**This template has been designed to assist you in preparing an invitation for employees to participate in the AWEI Employee Survey. Please feel free to use, modify or discard completely. If you have any questions in relation to this, please do not hesitate to contact Pride in Diversity’s Director, Dawn Hough (****dawn.hough@prideindiversity.com.au****)**

Dear [name],

In March this year, [company name] will [once again] be submitting for the Australian Workplace Equality Index (AWEI). This index sets the benchmark for LGBTI workplace inclusion nationally and provides our Diversity and HR teams with valuable feedback on how we are tracking, what we are doing well and areas in which we can improve. The index and resulting high-level benchmark data is published by Pride in Diversity, the national not-for-profit employer support program for LGBTI inclusion. While we do understand that this is only one aspect of diversity; it is the only area that the AWEI focuses on. This is not to infer that this is the only area of diversity and inclusion that we work on or that it has any priority over and above any other area. It is however an area that we [are keen to] include within our Diversity & Inclusion remit.

While the benchmark does provide us with feedback on what we are doing at an organisational level, it does not provide us with data on the lived day-to-day experience of our Lesbian, Gay, Bisexual, Transgender and Intersex employees within our organisation. Nor does it provide us with feedback on the views and level of awareness of our heterosexual (or ‘straight’) employees when it comes to LGBTI inclusion. To provide a balanced view of how we are tracking, the index allows us to participate in an optional, confidential employee survey. This survey will provide us with that missing ‘lived experience’ data. It will also provide you with a voice.

We would therefore like to invite all employees who would like to participate in this survey and have their say in regard to our initiatives on LGBTI inclusion, the opportunity to do so. This invitation is open to all employees, regardless of how you personally identify.

This survey is conducted by Pride in Diversity and accessed via the link provided below. You will be asked for broad demographic data throughout the survey but no personally identifying information will be asked. There will be opportunities throughout the survey to provide free-form comments back to the employer. This is the only time in which people can enter identifying information and so to ensure complete anonymity, we request that you refrain from entering any information that could personally identify you. You may also choose NOT to answer question/s and you may exit from the survey at any time without completing by simply closing the browser. Should you choose to exit the survey before completion, none of your survey responses will be saved.

[Your Company Name] will receive back high-level trends with response percentages to assist us in understanding the voice of our employees. Free-form comments throughout the survey provide you with an opportunity to anonymously feedback specific comments to us.

Our aim is to create an inclusive place of work where all employees, no matter their diverse background, can be themselves. Surveys such as this assist us in understanding where we excel, where we need to improve and what we need to do to ensure that this is a workplace that will continually attract and retain the very best people, and that we encourage and embrace the diversity of our people’s experience, backgrounds and perspectives. Should you have any questions in regard to this survey or the work that we do in this area, please contact [contact].

**Participating in the survey**

You may access the survey via:

* link

The survey will be available until 5:00pm AEDT 9 March, 2017.

**Important Note:** Please do not distribute this link outside of [Company Name] as it is unique to [Company Name].