivalent Communications</b>                      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).</p> <p><i>Please provide the most comprehensive communication sent out by your CEO (or equivalent) to all employees in regard to your work in LGBTIQ inclusion.</i></p>	<p>Many CEO's will send out communications re: an event, or an award being won.; What is critical is the voice of the CEO (or equivalent) on the importance of LGBTIQ inclusion, covering off some of the work that is being done in this space i.e. any progress made.</p> <p>This not only clearly articulates the support of the CEO re: LGBTIQ inclusion and his view on its importance via a dedicated communication regarding progress made in this area and why it is so important (as opposed to congratulations on an award or encouragement to attend an event)</p>	<p>While all staff emails are not an option for many organisations, you may have other means of getting an all staff comms out to your employees. This may be via an intranet page that all staff will see or via commentary in an all staff newsletter.</p> <p>The important thing here is that all employees hear the message of the CEO (or equivalent), endorsing this work and providing some detail on progress to date.</p> <p>To obtain maximum points, please provide a copy of the most comprehensive comms re: LGBTIQ inclusion that your CEO has put out.</p>	<p><b>Maximum of 2 points</b></p>
32	Advanced	<p><b>CEO or Equivalent Speaking at Events</b>                      Our CEO or equivalent has spoken at LGBTIQ events held by our organisation, either internally or externally.</p> <p><i>For full points, all of the following must be provided:</i></p>	<p>Your most senior Executive attending and speaking at an LGBTIQ focused event that you as an organisation are hosting either internally or externally sends a very significant message of support not only in terms of the work that you are doing; but to every LGBTIQ individual working there.</p>	<p>Please read the evidence required for this question carefully; across the three points, there are four pieces of information that you will need to provide to receive points for this question.</p>	<p><b>Maximum of 2 points</b></p>

SECTION 6: EXECUTIVE LEADERSHIP & ENGAGEMENT					
Q	Level	Question	Why This Question?	Providing Evidence	How Points are Allocated
		<p>(a) evidence of the CEO speaking at the event and approximate duration of speech</p> <p>(b) brief outline of event purpose and typical audience</p> <p>(c) approximate attendee numbers</p>			

SECTION 7: DATA COLLECTION & REPORTING					
Q	Level	Question	Why This Question?	Providing Evidence	How Points are Allocated
33	Intermediate	<p><b>Employee Data Assessment</b>            Within our annual engagement, pulse or diversity surveys, either for the assessed calendar year or year prior, we have:</p> <p>a) included questions in regard to one’s sexual orientation, gender identity or whether or not someone is intersex</p> <p>b) analysed and reported on LGBTIQ engagement data alongside other diversity demographics or overall population statistics</p> <p><i>For full points, please provide:</i></p> <p>a) details of when that data was last collected</p> <p>b) a copy of the questions used to identify LGBTIQ population</p> <p>c) an overview of report findings</p>	<p>The first part of this question looks at the you ask regarding LGBTIQ diversity within any engagement or diversity surveys you have conducted over the last two years.</p> <p>The second part, equally important, looks at any comparisons that you have done on the engagement of LGBTIQ people and the wider employee population and other demographics.</p> <p>This provides you with some valuable information in terms of inclusion initiatives and can be a starting point in determining where focus needs to be channelled or celebrated.</p>	<p>This question covers any engagement data analysis within 2018 or 2019 (over the past two years).</p> <p>Please read the three points of evidence required for this question. All three pieces of information will need to be provided to gain full points for this question.</p> <p>For confidentiality reasons, your overview of comparative findings does not need to contain the data itself but rather a synopsis of the findings. There will be no judgement on the results, the important thing here, is conducting the analysis.</p>	<b>Maximum of 3 points</b>

SECTION 8: COMMUNITY ENGAGEMENT					
Q	Level	Question	Why This Question?	Providing Evidence	How Points are Allocated
34	Intermediate	<p><b>Employer Branded Participation at Community Events</b>            Within the assessed calendar year, we held stalls at LGBTIQ community events or participated in pride parades under our employer/company branding.</p> <p>Note: This must be a targeted branding exercise, over and above employees wearing corporate t-shirts but not contributing formally to the event.</p> <p><i>Please provide evidence of branding displayed at community events.</i></p>	<p>This sends a message of support to the LGBTIQ community. Having branded participation at these events shows that the employer is committed to putting its name to an event that supports the community and happy to address questions or showcase its work in this space.</p>	<p>Having individual employees wearing t-shirts or marching independently at Pride events will not qualify for points within this question.</p> <p>This must be an official branded participation exercise by your employer to qualify.</p> <p>An additional point will be given if you can provide evidence of having participated in more than one event (this event must be a different, unrelated event).</p>	<p><b>Maximum of 2 points</b></p>
35	Intermediate	<p><b>Financial or Pro Bono Support</b>            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).</p> <p><i>Please provide evidence of <u>two</u> such instances. (Note: if less than two, partial points will be given.)</i></p>	<p>Charities and LGBTIQ organisations are typically run as not-for-profit organisations and that rely heavily on philanthropy, sponsorships or pro-bono support (venue support, in-kind services, provision of professional services) to continue their work.</p> <p>Provision of assistance and/or financial sponsorship/support is another way to support the work of the community or that which impacts it.</p>	<p>Please see the columns to the left for examples of support that can be included for this question. This question does not include fundraising (this is covered in question 41).</p> <p>Please provide evidence of one such instance. An additional point will be allocated if two such instances are evidenced.</p>	<p><b>Maximum of 2 points</b></p>
36	Intermediate	<p><b>Fundraising</b>            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.)</p>	<p>Different to the provision of pro-bono support or financial sponsorships/support is the role of fundraising.</p> <p>Fundraising may include World AIDS Day (Red Ribbon selling); fundraising activity for a group or piece of work or project conducted by an LGBTIQ charity or organisation or</p>	<p>Please provide evidence of one fundraising activity throughout the assessed year.</p>	<p><b>Maximum of 2 points</b></p>



SECTION 8: COMMUNITY ENGAGEMENT					
Q	Level	Question	Why This Question?	Providing Evidence	How Points are Allocated
		<i>Please provide evidence (this can be a letter of appreciation, certificate, receipts or confirmation of funds raised issued by the charity/group).</i>	<p>raising funds to support the ongoing work of an LGBTIQ charity or organisation.</p> <p>Different, from the giving of direct funds, this can involve people in the activity of fundraising; allowing not only the promotion of the cause, but active team collaboration and team building around a good cause.</p>		

SECTION 9: SURVEY PARTICIPATION					
Q	Level	Question	Why This Question?	Providing Evidence	How Points are Allocated
37	Optional	<p><b>Survey Participation</b> We are participating in the 2020 AWEI Survey. <i>Please note: points will only be given if 50 or more survey responses are collected.</i></p> <p><b>Participation in the optional AWEI Employee Survey available from January 2020</b></p>	<p>The AWEI Index really focuses on your organisational policies, processes and LGBTIQ inclusion activity. While independent feedback and benchmarking on this work is invaluable, it is not wholistic.</p> <p>Combining the AWEI Index with the optional Employee Survey, you not only receive:</p> <ul style="list-style-type: none"> <li>• feedback on your policies and process</li> <li>• insight into the views, perceptions of your people when it comes to your LGBTIQ inclusion initiatives</li> <li>• how your work is impacting your LGBTIQ people</li> </ul> <p>In completing the Survey, you will receive a survey analysis of your employee responses, along with your AWEI results. We encourage you to participate in both for a comprehensive look at both the work and impact of your inclusion initiatives over the year.</p>	<p>For employers with less than 500 employees (those completing this Index), you will need a minimum of 30 responses to obtain points for this question.</p> <p>We recommend that the survey goes out to as many people as you can – <i>not</i> just your LGBTIQ demographic or network group as this data will not provide a balanced view.</p>	<b>Maximum of 2 points</b>

SECTION 9: SURVEY PARTICIPATION					
Q	Level	Question	Why This Question?	Providing Evidence	How Points are Allocated
			You can also request an Excel spreadsheet of the raw data (no individual identification is collected) to perform your own in-depth analysis of the findings.		

SECTION 10: ADDITIONAL WORK					
Q	Level	Question	Why This Question?	Providing Evidence	How Points are Allocated
38	Additional	Additional Work	<p>The additional work section of this index allows you to claim additional points for:</p> <ul style="list-style-type: none"> <li>• Work in <b>one area of the index</b> where you would like to claim an additional point, due to the extent or volume of work completed within the assessed year (group these by work area – do not list separately)</li> <li>• Additional items of work that you can provide evidence for from within Index questions that contain multiple options (some questions limit selection so you can only choose 1 of 3 options; if you can provide evidence for any of the additional options provided; you can list these separately here)</li> <li>• Work completed in a topic not covered within the AWEI</li> <li>• Work that you have undertaken here in Australia to contribute to LGBTIQ workplace inclusion within one of your international offices</li> <li>• Active organisational participation in industry groups promoting the work of LGBTIQ inclusion in that industry</li> </ul>	<p>Points will <b>NOT</b> be given for:</p> <ul style="list-style-type: none"> <li>• Work that has previously been awarded points elsewhere in the index</li> <li>• Multiple instances within one question area of the index (i.e. if you have conducted a significant amount of face-to-face training; that is covered within one question of the index so ALL additional training would be awarded a point – listings of multiple face to face training sessions would not be given a point each)</li> </ul> <p>The exception to the above paragraph would be if the index requires you to choose ONE or TWO options from a list of multiple options within a question – if you have evidence for work in multiple areas within that list, you may list these separately, as these if these are unrelated areas of work.</p>	<p><b>Maximum of 4 points</b></p> <p>Each Item will be allocated <b>one point</b> (subject to criteria – see column to your left).</p>

