**2020 SMALL EMPLOYER AWEI (500 or less employees)**

**Section 1: HR Policy & Diversity Practice**

All employers to complete this year. Points may be carried over for this portion of the index subsequent years.

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| 1. **HR POLICIES & PRACTICE**   **Foundation: Anti-discrimination Policy** | |  |
| **Our anti-discrimination/ EEO policy clearly prohibits discrimination based on:**   * **Sexual orientation** * **Gender identity** * **Intersex variation (or Intersex identity as per Sex Discrimination Act)**   *The policy must clearly include all three items mentioned above. Please provide:*   1. *a copy of this policy*   [Insert Evidence Here or Indicate Name of Attached File(s)] | | |
| 1. **HR POLICIES & PRACTICE  Foundation: Removal of the terms: ‘Sexual Preference’ or ‘Lifestyle Choice(s)’** | |  |
| **We have conducted a review to ensure that any reference to ‘sexual preference’ or ‘lifestyle choice’ within policy documentation, diversity references, on external facing websites and/or company intranet pages has been replaced with the words ‘sexual orientation.’**  *Please provide name and contact details of senior representative who can, if required, verify the above:*  [Insert Evidence Here or Indicate Name of Attached File(s)] | | |
| 1. **HR POLICIES & PRACTICE**   **FOUNDATION: LGBTIQ Inclusivity within Policies and Benefits** | |  |
| **On our policy intranet pages (or upfront within our policy documentation), we have made it *explicitly clear* that all policies are inclusive of LGBTIQ employees and their families (where families are included within policies/benefits).**  *Please provide screenshot or insert attachment of information where you state the explicit inclusion of LGBTIQ employees (and families where relevant) within policies/benefits (please do NOT attach complete policies).*  [Insert Evidence Here or Indicate Name of Attached File(s) | | |
| 1. **HR POLICIES & PRACTICE  Advanced: New Parent Leave Inclusive to LGBTIQ Families** | |  |
| **On our policy pages (or upfront within our family policy documentation), *we explicitly communicate* that our New Parent Leave (or equivalent) includes those who have children via surrogacy, adoption and/or foster arrangements regardless of employee gender.**  *For full points, please identify:*   1. *If leave covers surrogacy and where the availability of this leave is clearly communicated* 2. *If leave covers adoption and where the availability of this leave is clearly communicated* 3. *If leave covers foster arrangement and where the availability of this leave is clearly communicated*   [Insert Evidence Here or Indicate Name of Attached File(s)] | | |
| 1. **HR POLICIES & PRACTICE  ADVANCED: Third Party Policies** |  | |
| **We have audited third party service providers to ensure they align with our non-discriminatory policies and procedures and that they are inclusive of LGBTIQ people and their families.**  **Please select *all* that have been audited, evidence only required for *one*:**  **Superannuation**  **Death & TDP Benefits / Life Insurance**  **Travel Insurance**  **Healthcare (excluding EAP – Employee Assistance Programs – covered elsewhere)**  *Please provide:*   1. *evidence for one of the above, showing explicitly where LGBTIQ inclusivity is stated.* 2. *Name and contact details of senior representative who can, if required, verify that the selected audits above have taken place:*   *Senior HR Name/Contact Details for verification:*  [Insert Evidence Here or Indicate Name of Attached File(s)] | | |
| **6. HR POLICIES & PRACTICE  ADVANCED: LGBTIQ Inclusion Strategy** | |  |
| **We have a clearly defined strategy and/or documented action plans, targets and accountabilities to further our work on LGBTIQ inclusion within the workplace.**  *Please provide a copy of your strategy and/or relative documents regarding further work on LGBTIQ inclusion within the workplace.*  [Insert Evidence Here or Indicate Name of Attached File(s)] | | |
| 1. **LGBTIQ BULLYING / HARASSMENT & SUPPORT  FOUNDATION: LGBTIQ Training HR/Grievance Officers** | |  |
| **We have an internal formal HR/Grievance process whereby LGBTIQ people can request or engage with:**   1. **someone specifically trained in LGBTIQ Inclusion; OR** 2. **an ally who has a good understanding of LGBTIQ sensitivities and potential areas of concern**   **AND**   1. **we communicate this contact point to employees**   *For full points, please confirm:*   1. *that all identified LGBTIQ friendly grievance officers or first points of contact have either; undertaken LGBTIQ awareness training* ***or*** *are experienced allies with a good understanding of sensitivities* 2. *where these LGBTIQ aware/friendly grievance contact points can be located or requested for those seeking formal support*   [Insert Evidence Here or Indicate Name of Attached File(s)] | | |
| 1. **LGBTIQ BULLYING / HARASSMENT & SUPPORT  INTERMEDIATE: Behavioural Examples of what Constitutes Bullying / Harassment** | |  |
| **Documentation within our bullying and harassment policy/guidelines provides clear behavioural examples of what constitutes bullying/harassment in terms of sexual orientation, gender identity/expression AND behaviour that constitutes bullying/harassment of intersex people.**  *For full points, please provide evidence of behavioural examples given within your documentation in terms of:*   1. *behaviour that constitutes bullying/harassment in regard to one’s sexual orientation* 2. *behaviour that constitutes bullying/harassment of trans or gender diverse employees* 3. *behaviour that constitutes bullying/harassment of intersex people*   [Insert Evidence Here or Indicate Name of Attached File(s)] | | |
| 1. **LGBTIQ BULLYING / HARASSMENT & SUPPORT  INTERMEDIATE: EAP Provider** | |  |
| **We have *either*:**   1. **identified individuals within our EAP provider who have received specific training in, or have considerable understanding of the challenges faced by LGBTIQ individuals that we can refer our LGBTIQ employees to; OR** 2. **we have received documentation that we believe supports a depth of LGBTI experience/expertise within our EAP**   **AND c) *we have clearly communicated* this on our EAP Provider details page and/or an LGBTIQ intranet page**  *Please provide:*   1. *evidence of (a) or (b) above and* 2. *screen capture of where this has been communicated on an LGBTIQ intranet page*   [Insert Evidence Here or Indicate Name of Attached File(s)] | | |
| 1. **TRANS / GENDER DIVERSE INCLUSION**   **INTERMEDIATE: Gender Affirmation Policy and Process Documentation** | |  |
| **We understand that we may have employees (now or in the future) who may affirm their gender; and we have documented support processes in place for managers AND employees to access that assist in facilitating this.**  **Note: ‘Gender affirmation’ (above) is the ideal term for what has commonly been referred to as ‘transitioning.’**  *Please attach a copy of this specific policy/process.*  [Insert Evidence Here or Indicate Name of Attached File(s)] | | |
| 1. **TRANS / GENDER DIVERSE INCLUSION  ADVANCED: Gender Affirmation Leave** | |  |
| **We have an internal policy that ensures paid leave is available for employees who require time away to undertake or physically manage their gender affirmation.**  **Note: This leave is in addition to the need to utilise annual leave, sick or personal leave.**  *For full points, please provide:*   1. *evidence of a paid leave entitlement (over and above annual leave, sick or personal leave) for individuals currently affirming their gender* 2. *a list of any supporting documentation required from the employee for you to enact this leave* 3. *the degree to which the availability of this leave is at the discretion of the manager*     *[Insert Evidence Here or Indicate Name of Attached File(s)]* | | |
| 1. **TRANS / GENDER DIVERSE INCLUSION  ADVANCED: Trans and Gender Diverse Applicants** |  | |
| **For trans/gender diverse applicants, we have:**   1. **put internal processes in place to reduce roadblocks/difficulties faced by trans/gender diverse job applicants** 2. **have *clearly communicated* a point of contact available for trans/gender diverse applicants throughout the application process on relevant web pages or within application documentation** 3. **provided documentation addressing concerns specific to trans/gender diverse applicants and made these available throughout the recruitment process**   *For full points, evidence must be provided for all items above. Partial points will be given if all items are not evidenced.*  [Insert Evidence Here or Indicate Name of Attached File(s)] | | |
| 1. **STRATEGIC FOCUS  FOUNDATION: External Web LGBTIQ Workplace Inclusion Promotion** |  | |
| **We have promoted our focus and work on LGBTIQ workplace inclusion on our *external* facing webpage (URL).**  *Please provide the URL of an external webpage that specifically promotes your inclusion work. (Points will not be given if we are unable to access this externally.)*  [Insert Evidence Here or Indicate Name of Attached File(s)] | | |

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| 1. **STRATEGIC FOCUS  ADVANCED: Executive Sponsor or LGBTIQ Champion** |  |

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| **We have an Executive Sponsor or LGBTIQ champion with documented role expectations/accountabilities related to LGBTIQ inclusion work and advocacy within the organisation.**  *For full points, please provide evidence of both:*   1. *the documented role expectation/accountabilities* 2. *the mechanism through which the Exec Sponsor reports or is made accountable for these*   [Insert Evidence Here or Indicate Name of Attached File(s)] |

**Section 2: Strategy & Accountability**

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| 1. **STRATEGY & ACCOUNTABILITY  Foundation: External LGBTIQ Expertise** |
| **We have access to external LGBTIQ support/expertise that we have called upon throughout the assessed year (this may include but is not limited to PID).**  *Please provide evidence of one**such engagement throughout the assessed year and who this was with.*  [Insert Evidence Here or Indicate Name of Attached File(s)] |
| 1. **STRATEGIC FOCUS  ADVANCED: LGBTIQ Inclusion Promotion** |
| **We can show evidence of promoting our commitment to LGBTIQ inclusion in *one* of the following areas:**   * **pitching for business or contracts** * **engaging with potential clients/customers** * **applying for funding** * **engaging with strategic partners or key external stakeholders**   *For full points, please provide evidence for one of the above mentioned areas.*  *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 your ADDITIONAL WORK section at the end of this submission, with the Item Name: LGBTIQ Inclusion Promotion.”*  [Insert Evidence Here or Indicate Name of Attached File(s)] |

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

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

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| 1. **LGBTIQ EMPLOYEE NETWORKS / RESOURCE GROUPS Foundation: LGBTIQ Employee Network** |
| **Within the assessed calendar year, we have *either*:**   1. **an established LGBTIQ employee network with a clearly documented charter/purpose or remit** 2. **have made progress towards the launch or establishment an LGBTIQ employee network**   *If you have an existing network:*   1. *please provide a copy of the network’s charter/purpose.*   *If you are in the process of creating a network:*   1. *please document and evidence progress made within the assessed year.*   [Insert Evidence Here or Indicate Name of Attached File(s)] |
| 1. **LGBTIQ EMPLOYEE NETWORKS / RESOURCE GROUPS  INTERMEDIATE: Leadership Structure** |
| **Our employee network has a clearly articulated leadership structure with:**   1. **clear roles and/or responsibilities for those involved** 2. **an HR or Diversity representative as part of the leadership structure**   *For full points, please provide:*   1. *a copy of your network leadership structure clearly articulating role accountabilities* 2. *evidence that you have HR or diversity representation within the leadership*   [Insert Evidence Here or Indicate Name of Attached File(s)] |
| 1. **LGBTIQ EMPLOYEE NETWORKS / RESOURCE GROUPS  INTERMEDIATE: Strategy / Work Plan** |
| **For the assessed year, our network collaborated with HR and/or leadership to develop a plan to contribute their expertise to the organisation.**  *Please provide a copy of your collaborated plan.*  [Insert Evidence Here or Indicate Name of Attached File(s)] |

**Section 4: Visibility of Inclusion**

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| 1. **VISIBILITY OF INCLUSION  Foundation: Days of Significance** |
| **Within the assessed calendar year, we have celebrated and promoted LGBTIQ Days of Significance across the organisation while providing employees with an understanding of why these dates are important.**  *For full points, please provide:*   1. *a list of LGBTIQ Days of Significance celebrated throughout the assessed year* 2. *a brief description of each event*   [Insert Evidence Here or Indicate Name of Attached File(s)] |
| 1. **VISIBILITY OF INCLUSION  FOUNDATION: Visibility** |
| **We actively encourage and provide a means by which employees can indicate their commitment to LGBTIQ workplace inclusion through the use of: ALLY email signatures, lanyards, personal pronouns, etc.**  *Please provide:*   1. *a list of available options whereby employees can choose to indicate that they area any ally or a supporter of LGBTIQ inclusion* 2. *photos / screenshots of where these items can be seen on premises*   *Note: a couple of photos will suffice to show the visibility of allies – please do not include extensive evidence as additional points are not allocated for volume.*  [Insert Evidence Here or Indicate Name of Attached File(s)] |
| 1. **VISIBILITY OF INCLUSION  INTERMEDIATE: Ally / Champion Referrence Guides** |
| **We provide reference guides or materials on how to be an effective ally and/or an active champion for LGBTIQ inclusion within the workplace.**  *Please provide*   1. *copy of this guide or an outline of the content covered within the guide* 2. *information regarding how it is distributed or where this guide can be found*   [Insert Evidence Here or Indicate Name of Attached File(s)] |
| 1. **VISIBILITY OF INCLUSION  INTERMEDIATE: Confidential Contacts** |
| **We have a clearly identified LGBTIQ people or allies who can be contacted for a confidential and informal discussion regarding being an LGBTIQ employee within the organisation. This is over and above any HR or grievance contacts and confidentiality must be assured.**  *Please provide a screenshot of where this information is provided. For full points, you must indicate CONFIDENTIALITY and therefore cannot be network mailbox or address.*  [Insert Evidence Here or Indicate Name of Attached File(s)] |
| 1. **VISIBILITY OF INCLUSION  ADVANCED: LGBTIQ Social Media Streams** |
| **We have internal LGBTIQ social media streams or any other means by which we can engage staff in conversations and post items of interest in regard to our inclusion work (may include but is not limited to Yammer, Twitter, Facebook, SharePoint).**  *Please provide evidence.*  [Insert Evidence Here or Indicate Name of Attached File(s)] |

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

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

**Section 6: Executive Leadership & Engagement**

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| 1. **EXECUTIVE LEADERSHIP & ENGAGEMENT**   **INTERMEDIATE: Executive Sponsor or Champion** |
| **We have a visible and active Executive Sponsor or Senior Champion for LGBTIQ inclusion in the workplace who has *either*:**   1. **contributed to the LGBTIQ strategy** 2. **is engaged in tracking performance progress against the strategy throughout the year**   *Please provide evidence for one of the above. Points will be allocated for one of the above.*  *If you have a very active Executive Sponsor or Senior Champion, please outline additional work by the Executive Sponsor (not already covered within this index) to ADDITIONAL WORK section at the end of this submission, in one row with the Item Name: “Executive Sponsor or Champion.”*  [Insert Evidence Here or Indicate Name of Attached File(s)] |
| 1. **EXECUTIVE LEADERSHIP & ENGAGEMENT ADVANCED: Executive Advocacy** |
| **Within the assessed calendar year, Senior Executive(s) within our organisation have taken a lead role in:**   1. **advocating for LGBTIQ inclusion at an executive level *externally* amongst peers** 2. **advocating for LGBTIQ inclusion at an executive level *internally* amongst peers; or** 3. **the Pride in Diversity Executive Allies Forum**   *Please provide evidence for one of the above. Points will be allocated for one of the above.*  *If you have a very active Executive Sponsor please outline additional work by the Executive Sponsor (not already covered within this index) to ADDITIONAL WORK section at the end of this submission, in one row with the Item Name: “Executive Advocacy.”*  *Please also consider nominating them for an Executive Sponsor Award.*  *Note: Only if you DO NOT HAVE an Executive Sponsor may you include evidence of another Executive advocated for LGBTIQ inclusion here.*  [Insert Evidence Here or Indicate Name of Attached File(s)] |
| 1. **XECUTIVE LEADERSHIP & ENGAGEMENT ADVANCED: CEO or Equivalent Communications** |
| **Within the assessed calendar year, our CEO or equivalent has sent formal communications to all employees comprehensively discussing progress made on our work in LGBTIQ inclusion and its importance to the organisation. This may be CEO communications prioritised on intranet pages or within a CEO newsletter but must be outside of social media, award announcements only.**  *Please provide the most comprehensive communication sent out by your CEO (or equivalent) to all employees in regard to your work in LGBTIQ inclusion.*  [Insert Evidence Here or Indicate Name of Attached File(s)] |
| 1. **EXECUTIVE LEADERSHIP & ENGAGEMENT ADVANCED: CEO or Equivalent speaking at events** |
| **Our CEO or equivalent has spoken at LGBTIQ events held by our organisation, either internally or externally.**  *For full points, all of the following must be provided:*   1. *evidence of the CEO speaking at the event and approximate duration of speech* 2. *brief outline of event purpose and typical audience* 3. *approximate attendee numbers*   [Insert Evidence Here or Indicate Name of Attached File(s)] |

**Section 7: Data Collection & Reporting**

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| 1. **DATA COLLECTION & REPORTING  INTERMEDIATE: Employee Data Assessment** |
| **Within our annual engagement, pulse or diversity surveys, either for the assessed calendar year or year prior, we have:**   1. **included questions in regard to one’s sexual orientation, gender identity or whether or not someone is intersex** 2. **analysed and reported on LGBTIQ engagement data alongside other diversity demographics or overall population statistics**   *For full points, please provide:*   1. *details of when that data was last collected* 2. *a copy of the questions used to identify LGBTIQ population* 3. *an overview of report findings*   [Insert Evidence Here or Indicate Name of Attached File(s)] |

**Section 8: Community Engagement**

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

**Section 9: Survey**

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| 1. **Optional survey: Survey Participation** |
| **We are participating in the 2020 AWEI Survey. *Please note: points will only be given if 30 or more survey responses are collected.*** |

**Section 10: Additional Work**

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

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

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

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

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

**AWEI 2020 SUBMISSION DATES**

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

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

**IMPORTANT INFORMATION FOR SUBMITTERS**

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

**OPTIONAL AWEI EMPLOYEE SURVEY**

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

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