

# 2020 AWEI: 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

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.

## STANDING SUBMISSION

STANDING SUBMISSION: HR POLICIES AND PRACTICE					
Q	Level	Question	Why This Question?	Providing Evidence	How Points are Allocated
1	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><b>Evidence Requested:</b> <i>Please provide an outline of progress to date:</i></p> <p><i>Please provide name and contact details of senior representative who can, if required, verify the above:</i></p> <p><i>Senior HR Name/Contact Details for verification:</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 someone in authority (Senior HR or Diversity Mgr.) who we can contact to verify this, who can confirm details or answer any questions that we may have. Random calls will be made.</li> </ul>	<p><b>Maximum of 2 points</b> Points will NOT be allocated 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>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>
2	Foundation	<p><b>LGBTIQ Inclusivity within Policies and Benefits</b> On our policy intranet pages (or upfront within our policy documentation), we have made it</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</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</li> </ul>	<p><b>Maximum of 2 points</b> The more explicit and obvious your communication is regarding the inclusivity of your policies,</p>

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		<p><i>explicitly clear</i> that all policies are inclusive of LGBTIQ employees and their families (where families are included within policies/benefits).</p> <p><b>Evidence Requested:</b> 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).</p>	<p>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> <li>• Some policies are written internationally and implemented globally where laws are different so a localisation of benefits or clarification of these may be necessary.</li> </ul>	<p>inclusive of LGBTIQ people and their families.</p>	<p>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>
3	Advanced	<p><b>New Parent Leave Inclusive of LGBTIQ Families</b> 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.</p> <p><b>Evidence Requested:</b> For full points, please identify:</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 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>Please provide clear and unambiguous evidence for any of the family leave options you have in addition to where this has been communicated:</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>Please ensure your evidence shows where the inclusivity of family leave benefits are communicated.</p>	<p><b>Maximum of 3 points</b> Points will not be allocated for any leave type if it is ambiguous or “assumed” as opposed to clearly articulated.</p>

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		<p>(a) If leave covers surrogacy and where the availability of this leave is clearly communicated</p> <p>(b) If leave covers adoption and where the availability of this leave is clearly communicated</p> <p>(c) If leave covers foster arrangement and where the availability of this leave is clearly communicated</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>	<p><b>Note re: evolution of language:</b> Stating that your policies are inclusive of same-sex families can appear to be limiting your inclusivity to sexual orientation and does not overtly cover all groups within LGBTIQ communities (ie. trans/gender diverse people). Stating that your family leave policies are inclusive of all, including LGBTIQ family units, would remove any ambiguity.</p>	
4	Advanced	<p><b>Travel Advice for Employees</b> 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).</p> <p><b>Evidence Requested:</b> <i>Please provide a copy of travel advice available.</i></p>	<p>This question has been added to put us on par with international indices that require travel advice be provided to LGBTIQ employees when travelling overseas; particularly within the Asia Pacific Region or to countries where laws are hostile towards those of diverse sexuality and/or gender. LGBTIQ employees can put themselves at risk if being requested to attend conferences, visit, or work in certain countries. Particularly within this region, it is considered leading practice for HR or relocation teams to have this information on hand and available to all employees.</p>	<p>To gain points for this question, you will need to provide a copy of any travel advice relevant to LGBTIQ employees that you currently have.</p> <p>Travel advice may be generic to all employees with an LGBTIQ component or very specific to LGBTIQ employees and their families.</p>	<p><b>Maximum of 2 points</b> Points will not be allocated for a brief mention of LGBTIQ without any meaningful information that would inform an employee as to their safety or acceptance within a given location.</p> <p>We expect information to vary amongst employers. This information may be delivered internally or externally referenced but must be available to all employees.</p>
5	Advanced	<p><b>Third Party Policies</b> 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> <i>Please:</i> (a) <i>select all that have been audited from the list above</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</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</p>	<p><b>Maximum of 2 points</b> Points will not be allocated if you have not nominated a person to verify the audits or if wording is ambiguous. Please note: If wording is ambiguous but you have a separate statement from the third-party stating inclusivity and that is clearly communicated on the policy pages; that will suffice.</p>

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		<p><i>(clicking the check box will mark it as selected)</i></p> <p><i>(b) Provide evidence for <u>one</u> of the above, showing explicitly where LGBTIQ inclusivity is stated.</i></p> <p><i>(c) Provide name and contact details of senior representative who can, if required, verify that the selected audits above have taken place:</i></p> <p><i>Senior HR Name/Contact Details for verification:</i></p>	<p>inclusion of LGBTIQ people, within one of those assessed.</p>	<p>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 can be contacted, if required, to verify that you have audited, or do regularly audit third party policies to ensure that they are not discriminatory and inclusive of LGBTIQ people.</p>	<p>Points will NOT be allocated if you have not provided the contact details of the person requested to validate this.</p>
6	Advanced	<p><b>LGBTIQ Inclusive Domestic &amp; Family Violence Policy</b></p> <p>We have a Domestic &amp; Family Violence Policy (DFV) that covers the following:</p> <p>(a) specific challenges and unique types of violence faced by LGBTIQ communities</p> <p>(b) stated LGBTIQ avenues of support</p> <p>(c) a statement that the policy covers situations involving partners and their families</p> <p><b>Evidence Requested:</b> <i>For full points,</i></p> <p>a) <i>please provide evidence for all the above (please only provide evidence specific to each of</i></p>	<p>Domestic and Family Violence (DFV) is a significant problem within Australia and it is now becoming common practice for DFV to be addressed within workplace policy and practice.</p> <p>A significant number of DFV policies make a passing reference to the inclusion of LGBTIQ people but do not mention the unique challenges faced by LGBTIQ people who are impacted by DFV. The fact that support avenues for LGBTIQ are incredibly limited is also significant. This part of the index seeks to close that gap.</p> <p>It is also important for policies to indicate whether they cover the family members of employees impacted by DFV.</p>	<p>You will need to provide evidence of your policy covering all three areas of evidence required for this question to obtain full points.</p> <p>This information can either be referenced FULLY within your policy or it can be externally referenced <b>if the external reference is pointed to within the policy itself</b>. For example, if you have the Pride in Diversity LGBTIQ Domestic &amp; Family Violence publication on your intranet, your policy may state that you <i>recognise some of the unique challenges faced by LGBTIQ people in DFV situations and the limitation of support avenues available. This policy is inclusive of LGBTIQ people and their families. For a comprehensive coverage of these challenges and avenues for support,</i></p>	<p><b>Maximum of 5 points</b></p> <p>To obtain full points for this question (a), (b) and (c) must be comprehensively covered within your evidence.</p>

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		<i>the above points, do not attach your entire policy)</i>		<p><i>please click here</i> (providing a link to the PID publication or alternative LGBTIQ DFV publication).</p> <p>The PID publication does not cover (c) – in terms of evidence required, so if you were to use this option, you would additionally need to show where this is clearly stated within your policy.</p>	
7	Advanced	<p><b>Communications on LGBTIQ Inclusive and Offensive Language</b>            We have developed targeted communications or public relations guides that <u>are available to all employees</u> 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.</p> <p><b>Evidence Requested:</b>  <i>For full points, please attach:</i></p> <p>(a) a copy of your guide            (b) details of how this guide is distributed or its existence/location is made available to employees</p>	<p>This is a new question once again to bring us up to speed with leading international practice. Language in this area can be quite complex and public commentary, articles, ads, brochures, blogs etc can inadvertently be offensive to some. A targeted communications or public relations guide is designed to assist anyone within your organisation who might be writing in this area or referencing diverse populations to understand the nuances and to equip them with words that may be deemed offensive and those that can be used as an alternative. This can be a general resource guide available to all staff.</p>	<p>For this question, you will not only need to:</p> <ul style="list-style-type: none"> <li>• provide a copy of the guide</li> <li>• show that the guide has either been distributed to all staff or is promoted in a place of easy access. For example? How will people find out that this guide exists over and above stumbling across it on an intranet page?</li> </ul>	<b>Maximum of 4 points</b>

STANDING SUBMISSION: BULLYING / HARASSMENT & SUPPORT					
Q	Level	Question	Why This Question?	Providing Evidence	How Points are Allocated
8	Foundation	<p><b>LGBTIQ Training HR/Grievance Officers</b></p> <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><b>Evidence Requested:</b>  <i>For full points, please confirm:</i>            (a) that all identified LGBTIQ friendly grievance officers or first points of contact have either; undertaken LGBTIQ awareness training <u>or</u> are experienced allies with a good understanding of sensitivities            (b) where these LGBTIQ aware/friendly grievance contact points can be located or requested for those seeking formal support</p>	<p>This question does NOT refer to LGBTIQ Network leads (unless they are also HR people with grievance process responsibilities). This 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>There are two parts to this question. The first is a statement from you stating that any grievance/HR officers 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><b>Maximum of 3 points</b></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>
9	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 identity/expression AND examples</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” come up. This is particularly relevant</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 the documentation that details</p>	<p><b>Maximum of 4 points</b></p>



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		<p>of behaviour that constitutes bullying/harassment of intersex people.</p> <p><b>Evidence Requested:</b>  <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>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>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>	
10	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 of our EAP provider to support</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 and impact) or have received to the</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 LGBTIQintranet page. This is what gives your LGBTIQ employees the</p>	<p><b>Maximum of 3 points</b></p>

STANDING SUBMISSION: BULLYING / HARASSMENT & SUPPORT					
Q	Level	Question	Why This Question?	Providing Evidence	How Points are Allocated
		<p>LGBTIQ people</p> <p>and we have:</p> <p>c) <i>clearly communicated</i> this on our EAP Provider page and/or our LGBTIQ intranet page</p> <p><b>Evidence Requested:</b> Please provide: (a) evidence of (a) or (b) above <u>and</u> (b) where this has been communicated on an LGBTIQ intranet page</p>	<p>employer’s satisfaction documentation that demonstrates both knowledge and expertise of the counselling team to support LGBTIQ employees.</p>	<p>confidence to engage with the provider.</p>	
11	Advanced	<p><b>Tracking of Incidents</b></p> <p>We can provide evidence that shows:</p> <p>a) how we extract LGBTIQ related instances from collected bullying/harassment data</p> <p>b) the development of a process that is sensitive to LGBTIQ disclosure enabling us to mediate and/or action incidents</p> <p><b>Evidence Requested:</b> For full points, please screenshot or provide evidence for <u>both a) and b) above</u>.</p>	<p>This advanced question looks at the ability of an organisation to extract complaints or reports of LGBTIQ related bullying/harassment from reporting data.</p> <p>As identify disclosure is a significant stressor for many LGBTIQ people and often a cited reason for NOT reporting bullying/harassment; there also needs to be a process or support guidelines around sensitively managing disclosure in any mediation or actioning of the complaint.</p>	<p>You will need to provide evidence of both (a) and (b) to obtain full points for this.</p> <p>Evidence for (a) may be a process map or an outline of how that data is extracted – if you are supplying visual evidence or screen captures, by all means, block out sensitive information.</p> <p>The evidence for (b) needs to show that there is an understanding of sensitivities and privacy in regard to identity and that you have either provided support documentation or put in place a process that will ensure anybody actioning the complaint will be well informed and competent to address the situation sensitively.</p>	<p><b>Maximum of 4 points</b></p>

<b>STANDING SUBMISSION: INCLUSION OF TRANS / GENDER DIVERSE PEOPLE</b>					
<b>Q</b>	<b>Level</b>	<b>Question</b>	<b>Why This Question?</b>	<b>Providing Evidence</b>	<b>How Points are Allocated</b>
<b>12</b>	<b>Intermediate</b>	<p><b>Gender Affirmation Policy and Process Documentation</b> 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.</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>	<b>Maximum of 5 points</b>
<b>13</b>	<b>Advanced</b>	<p><b>Dress Codes and Uniforms</b> 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.</p> <p><i>For full points, policies or guidelines must:</i></p> <p>a) <i>state that all employees are supported to dress in</i></p>	<p>Gendered uniforms or gendered language within dress code documentation or "dress for the day" style communications can be fraught with problems for those affirming their gender, those who are gender diverse and those who do not identify at all on the binary.</p> <p>The 2019 AWEI Employee Survey showed that 44% of all trans/gender diverse employees found dress codes to be one of the top 3 barriers in employment.</p> <p>As an advanced area of inclusion, it is important that there be overt support for trans and gender diverse employees in the determination of either uniform selection or general clothing worn at work.</p>	<p>This is an important area to address even if you do not have formal dress codes or uniforms.</p> <p>If you do have uniforms, and these are supplied by an external supplier; a short paragraph on the intranet page where the uniform link is embedded can outline your support for trans and gender diverse employees including those who do not identify on the binary (non-binary); along with contact details of someone they can call should they have any questions. As this is the page where uniforms are orders, it is important for this information to be here (in addition if necessary to the Affirming Gender policy documentation).</p>	<b>Maximum of 4 points</b>

STANDING SUBMISSION: INCLUSION OF TRANS / GENDER DIVERSE PEOPLE					
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		<p><i>a manner that best reflects their gender</i></p> <p>b) <i>explicitly mention trans, gender diverse and non-binary employees</i></p> <p>c) <i>provide a support contact or further information on interpreting these guidelines, if required</i></p>		<p>If you do not have formal dress codes or uniforms – it is still important within any Dress for the Day Guidelines that the same is mentioned.</p> <p>Alternatively, if suitable dress is not addressed anywhere within your organisation, this information should be made available in the most logical place – usually an LGBTIQ intranet page etc.</p> <ul style="list-style-type: none"> <li>Please note that gender diverse and non-binary people who are NOT affirming their gender won't be referencing any gender affirmation documentation for this information, so where would they logically look and who can they call if they have questions?</li> </ul>	
14	Advanced	<p><b>Gender Affirmation Leave</b></p> <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</i></p>	<p>Of course, employees can use sick leave to assist with that which requires medical 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</p>	<p>The points allocated for this question will focus on the paid leave provisions 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>	<b>Maximum of 4 points</b>

STANDING SUBMISSION: INCLUSION OF TRANS / GENDER DIVERSE PEOPLE					
Q	Level	Question	Why This Question?	Providing Evidence	How Points are Allocated
		<p><i>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>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>	<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>	
15	Advanced	<p><b>Gender Neutral Bathrooms and Facilities</b></p> <p>We have (or are working towards) having ‘Gender Neutral’ or ‘All Gender’ bathrooms and/or facilities <u>with clear and visible signage</u> available to employees.</p> <p>Note: “Unisex” signage will not be given points for this question.</p> <p><i>If you already have gender neutral or all gender signage, please provide:</i></p> <p>(a) <i>evidence of <u>clear and visible signage</u> as it appears on premises</i></p> <p>(b) <i>identify approximately what proportion of your staff would have access</i></p>	<p>This is an advanced question as this is an emerging area for organisations at the top end of LGBTIQ inclusion here in Australia.</p> <p>We recognise that in some cases, dedicated gender neutral or all gender bathrooms may not be possible, and the point structure has accommodated for that as an employer, you have investigated this and can report on your findings and reasoning.</p> <p>Combining the use of ambulant/accessible toilets as all gender toilets will not secure points due to the problems that this causes for both those with disability and those seeking all gender bathroom facilities.</p> <p>The word unisex is discouraged and will not be awarded points, from a language perspective the term does reinforce a binary</p>	<p>Please read the evidence requirement carefully for this question. To gain points, your organisation will need to fall within one of the three areas stipulated:</p> <p>Either:</p> <ul style="list-style-type: none"> <li>Already having gender neutral or all gender signage; in which case you will only need to provide evidence for (a) and (b); or</li> <li>Still making progressing towards this; in which case you will only need to provide the evidence stipulated in (c); or</li> <li>You have investigated this, and it is not possible; in which can you will need to provide evidence for (d) and (e).</li> </ul>	<b>Maximum of 4 points</b>

STANDING SUBMISSION: INCLUSION OF TRANS / GENDER DIVERSE PEOPLE					
Q	Level	Question	Why This Question?	Providing Evidence	How Points are Allocated
		<p><i>to these (all, majority, 50%, minimal, etc.)</i></p> <p><b>If you are still making progress towards this, please:</b></p> <p><i>(c) outline progress made and when you expect to have signage in place.</i></p> <p><b>If this is not possible for any reason, please provide:</b></p> <p><i>(d) evidence of any research or work that you have done in this area</i></p> <p><i>(e) any means by which you have been able to accommodate trans, gender diverse and non-binary employees</i></p>	<p>that excludes by inference the people we are seeking to support.</p>		
16	Advanced	<p><b>(Forms) Non-Binary Gender Options for Employees</b></p> <p>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.).</p> <p><i>For full points, please provide:</i></p> <p><i>(a) a brief outline of progress of work to date</i></p>	<p>This advanced question is required to bring us on par with international practice; an area that we fall short in terms of index assessment.</p> <p>This question refers to how we collect information about the sex or gender of our employees on any of our internal forms / documentation.</p> <p>The purpose of this question is to facilitate an audit of where we ask gendered information with a few of changing the wording to be more inclusive of intersex, trans and gender diverse employees.</p>	<p>The key here is the audit itself and any changes made as a result. Point allocation takes into consideration that for some employers, this may be a considerable amount of work – documented progress towards this will receive some points.</p> <p>The audit may or may not find that changes need to be made.</p> <p>Please note, that while evidence only requires an outline of progress to date and any changes that were made. Points will NOT be allocated if you have not provided the name and contact details of a senior person who</p>	<p><b>Maximum of 2 points</b></p> <p>Points will NOT be allocated if you have not provided the contact details of the person requested to validate this.</p>

STANDING SUBMISSION: INCLUSION OF TRANS / GENDER DIVERSE PEOPLE					
Q	Level	Question	Why This Question?	Providing Evidence	How Points are Allocated
		<p>(b) options provided within changed documents if changes have been made</p> <p>(c) the name and contact details of a person who can validate this if required</p>	<p>Typical forms to audit would be include but are not means limited to those associated with employment applications, HR processes, policy forms, travel applications etc.</p> <p>Forms may include electronic forms that are not dependent on IT systems.</p>	<p>can validate that this audit has taken place and answer any questions in relation to this, should they be required.</p>	
17	Advanced	<p><b>(IT Systems) Non-Binary Gender Options for Employees</b></p> <p>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.).</p> <p><i>For full points, please provide:</i></p> <p>(a) a brief outline of progress of work to date</p> <p>(b) options provided within changed documents if changes have been made</p> <p>(c) the name and contact details of a person who can validate this if required</p>	<p>This advanced question is required to bring us on par with international practice; an area that we fall short in terms of index assessment.</p> <p>This question refers to how we collect information about the sex or gender of our employees within IT systems.</p> <p>The purpose of this question is to facilitate an audit of where we ask gendered information with a few of determine how the wording can be made more inclusive of intersex, trans and gender diverse employees.</p> <p>Typical areas of focus would be, but is not limited to, HR and Payroll systems.</p>	<p>The key here is the audit itself. Point allocation takes into consideration the difficulty that employers will have in having IT systems changed. Being aware of what should and can or cannot be changed is critical for point allocation. Any workarounds highly valued.</p> <p>The audit may or may not find that changes need to be made.</p> <p>Please note, that while evidence only requires an outline of progress to date and any changes that were made, points will NOT be allocated if you have not provided the name and contact details of a senior person who can validate that this audit has taken place and answer any questions in relation to this, should they be required.</p>	<p><b>Maximum of 2 points</b></p> <p>Points will NOT be allocated if you have not provided the contact details of the person requested to validate this.</p>
18	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>Each of the three areas will be allocated a maximum of 2 points.</p>

STANDING SUBMISSION: INCLUSION OF TRANS / GENDER DIVERSE PEOPLE					
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>	

STANDING SUBMISSION: STRATEGIC FOCUS					
Q	Level	Question	Why This Question?	Providing Evidence	How Points are Allocated
19	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>



STANDING SUBMISSION: 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>		
20	Intermediate	<p><b>HR/Diversity Professional Accountabilities</b></p> <p>We have at least one Diversity/HR professional whose role description, performance appraisal or work plan includes <i>specific</i> objectives/targets in the area of LGBTIQ inclusion (beyond a reference to LGBTIQ inclusion as an area of diversity).</p> <p><i>Please provide evidence of such specific targets.</i></p>	<p>There are many instances when a focus on LGBTIQ inclusion shifts with a change of staff. Formally building specific KPI's in terms of LGBTIQ inclusion, over and above a passing reference to the areas of diversity covered, ensures that the role, regardless of incumbent will include a responsibility for meeting some of these targets.</p> <p>Whether those key objectives appear within a job description, formalised work plan within the HR or Diversity team does not matter; as long as they are there.</p>	<p>References to living the organisation's values around diversity or the promotion of diversity via inclusive behaviours will not suffice for this question.</p> <p>The objectives must be specific to someone within HR or with a strategic diversity role, not LGBTIQ network leadership which is covered elsewhere.</p> <p>KPI's for the governance of; or participation within the LGBTIQ network leadership as an HR/Diversity professional would be the exception, and acceptable.</p>	Maximum of 2 points
21	Advanced	<p><b>Executive Sponsor</b></p> <p>We have an Executive Sponsor 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.</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</p>	Maximum of 4 points

STANDING SUBMISSION: STRATEGIC FOCUS					
Q	Level	Question	Why This Question?	Providing Evidence	How Points are Allocated
				<p>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 that we can call to confirm accountability will suffice.</p>	
22	Advanced	<p><b>Senior Management Diversity Accountability</b></p> <p>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).</p> <p>Note: This is outside of network leadership and executive sponsor accountabilities - applies to all executive/senior leaders.</p> <p><i>For full points, please:</i>            (a) confirm that there are diversity accountabilities</p>	<p>Another question to bring us up to speed with international practice. This question addresses whether Senior Leaders across the organisation (not just the Executive Sponsors – but across a senior band of leadership) are accountable for diversity and inclusion in any way, shape or form.</p> <p>While some of international indices are asking for LGBTIQ specific accountabilities across leadership, we feel that we have a little way to go here in Australia. For this iteration of the index, we are asking about general diversity accountabilities only.</p> <p>This helps to provide a strategic focus to diversity initiatives as opposed to one that lives solely with HR and or Diversity teams. Accountability for diversity in whatever form</p>	<p>For this advanced question, we are looking for any accountabilities that all members within a senior management/leadership structure hold in regard diversity and inclusion (beyond the role of Executive Sponsor or “living diversity/cultural values”).</p> <p>We do not define senior management as this may be different across organisations, but this should be those within a position of influence within the senior levels of your organisation.</p> <p>These accountabilities may be LGBTIQ specific or regarding diversity and inclusion overall. For full point allocation, they do need to be more than an expected behavioural</p>	<p><b>Maximum of 4 points</b></p>

STANDING SUBMISSION: STRATEGIC FOCUS					
Q	Level	Question	Why This Question?	Providing Evidence	How Points are Allocated
		<p><i>(over and above general behavioural values) within senior management appraisals.</i></p> <p><i>(b) provide evidence (template example acceptable) or if highly confidential, please indicate the name of a senior HR person who can verify this:</i></p>	<p>that takes needs to align with your organisational messaging and as many organisations are discovering, messaging can be overlooked – or at worst dismissed – without some form of aligned accountability.</p>	<p>adherence to diversity and inclusion values that the organisation may hold.</p> <p>For full point allocation, you will need to articulate the D&amp;I accountability for senior leaders and provide one piece of evidence to validate this. The evidence supplied may be in the form of performance documentation showing an example of KPI's / performance outcomes removing all other identifying or sensitive data or it may be the name of a senior HR person who can verify the above.</p>	
23	Advanced	<p><b>Customer Facing LGBTIQ Inclusion</b> We have evaluated (or are in the process of evaluating) the LGBTIQ inclusivity of customer facing / service user processes.</p> <p><i>For full points, please:</i></p> <p><i>a) clearly outline the extent of this work and progress made to date</i></p> <p><i>b) provide the name and contact details of a person who could verify this if required:</i></p>	<p>Another question to bring us up to speed with international indices.</p> <p>The word 'customer' here refers to customer, clients, service users or the general public depending on whether you are a government agency, corporate organisation or not-for-profit community or health organisation. Those for whom you provide the product, service, offering or product.</p> <p>This question looks to whether you have considered LGBTIQ inclusivity outside of your employee base – extending it beyond to those you employ.</p> <p>For example, if you are a bank, it may be your customers. If you are professional services, it may be your clients; a government department it may be other agencies or the public. Who are the people you engage with outside of your employees and are there any interactions, brochures, documents,</p>	<p>This is an advanced question and at this stage only looks for evidence of non-employee levels of engagement (clients, customers, service users, other agencies, public) being evaluated for LGBTIQ inclusivity.</p> <p>Regardless of the outcome of the evaluation, or whether it is complete, the important thing here is that there is a process in underway with a clear articulation of what you are evaluating, and the progress made to date.</p> <p>Points will NOT be allocated if you are unable to provide at least one contact who can verify that work is being done in this area.</p>	<p><b>Maximum of 3 points</b> Points will NOT be allocated if you have not provided the contact details of the person requested to validate this.</p>

STANDING SUBMISSION: STRATEGIC FOCUS					
Q	Level	Question	Why This Question?	Providing Evidence	How Points are Allocated
			processes that your clients/service users or public use to engage with you that can be made more inclusive?		
24	Advanced	<p><b>Customers Information: Changing Gender Markers</b></p> <p>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.</p> <p><i>Please provide a copy of the customer/service user documentation that outlines this or a screenshot of that information.</i></p>	<p>Another question to bring us up to speed within international indices.</p> <p>This is different from the question above. The question above asks specifically about a process being underway to review the LGBTIQ inclusivity of interactions with non-employees.</p> <p>This question looks at the provision of information that will allow customer or services users to change their gender markers within your systems – an example would be a bank that provides a fact sheet on how trans &amp; gender diverse people can change their gender markers (i.e. Mr/Mrs/Ms) or gender identification on their accounts/product statements etc.</p> <p>For universities, it may be providing students with a guide on changing their gender markers or gender on their university records; airlines, it may be passengers and their frequently flyer records or booking forms.</p> <p>For some organisations it may be service user forms, applications.</p>	<p>Please read the column to your left for this question carefully.</p> <p>Evidence for this question requires either the documentation that you provide showing non-employees (see examples to the left) HOW to effect this change within your systems (not simply stating that it can be done) or a screen capture of where you point to assistance with this that those non-employees engaging with you would see.</p> <p>For those employers who engage with non-employees but do not collect any such data in their service offering, please make a case for this by outlining the type of work you do and the lack of need to collect this sort of information <i>anywhere</i> outside of your employee base.</p> <p>In this instance, you may consider and identify (if possible) any alternative action that may be taken i.e. encouraging third party providers or organisations that you deal with to consider the same.</p>	<p><b>Maximum of 3 points</b></p>

**END OF STANDING SUBMISSION**

# AWEI 2020 SCORING GUIDELINE

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.

## ANNUAL SUBMISSION

The Annual Submission starts at Section 2. Section 1 pertains to the Standing Submission.

ANNUAL SUBMISSION: SECTION 2 STRATEGY & ACCOUNTABILITY					
Q	Level	Question	Why This Question?	Providing Evidence	How Points are Allocated
1	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>	<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>	<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>
2	Foundation	<p><b>Documented LGBTIQ Strategy</b> We have a documented LGBTIQ inclusion strategy (or pillar within an overarching diversity strategy) in place for the assessed year that includes <u>clearly defined</u> LGBTIQ targets and/or action plans.</p> <p><i>Please provide a copy of the LGBTIQ component of your strategy. For full points, clearly defined targets or action plans must be included.</i></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</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>	<b>Maximum of 3 points</b>

ANNUAL SUBMISSION: SECTION 2 STRATEGY & ACCOUNTABILITY					
Q	Level	Question	Why This Question?	Providing Evidence	How Points are Allocated
			LGBTIQ objectives/outcomes along with clearly defined actions plans or targets for the assessed year.		
3	Intermediate	<p><b>LGBTIQ Advisory Group</b> We have <i>established and promoted</i> 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:</p> <p>a) met to specifically identify areas requiring change or to work on projects requiring their expertise and guidance</p> <p>b) engaged with <i>the organisation</i> in efforts to implement change or complete allocated projects</p> <p><i>For full points, please provide:</i> (a) evidence of how this group's expertise or counsel is promoted across the organisation (b) evidence of any meetings or work undertaken by this group throughout the assessed year</p>	<p>Some employers have LGBTIQ Networks, others do not. Regardless of whether you have a network, identifying a group of individuals internally who have subject matter expertise in this area that can be used as an internal advisory is ideal.</p> <p>Whether this internal advisory be your network leadership, separate to your network leadership or individuals with distinct areas of expertise, the important thing here is that this expertise is harnessed and made available to those with the organisation that would like support or assistance in aspects of LGBTIQ inclusion.</p>	<p>Please read the column to the left re: network leadership vs LGBTIQ advisory group.</p> <p>This internal advisory group may be on call to assist within the organisation or may be actively engaged in looking for elements of work that they can complete on behalf of the organisation to assist with inclusion initiatives.</p> <p>For full points here, we need to see that you have:</p> <ul style="list-style-type: none"> <li>That you have identified who is within the group and considered the areas of expertise they have that can be offered across the organisations</li> </ul> <p>Please then provide evidence of the group's value being promoted across the organisation and any work that they have undertaken within the assessed year.</p>	<b>Maximum of 4 points</b>
4	Intermediate	<p><b>LGBTIQ Inclusion Reporting</b> Within the assessed calendar year, we have reported LGBTIQ inclusion work within annual reports, CSR documentation or equivalent public facing documentation.</p>	<p>Many employers report progress within annual reports, Corporate Social Responsibility (CSR) reports or equivalent public facing documents. The inclusion of LGBTIQ inclusion activity within these reporting documents shows the value that you place on the work you have undertaken</p>	<p>Simply provide a copy of the page/s that report on your LGBTIQ inclusion work.</p>	<b>Maximum of 2 points</b>

ANNUAL SUBMISSION: SECTION 2 STRATEGY & ACCOUNTABILITY					
Q	Level	Question	Why This Question?	Providing Evidence	How Points are Allocated
		<i>Please provide evidence.</i>	and helps to inform shareholders and key stakeholders of the growing value of D&I work more generally.		
5	Intermediate	<p><b>Media Coverage</b> 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.</p> <p>Note: This must cover the extent of your inclusion work and cannot just be a brief reference to your organisation or an award won.</p> <p><i>Please provide evidence of how your LGBTIQ inclusion work has been recognised by an independent source: screenshot, URL, image or insert attachment.</i></p>	<p>Media coverage on your LGBTIQ inclusive work not only builds your external reputation in this space but also sets a leading example for other organisations that may not yet be active.</p> <p>It also aids in promoting the extent of work in this area by Australian employers.</p>	<p>By independent source, we mean one that is not published by your organisation or the parent or subsidiary of your organisation.</p> <p>Articles and/or features that you have contributed to or written that have been accepted and published by in independent source are acceptable.</p> <p>Brief mentions or acknowledgements of awards received for this work are not acceptable unless accompanied by a decent amount of commentary on the work that you have done to achieve this (more than several paragraphs).</p>	<b>Maximum of 2 points</b>
6	Advanced	<p><b>Strategic Work in Recruitment, Supplier Policy or Service Provision</b> We have completed, updated or are making progress towards work within <u>one</u> of the following areas over the assessed calendar year:</p> <ul style="list-style-type: none"> <li>LGBTIQ targeted recruitment (targeting LGBTIQ job seekers)</li> <li>LGBTIQ supplier policy / promotion / resourcing (either seeking LGBTIQ suppliers; or having a policy requiring suppliers to reflect your</li> </ul>	<p>These are three advanced areas that we know contribute value to LGBTIQ inclusion. However, to include all three would limit some employers who face restrictions in some of these areas; so the options are provided as a selection from which to choose from.</p>	<p>There are three options here to select from. You only need to identify and provide evidence for <b>one of these three</b> areas of work. Evidence entered here for more than one area will not pick up additional points. However, you are welcome to add work in any of the remaining two areas to the ADDITIONAL WORK section at the end of the index.</p> <p>Please ensure you provide evidence for the option selected.</p>	<b>Maximum of 3 points</b>

ANNUAL SUBMISSION: SECTION 2 STRATEGY & ACCOUNTABILITY					
Q	Level	Question	Why This Question?	Providing Evidence	How Points are Allocated
		<p>values around LGBTIQ inclusion or attend training)</p> <ul style="list-style-type: none"> <li>LGBTIQ marketing campaigns or service provision brochures/collateral specifically targeting LGBTIQ populations or answering questions specific to this population</li> </ul> <p><i>Please provide evidence for work within <u>one</u> of the requested areas within the assessed year.</i></p> <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>			
7	Advanced	<p><b>Executive Leader Representation</b> We currently have LGBTIQ people on our internal Diversity Council and/or within our Executive Leadership Team.</p> <p><i>Please provide details of the number and role of openly LGBTIQ identifying people within either your Diversity Council or Executive Team</i></p>	<p>This advanced question brings us on par with international indices.</p> <p>This question seeks representation of LGBTIQ people within your internal Diversity Council or Executive Leadership Team.</p>	<p>The only evidence required here are details of the number and role of any openly LGBTIQ identifying people within either your Diversity Council or Executive team.</p> <p>Points will not be allocated if the individuals do not openly identify as this would restrict their contribution as an identifying LGBTIQ people to discussions.</p>	<b>Maximum of 2 points</b>
8	Advanced	<p><b>LGBTIQ Inclusion Promotion</b> We can show evidence of promoting our commitment to</p>	<p>This advanced question brings us on par with international indices.</p>	<p>As many submitting employers are currently engaged in at least one of these activities, this leading practice</p>	<b>Maximum of 4 points</b>



ANNUAL SUBMISSION: SECTION 2 STRATEGY & ACCOUNTABILITY					
Q	Level	Question	Why This Question?	Providing Evidence	How Points are Allocated
		<p>LGBTIQ inclusion in <u>two</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>two</u> of the above-mentioned areas. (Note: If less than two groups mentioned above, partial points will be given.)</i></p> <p><i>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.</i></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>question requires activity in <b>TWO</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>	

ANNUAL SUBMISSION: SECTION 3 LGBTIQ EMPLOYEE NETWORKS AND RESOURCE GROUPS					
Q	Level	Question	Why this question?	Providing Evidence	How Points are Allocated
9	Foundation	<p><b>LGBTIQ Employee Network</b></p> <p>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>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>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</p>	<p><b>Maximum of 2 points</b></p>

ANNUAL SUBMISSION: SECTION 3 LGBTIQ EMPLOYEE NETWORKS AND RESOURCE GROUPS					
Q	Level	Question	Why this question?	Providing Evidence	How Points are Allocated
		<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.  [OR]  <i>If you are in the process of creating a network:</i>  b) please evidence progress made within the assessed year.</p>	<p>(a) offer a safe space, allowing LGBTIQ people and allies to connect; and  (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>	evidence of having made progress towards this within the assessed year.	
10	Foundation	<p><b>Network Leadership Structure</b>  Our employee network has a clearly articulated leadership structure with:</p> <p>a) clear roles and/or responsibilities for those involved  b) an HR or Diversity representative as part of the leadership structure</p> <p><i>For full points, all three items below must be addressed. Otherwise, partial points will be given. Please provide:</i>  (a) a copy of your network leadership structure clearly articulating role accountabilities  (b) evidence that you have HR or diversity</p>	<p>For a network to effectively contribute to the organisation, we would want to see a clearly defined leaderships structure with role or 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>A copy of your network leadership structure and role accountability will be required, along with the identification of anybody within the leadership team that is there to represent HR or Diversity functions.</p>	<p><b>Maximum of 3 points</b></p>

ANNUAL SUBMISSION: SECTION 3 LGBTIQ EMPLOYEE NETWORKS AND RESOURCE GROUPS					
Q	Level	Question	Why this question?	Providing Evidence	How Points are Allocated
		<i>representation within the leadership</i>			
11	Foundation	<p><b>Strategy / Work Plan</b> Our network has in place its own strategy (or a work plan contributing to the organisation’s LGBTIQ inclusion <i>or diversity</i> strategy and has reported progress against clearly defined action plans, timelines and/or deliverables within the assessed year.</p> <p><i>For full points, please provide all the following:</i></p> <p>(a) <i>a copy of your strategy or component of the strategy that the network has been working on within the assessed year</i></p> <p>(b) <i>a copy of action plans and timelines utilised</i></p> <p>(c) <i>a copy of the latest progress report</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 2 of this Submission?</b> If the network is completely responsible for the entire LGBTIQ strategy and action plans identified in Question 2 this Submission, simply state that within your evidence. However, for full point allocation, you will need to include the most copy of a progress report.</p> <p><b>Partial responsibility for the strategy in question 2 of this submission or an independent network strategy?</b> If your strategy is only a component of that identified in Question 2 of this Submission, please identify the section for which the network is responsible, along with any action plans and timelines you have built to monitor progress. A copy of the latest progress report will also be required for full point allocation. This will equally apply if you have a strategy independent of that mentioned in Question 2 of this submission.</p>	<b>Maximum of 3 points</b>
12	Intermediate	<p><b>Orientation / On-boarding</b> 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.</p>	<p>When a new employee first joins the organisation, they are engaged and looking for what the organisation has to offer. This is a critical time in which you can introduce your new employees to the culture and any employee groups that may be available.</p> <p>Involvement of the network in the onboarding process whether it be by means</p>	Not all organisations have face-to-face orientation sessions and even if they do, there’s not always a chance for every network to speak. If there is that opportunity, simply identify when the network last presented in this forum and the degree to which it participated (i.e. 15 min presentation or Q&A session or welcome card	<b>Maximum of 2 points</b>

ANNUAL SUBMISSION: SECTION 3 LGBTIQ EMPLOYEE NETWORKS AND RESOURCE GROUPS					
Q	Level	Question	Why this question?	Providing Evidence	How Points are Allocated
		<p><i>For full points, please provide:</i></p> <p>(a) <i>evidence of when this last occurred</i></p> <p>(b) <i>the degree of network involvement/participation</i></p>	<p>of distributing welcome/network cards, speaking at orientation on the network or establishing a welcome event periodically for interested new parties allows people to opportunity to (a) find out about the network; and (b) experience a sense of inclusion from the start.</p> <p>Keeping in mind, this will equally be of interest to allies, families, friends and colleagues of LGBTIQ people.</p>	<p>created by the network including in packs etc).</p> <p>If there is not this opportunity, consider other means by which the network can welcome new employees and invite them to join in the network or ask questions.</p>	
13	Intermediate	<p><b>Strategy and Goals</b></p> <p>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).</p> <p><i>Please provide evidence of specific KPI's in relation to a network lead role being incorporated within formal performance/assessment discussions.</i></p>	<p>This question specifically speaks to the leader or leadership of your LGBTIQ employee network having their work and contribution in this area recognised within their overall performance assessment or review discussions.</p> <p>This not only ensures that the person working in this capacity is acknowledged for this work but also recognises the importance of these roles to the organisation via the incorporation of this week within performance agreements/discussions/reviews.</p>	<p>To gain points for this question, the leadership of the network and/or a related performance goal must be documented within the performance documentation. This must be above a behavioural expectation of adherence to the overall diversity and inclusion values of the organisation.</p> <p>Please include a screen capture of the wording within the document (removing any sensitive or non-relevant information including <i>final</i> evaluation).</p>	<b>Maximum of 2 points</b>
14	Intermediate	<p><b>Sustainability Plan</b></p> <p>Our network has a documented sustainability plan (over and above a leadership structure) that will ensure the longevity and continuity of the network.</p> <p><i>Please provide:</i></p> <p>(a) <i>an outline of what considerations were considered in the development of the plan</i></p>	<p>A network sustainability plan is one that looks to ensuring the ongoing sustainability of the network and its contribution to the organisation.</p> <p>Sustainability plans need to take into consideration the current network, it's limitations and strengths and risks to its ongoing effectiveness and/or resourcing. Areas that you may include within the plan include (but are not limited to) succession planning &amp; preparedness, areas such as "step-</p>	<p>Evidence requirements (a) and (b) will both need to be covered for full point allocation.</p>	<b>Maximum of 2 points</b>

ANNUAL SUBMISSION: SECTION 3 LGBTIQ EMPLOYEE NETWORKS AND RESOURCE GROUPS					
Q	Level	Question	Why this question?	Providing Evidence	How Points are Allocated
		<p>(b) a copy of the plan</p> <p>Please provide:</p> <p>(c) an outline of what considerations were taken into account in the development of the plan</p> <p>(d) a copy of the plan</p>	in" roles, executive engagement and resource allocation.		
15	Advanced	<p><b>Allies of Trans / Gender Diverse People</b></p> <p>The network has undertaken <u>one</u> of the following within the assessed year:</p> <p>a) actively distributed, promoted or developed information on how to be an ally to trans/gender diverse employees</p> <p>b) worked with trans/gender diverse employees or community members to develop targeted inclusion initiatives profiling trans/gender diverse speakers or role models</p> <p>Note: This is over and above speaking events or LGBTIQ calendar Days of Significance.</p> <p>Points will be given for <u>one</u> of the above.</p> <ul style="list-style-type: none"> <li>If you have selected (a), please provide a copy of the information provided</li> </ul>	<p>The inclusion of trans and gender diverse people is a growing area of focus for many employers seeking to lead the way in LGBTIQ inclusion.</p> <p>There are two high value initiatives that will support that inclusion work; educating people on what it means to be an active/engaged ally for trans &amp; gender diverse people and working with trans/gender diverse employees or community members to develop or improved targeted inclusion initiatives profiling and hearing the voice of those who are willing to share their stories, be role models or speak on the impact of inclusion.</p>	<p>You are only required to select one of these initiatives for full point allocation. However, if you have use trans &amp; gender diverse employees or community members to speak at LGBTIQ dates of significance, you cannot double-dip by using the same evidence here; you would need to provide a piece of evidence outside of what you have already utilised.</p> <p>Please ensure you provide all evidence requested for whichever option you choose.</p>	<b>Maximum of 3 points</b>

ANNUAL SUBMISSION: SECTION 3 LGBTIQ EMPLOYEE NETWORKS AND RESOURCE GROUPS					
Q	Level	Question	Why this question?	Providing Evidence	How Points are Allocated
		<ul style="list-style-type: none"> <li>If you have selected (b), please provide details and evidence of this work</li> </ul> <p>If you have undertaken work for both, please include the second piece of work under ADDITIONAL WORK at the end of this submission.</p> <p>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.</p>			
16	Advanced	<p><b>Visibility of LGBTIQ Women</b> Throughout the assessed year, our network has <i>either</i>:</p> <p>a) developed and made progress against an active strategy with targets in place to increase the visibility of LGBTIQ women; or</p> <p>b) undertaken and documented significant activity throughout the year to increase visibility of LGBTIQ women and role models</p> <p>Points will be given for <u>one</u> of the above.</p> <ul style="list-style-type: none"> <li>If you have selected (a), please enclose a copy of any plan developed along with a report of progress made</li> </ul>	<p>We know that there is an acute lack of role models for LGBTIQ women.</p> <p>Increasingly the visibility of LGBTIQ women is not only on the mind of Australian employers leading in this space, but this work focus is also replicated internationally.</p> <p>This question is designed to accommodate work in this area either in the development of a strategy that focuses on this or on individual activity and initiatives undertaken.</p>	<p>If it is a strategy that you have created, please enclose a copy of the strategy and identify any progress made to date.</p> <p>Alternatively, if you have undertaken a series of events or activities, please outline all activity taken place.</p> <p>You only need to address one of these criteria, not both.</p>	<p><b>Maximum of 3 points</b></p>

ANNUAL SUBMISSION: SECTION 3 LGBTIQ EMPLOYEE NETWORKS AND RESOURCE GROUPS					
Q	Level	Question	Why this question?	Providing Evidence	How Points are Allocated
		<ul style="list-style-type: none"> <li>If you have selected (b), please provide an outline of all activity taken to specifically increase the visibility and participation of LGBTIQ women</li> </ul> <p>If you have undertaken work for both, please include the second piece of work under ADDITIONAL WORK at the end of this submission.</p>			
17	Advanced	<p><b>Intersectionality</b> 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:</p> <p>Please provide evidence for one of the following:</p> <ul style="list-style-type: none"> <li>LGBTIQ and Aboriginal, Torres Strait Islander or Indigenous</li> <li>LGBTIQ and a person of faith</li> <li>LGBTIQ and of another diverse group (i.e. CALD, of mature age, living with disability, etc.)</li> </ul> <p>Please provide evidence for <u>one</u> of the selected groups above.</p> <p>If you have undertaken above-and-beyond work for more than one of the groups mentioned above,</p>	<p>Multiple layers of diversity can provide added complexity for LGBTIQ people when it comes to being out at work, participating in inclusion activities, supporting inclusion activities and/or becoming comfortable around inclusion activity at work.</p> <p>There are also less visible role models and/or stories heard when we start adding additional layers of diversity of background, culture, faith, heritage, ability etc. LGBTIQ people can feel isolated due to the lack of diverse representation and as a result there are fewer role models that people can turn to.</p> <p>This question helps to address this problem.</p>	<p>Evidence for only one of the areas is required for full point allocation. Once you have chosen the area of intersectionality to report on, please provide evidence of instances where diverse LGBTIQ people have been able to share their story or raise visibility of challenges faced / impact of inclusion etc.</p>	<p><b>Maximum of 3 points</b></p>

ANNUAL SUBMISSION: SECTION 3 LGBTIQ EMPLOYEE NETWORKS AND RESOURCE GROUPS					
Q	Level	Question	Why this question?	Providing Evidence	How Points are Allocated
		<i>please include evidence of work in the ADDITIONAL WORK section at the end of this submission.</i>			
18	Advanced	<p><b>Intersex Allies</b> As intersex allies, the network has within the assessed calendar year:</p> <p>Please provide evidence for up to two of the following:</p> <ul style="list-style-type: none"> <li>• 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</li> <li>• held organisation-wide educational events where Intersex people have spoken</li> <li>• distributed current and accurate information on Intersex inclusion or awareness raising across the organisation</li> <li>• shared articles, books, movies, documentaries, presentations about Intersex from intersex perspectives</li> <li>• sought and gained permission from intersex organisations such as IHRA to share relevant content on social media or</li> </ul>	<p>As part of our work in LGBTIQ inclusion, it is important that communicate our role as Allies for Intersex people.</p> <p>To help raise awareness, encourage allies and support intersex people within the workplace, we have listed several activities as recommended by Intersex groups.</p>	<p>Provide evidence for <b>up to two</b> of the selected activities. Including additional work in this area will not generate more points for this question, you can however include additional work over and above the two areas selected in the ADDITIONAL WORK section at the end of the index.</p> <p>Partial points will be given for only one area of work with evidence.</p>	<b>Maximum of 4 points</b>



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

Q	Level	Question	Why this question?	Providing Evidence	How Points are Allocated
		<p>your LGBTIQ network / diversity page</p> <ul style="list-style-type: none"> <li>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).</li> </ul> <p><i>Please provide evidence for <u>two</u> of the selected actions above. (Note: If less than two actions mentioned above, partial points will be given.)</i></p> <p><i>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.</i></p>			
19	Advanced	<p><b>Broader Inclusion</b>                      Within the assessed calendar year, the network has <u>planned, targeted and tracked both activity and progress</u> within <u>one</u> of the following areas:</p> <p>a) work to extend and increase network engagement and inclusion within regional offices</p> <p>b) increasing LGBTIQ presence or leadership within other</p>	<p>There are two options to choose from for this advanced question when it comes to broader inclusion</p> <ul style="list-style-type: none"> <li>Regional LGBTIQ inclusion</li> <li>LGBTIQ representation within the leadership of other diversity networks and/or working groups</li> </ul> <p><b>Regional Reach</b>                      For many large employers, the challenge can often be to take initiatives such as LGBTIQ inclusion into the regions. The AWEI has</p>	<p>You only needed to provide the requested evidence for one of these areas. Do not include both as additional points will not be allocated for that here.</p> <p>If you have completed work in both areas, add the second area that you have selected to the ADDITIONAL WORK section at the end of this index.</p>	<p><b>Maximum of 3 points</b></p>

ANNUAL SUBMISSION: SECTION 3 LGBTIQ EMPLOYEE NETWORKS AND RESOURCE GROUPS					
Q	Level	Question	Why this question?	Providing Evidence	How Points are Allocated
		<p>internal diversity networks or working groups (i.e. women, parents, cross-cultural)</p> <p><i>Points will be allocated for <u>one</u> 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.</i></p> <p><i>If you have selected <b>Regional Work</b>, please provide a list of activities/work conducted/completed to increase inclusion within regional offices and progress to date</i></p> <p><i>If you have selected (b), please provide evidence of activity or LGBTIQ representation across other diversity networks.</i></p>	<p>consistently shown that there is less visibility of LGBTIQ inclusion within the regions and that regional staff not only feel that the initiatives are too-city centric but do not have exposure to as many allies, can experience higher levels of harassment and feel less positive about the organisation being inclusive.</p> <p><b>LGBTIQ Representation in diversity networks</b> There are of course employers that do not have regional staff or may not choose the above for broader inclusion. This second option allows for the contribution of LGBTIQ voices within other diversity networks or working groups. This accommodates not only the intersectionality of diversity but provides for diverse participation and support of other diversity initiatives.</p>		
20	Advanced	<p><b>Network Reporting</b> Our network produced an internal report on network achievements over the assessed calendar year (over and above any regular reporting in place), <i>addressing at least two</i> areas of performance:</p> <ul style="list-style-type: none"> <li>• progress against the year’s targets</li> <li>• additional advice provided to the organisation throughout the year</li> </ul>	<p>Reporting on network strategies, plans or objectives adds a layer of accountability and it also enables the network to be acknowledged for the breadth and depth of its contribution.</p> <p>While networks will often have progress meetings to update and track progress against a strategy, few provide a formal report outlining the contribution made to the organisation throughout the year.</p>	<p>For this advanced question, we ask you to include a copy of your internal report on network activity outlining <i>at least two</i> of the areas of performance suggested. An additional point will be earned if your report covers more than 2 areas of performance identified within the bulleted list.</p> <p>The second piece of evidence required for this question requires you to provide details of the report</p>	<b>Maximum of 4 points</b>

ANNUAL SUBMISSION: SECTION 3 LGBTIQ EMPLOYEE NETWORKS AND RESOURCE GROUPS					
Q	Level	Question	Why this question?	Providing Evidence	How Points are Allocated
		<ul style="list-style-type: none"> <li>• areas of significant contribution</li> <li>• areas of future focus</li> <li>• annual progress tracking against the AWEI</li> </ul> <p><i>Please provide evidence for <u>at least two</u> 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.)</i></p> <p><i>Please provide:</i></p> <ul style="list-style-type: none"> <li>(a) a copy of your report</li> <li>(b) details of its distribution or evidence of this being reported back to Executive</li> </ul>		distribution or evidence of this being reported back to Executive.	

ANNUAL SUBMISSION: SECTION 4 VISIBILITY OF INCLUSION					
Q	Level	Question	Why This Question?	Providing Evidence	How Points are Allocated
21	Foundation	<p><b>Days of Significance</b></p> <p>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></p> <ul style="list-style-type: none"> <li>a) a list of LGBTIQ Days of Significance celebrated</li> </ul>	<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>	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.	<b>Maximum of 2 points</b>

ANNUAL SUBMISSION: SECTION 4 VISIBILITY OF INCLUSION					
Q	Level	Question	Why This Question?	Providing Evidence	How Points are Allocated
		<p><i>throughout the assessed year</i></p> <p>b) <i>a brief description of each event</i></p>			
22	Foundation	<p><b>Visibility</b></p> <p>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></p> <p>a) <i>A list of options available to employees through which they can visually indicate that they are an ally or supporter of LGBTIQ inclusion</i></p> <p>b) <i>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)</i></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 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>	<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>	<b>Maximum of 3 points</b>
23	Intermediate	<p><b>Ally/LGBTIQ Champion Reference Guides</b></p> <p>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.</p> <p><i>Please provide</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</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 3 points</b>

ANNUAL SUBMISSION: SECTION 4 VISIBILITY OF INCLUSION					
Q	Level	Question	Why This Question?	Providing Evidence	How Points are Allocated
		<p>(a) copy of this guide or an outline of the content covered within the guide</p> <p>(b) information regarding how it is distributed or where this guide can be found</p>	<p>an ally (up from 27.72% the year prior); and</p> <ul style="list-style-type: none"> <li>19.20% said it was because they wouldn't know how to get started (up from 18.14% the year prior)</li> </ul>		
24	Intermediate	<p><b>Individual LGBTIQ Inclusion Work Acknowledgement</b></p> <p>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.</p> <p><i>Please provide evidence.</i></p>	<p>This is another question that appeared within international indices that we believe adds value to the Australian Index.</p> <p>There are numerous individuals with our organisations that commit a significant amount of time to furthering LGBTIQ inclusion within their organisation, and more of than not, over and above their day jobs.</p> <p>This is about providing recognition for the outstanding work that individuals do, whether formally (internal awards) or informally (org wide communications) ,allowing both leadership and colleagues the opportunity to understand the value and extent of the work that they do.</p>	<p>Not everybody can win an AWEI or AHRI or industry award for what they contribute and for this reason external award nominations or awards given can not be used as evidence for this question.</p> <p>The only exception to this would be if someone won an award and there was a significant communication or celebration for that person within the organisation outlining the details of their work internally and what they achieved. The award without this follow-up would not qualify as it is about colleagues and leadership understanding the immense value of the individual's achievement.</p>	Maximum of 2 points
25	Intermediate	<p><b>Confidential Contacts</b></p> <p>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.</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. They may want to discuss something about</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>If you are unable to use the term CONFIDENTIAL for non-official contacts, you will need to ensure that the language you do use</p>	Maximum of 2 points

ANNUAL SUBMISSION: SECTION 4 VISIBILITY OF INCLUSION					
Q	Level	Question	Why This Question?	Providing Evidence	How Points are Allocated
		<p><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></p>	<p>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.</p>	<p>communicates that the conversation would be private, safe, supportive.</p> <p>Please provide a screenshot of where this information is made available.</p>	
26	Intermediate	<p><b>Communication of LGBTIQ Support Information</b> As the initial source of information for LGBTIQ employees, our LGBTIQ intranet page <u>clearly articulates</u>:</p> <ul style="list-style-type: none"> <li>a) the process for formally reporting workplace LGBTIQ bullying/harassment</li> <li>b) available LGBTIQ friendly support (should this occur)</li> </ul> <p><i>For full points, please:</i></p> <ul style="list-style-type: none"> <li>(a) <i>provide a screenshot of where this information is communicated on the network or LGBTIQ diversity page.</i></li> <li>(b) <i>clearly show LGBTIQ friendly support avenues</i></li> </ul>	<p>While bullying/harassment documentation provides reporting processes and/or contacts for the reporting of bullying and/or harassment within the workplace, we do know that many LGBTIQ people are reluctant to report this (often for fear of this not being taken seriously, making things worse within the team or being 'outed') and therefore would be far less likely to visit bullying/harassment policy pages.</p> <p>The AWEI survey undertaken in the early months of 2019 shows that 31% of LGB people stated that they would consider leaving as a direct result of being sexually harassed due to their orientation, 55% of Trans/Gender Diversity People and all Intersex people reported the same. In terms of those who had been on the receiving end of more serious bullying 68% of LGB people considered leaving, 76% of trans / Gender diverse people and all intersex people as a direct result.</p> <p>As an LGBTIQ intranet page (i.e. network page or LGBTIQ section within a diversity page) is often the first place LGBTIQ people will go for information, we believe that outlining the process of reporting LGBTIQ bullying/harassment is critical here as well.</p>	<p>Please read the evidence required carefully for this question.</p> <p>You will need to clearly show where all the information requested is shown on the LGBTIQ intranet page.</p>	<p><b>Maximum of 2 points</b></p>

<b>ANNUAL SUBMISSION: SECTION 4 VISIBILITY OF INCLUSION</b>					
<b>Q</b>	<b>Level</b>	<b>Question</b>	<b>Why This Question?</b>	<b>Providing Evidence</b>	<b>How Points are Allocated</b>
			<p>This is also a great place to promote LGBTIQ trained or experienced allies that are formal grievance officers and expand on the confidentiality of reports or to promote the LGBTIQ inclusivity of your Employee Assistance Programs.</p> <p>While this information should also be referenced within grievance policy documentation (covered in Question 8 of the standing submission), having this information here as a quick reference on an LGBTIQ specific page is enormously beneficial even if it only be in the form of an introductory paragraph with links to where the information is usually stored.</p>		
<b>27</b>	<b>Advanced</b>	<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>Internal LGBTIQ social media streams provide a valuable forum for the sharing of practice, photos, ideas, information about dates of significance, Q&amp;A, participating in discussions and promoting events throughout the organisations with significant potential employee reach.</p>	<p>Please provide evidence of any internal social media streams you may have.</p>	<b>Maximum of 2 points</b>

<b>ANNUAL SUBMISSION: SECTION 5 TRAINING AWARENESS &amp; PROFESSIONAL DEVELOPMENT</b>					
<b>Q</b>	<b>Level</b>	<b>Question</b>	<b>Why This Question?</b>	<b>Providing Evidence</b>	<b>How Points are Allocated</b>
<b>28</b>	<b>Foundation</b>	<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</p>	<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>	<p>This may include face to face training or training supplied by interactive online technology (i.e. videoconference, WebEx etc)</p>	<b>Maximum of 2 points</b>

ANNUAL SUBMISSION: SECTION 5 TRAINING AWARENESS & PROFESSIONAL DEVELOPMENT					
Q	Level	Question	Why This Question?	Providing Evidence	How Points are Allocated
		include any training conducted via video conference technologies).		<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>	
29	Foundation	<p><b>Online Training</b> We have LGBTIQ online training or videos that can be accessed by employees throughout the assessed calendar year.</p>	<p>Online training or training videos have the advantage of being 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>	<p>This may include professionally developed online training, training videos 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>	<p><b>Maximum of 2 points</b> 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.</p>
30	Advanced	<p><b>Professional Development: LGBTIQ Inclusion</b> Throughout the assessed calendar year, we have <i>either</i>:</p> <p>(a) provided LGBTIQ people with LGBTIQ specific leadership training, internally or externally (excludes conferences unless specifically dedicated to LGBTIQ leadership development)</p> <p>(b) put processes in place to ensure that there is LGBTIQ representation within talent development programs.</p>	<p>For this advanced question we are looking at two equally important aspects of professional development for LGBTIQ employees.</p> <p>One has to do with the opportunity to attend leadership programs (internally or externally) that are specific to LGBTIQ people. There is a reason why being specific to LGBTIQ people is important. These programs deep dive into identity, personal authenticity and discuss aspects of disclosure, auditing/"covering", and the positive impact that even some of the negativity that may have been experienced can have on leadership; what it has taught us etc. The impact of these programs has been applauded in the UK and in the US and we are starting to see more of these sessions being run internally within organisations and</p>	<p>If you are choosing (a) it is important to understand that unless you can show that the program is for LGBTIQ people only, points will not be allocated. Please provide evidence to support that you have provided access to this program within the assessed year.</p> <p>If you are choosing (b), please outline the processes that you have in place providing as much detail about LGBTIQ selection within talent or high potential programs as you can.</p> <p>Please do not provide evidence for both (a) and (b). You will not be given additional points here. If you can</p>	<p><b>Maximum of 2 points</b></p>



ANNUAL SUBMISSION: SECTION 5 TRAINING AWARENESS & PROFESSIONAL DEVELOPMENT					
Q	Level	Question	Why This Question?	Providing Evidence	How Points are Allocated
		<p>Please provide evidence for the <u>one</u> selected item above. If you can provide both, please add the second item to the ADDITIONAL WORK section at the end of this submission.</p>	<p>external to them; allowing a “safe space” for employees to discuss and contribute.</p> <p>The other option area for this advanced question that can have a significant impact on the professional development of LGBTIQ people (and you only have to choose one) is the development of any ‘talent’ or leadership processes that would identify high performing LGBTIQ people, to ensure that there is diverse representation within talent pipelines (or the tracking of high potential employees).</p>	<p>provide evidence for (a) and (b), select the most comprehensive option you have for detailing here, and place the other within the ADDITIONAL WORK section at the bottom of the index.</p>	
31	Advanced	<p><b>LGBTIQ Inclusion Training Plan</b> We have a strategy or training plan in place to specifically address LGBTIQ inclusion and/or awareness training for all employees.</p> <p>Please provide: (a) a copy of the strategy (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>	Maximum of 4 points
32	Advanced	<p><b>LGBTIQ Event Attendance</b> Within the assessed calendar year, we have provided opportunities for employees to attended <u>external</u> dedicated LGBTIQ</p>	<p>Providing employees who are involved in the work of LGBTIQ inclusion within the workplace the opportunity to attended <b>dedicated</b> LGBTIQ conferences or seminars either nationally or internationally can</p>	<p>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;</p>	Maximum of 2 points

ANNUAL SUBMISSION: SECTION 5 TRAINING AWARENESS & PROFESSIONAL DEVELOPMENT					
Q	Level	Question	Why This Question?	Providing Evidence	How Points are Allocated
		<p>conferences or seminars nationally or internationally.</p> <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>broaden exposure to some of the practices of leaders in the space and equip employees with ideas or tools with which they can help progress internal work.</p>	<p>nor does it cover industry forum 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>	

ANNUAL SUBMISSION: SECTION 6 EXECUTIVE LEADERSHIP & ENGAGEMENT					
Q	Level	Question	Why This Question?	Providing Evidence	How Points are Allocated
33	Intermediate	<p><b>Executive Sponsor or Champion</b></p> <p>We have a visible and active Executive Sponsor or Senior Champion for LGBTIQ inclusion who has both:</p> <ol style="list-style-type: none"> <li>contributed to the LGBTIQ strategy</li> <li>is engaged in tracking performance progress against the strategy throughout the year</li> </ol> <p><i>For full points, please provide evidence for all parts to this question:</i></p> <ol style="list-style-type: none"> <li><i>specific contribution to the strategy</i></li> <li><i>level of engagement tracking progress against the strategy</i></li> </ol>	<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.</p> <p>The Executive Sponsor share the work of the network with their peers, be an advocate amongst Executive for what you are trying to achieve and 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 how the Executive Sponsor has contributed to the LGBTIQ inclusion strategy or targets and how engaged they have been in the tracking of performance against the strategy.</p> <p>The simplest way to provide evidence for this question would be for the Executive Sponsor to sign a statement answering both questions.</p>	<b>Maximum of 2 points</b>

ANNUAL SUBMISSION: SECTION 6 EXECUTIVE LEADERSHIP & ENGAGEMENT					
Q	Level	Question	Why This Question?	Providing Evidence	How Points are Allocated
		<i>(signed statement by the Executive as to their role in strategy development / tracking will suffice)</i>			
34	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. If you have a Senior Leader highly active in promoting and supporting LGBTIQ inclusion, please consider nominating them for the Executive Leadership 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>
35	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</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</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</p>	<b>Maximum of 2 points</b>

ANNUAL SUBMISSION: SECTION 6 EXECUTIVE LEADERSHIP & ENGAGEMENT					
Q	Level	Question	Why This Question?	Providing Evidence	How Points are Allocated
		<p>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>this area and why it is so important (as opposed to congratulations on an award or encouragement to attend an event)</p>	<p>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>	
36	Advanced	<p><b>CEO or Equivalent Speaking at Events</b></p> <p>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>(a) <i>evidence of the CEO speaking at the event and approximate duration of speech</i></p> <p>(b) <i>brief outline of event purpose and typical audience</i></p> <p>(c) <i>approximate attendee numbers</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>	<b>Maximum of 2 points</b>

ANNUAL SUBMISSION: SECTION 7 DATA COLLECTION & REPORTING					
Q	Level	Question	Why This Question?	Providing Evidence	How Points are Allocated
37	Intermediate	<p><b>Employee Data Analysis</b></p> <p>Within our annual engagement, pulse or diversity surveys, either for the assessed calendar year or year prior, we have:</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>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</p>	<b>Maximum of 3 points</b>

ANNUAL SUBMISSION: SECTION 7 DATA COLLECTION & REPORTING					
Q	Level	Question	Why This Question?	Providing Evidence	How Points are Allocated
		<p>a) included questions in regard to one’s sexual orientation, gender identity or whether or not someone is intersex, AND</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) <i>details of when that data was last collected</i></p> <p>b) <i>a copy of the questions used to identify LGBTIQ population</i></p> <p>c) <i>an overview of comparative findings or analysis as compared to other internal populations</i></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>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>	
38	Advanced	<p><b>LGBTIQ Analysis</b></p> <p>Within the assessed calendar year (or year prior), we have specifically asked, investigated or assessed <u>one</u> of the following:</p> <ul style="list-style-type: none"> <li>if LGBTIQ employees are directly or indirectly disadvantaged at any stage during the recruitment process</li> <li>if LGBTIQ employees are directly or indirectly disadvantaged in talent management processes or career progression</li> </ul>	<p>While analysing LGBTIQ engagement data is becoming common practice for those employers who work in LGBTIQ inclusion, the deep dive into areas that impact LGBTIQ inclusion is not yet common practice; hence the advanced status of this question.</p> <p>We know that recruitment, talent/career progression is often something that concerns a great number of LGBTIQ people particularly when it comes to unconscious bias. These are important areas in which an employer can deep dive as is attrition data. All may shed light on areas that can be further investigated.</p>	<p>You are only required to provide evidence for <b>ONE</b> of these areas. Please do not provide evidence for any additional areas identified as additional points will not be given here. If you have undertaken work in more than one of these areas, please add that into the ADDITIONAL WORK section at the bottom of this index.</p> <p>Please read the evidence required carefully; you will need not only to provide evidence for the analysis undertaken, but for some of these areas, we are asking for a plan of action (this is indicated within the</p>	<b>Maximum of 3 points</b>

ANNUAL SUBMISSION: SECTION 7 DATA COLLECTION & REPORTING					
Q	Level	Question	Why This Question?	Providing Evidence	How Points are Allocated
		<ul style="list-style-type: none"> <li>if there are discrepancies in attrition rates between LGBTIQ and non-LGBTIQ employees</li> <li>if within gender aggregated data, we include non-binary employees and if not a proposed plan of action</li> <li>if internal engagement or AWEI Survey data show any “most in need” areas to focus on, resulting in a plan of action</li> </ul> <p><i>Please provide evidence for <u>one</u> of the above, including a plan of action where stipulated. Points will be given for one of the above.</i></p> <p><i>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.</i></p>	<p>Alternatively, if these are not areas of current investigation, you may want to look at the inclusion of gender diverse/non-binary people within gender aggregated data (i.e. do we just focus on Male and Female employee populations?). If so, is that a true representation of our employee base (we would most definitely argue ‘No’)?</p> <p>Another impactful option in LGBTIQ deep dive analysis would be a scrutiny of your AWEI survey data. Further from this, identifying areas that your work may need to focus on or take into consideration.</p> <p>All these areas will provide additional insights into your LGBTIQ employee population, their experience within your workplace culture alongside any highlights and areas of concern – much more than the analysis of engagement data.</p>	bullet points for each of the areas outlined).	

ANNUAL SUBMISSION: SECTION 8 COMMUNITY ENGAGEMENT					
Q	Level	Question	Why This Question?	Providing Evidence	How Points are Allocated
39	Intermediate	<p><b>Employer Branded Participation at Community Events</b></p> <p>Within the assessed calendar year, we held stalls at LGBTIQ community events or participated in pride parades under our employer/company branding.</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.	Having individual employees wearing t-shirts or marching independently at Pride events will not qualify for points within this question.	<b>Maximum of 2 points</b>

ANNUAL SUBMISSION: SECTION 8 COMMUNITY ENGAGEMENT					
Q	Level	Question	Why This Question?	Providing Evidence	How Points are Allocated
		<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 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.</p>	
40	Intermediate	<p><b>Pro-Bono or Financial Support: LGBTIQ Charities/Organisations</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>Evidence for up to two such instances can be included her for maximum points.</p>	<p><b>Maximum of 2 points</b> As there can be multiple avenues of both financial and non-financial support, this questions requests evidence for up to two such instances with one point being allocated to each.</p>
41	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><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>	<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 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</p>	<p>Please provide evidence of one fundraising activity throughout the assessed year.</p>	<p><b>Maximum of 2 points</b> One example will earn a maximum of 2 points unlike the question above where there are multiple avenues of support.</p>

ANNUAL SUBMISSION: SECTION 8 COMMUNITY ENGAGEMENT					
Q	Level	Question	Why This Question?	Providing Evidence	How Points are Allocated
			of the cause, but active team collaboration and team building around a good cause.		

ANNUAL SUBMISSION: SECTION 9 SURVEY PARTICIPATION					
Q	Level	Question	Why This Question?	Providing Evidence	How Points are Allocated
42	Optional	<p><b>Survey Participation</b></p> <p>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>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.</p>	<p>For employers with more than 500 employees (those completing this Index), you will need a minimum of 50 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>



ANNUAL SUBMISSION: SECTION 10 ADDITIONAL WORK					
Q	Level	Question	Why This Question?	Providing Evidence	How Points are Allocated
43	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 15 points</b></p> <p>Each Item will be allocated <b>one point</b> (subject to criteria – see column to your left).</p>