**2021 EMPLOYER PARTICIPATION DETAILS**

**EMPLOYER DETAILS: ALL ORGANISATIONS/EMPLOYERS MUST COMPLETE THIS PART OF THE SUBMISSION**

**EMPLOYER DETAILS: PLEASE CHECK THAT YOU HAVE COMPLETED ALL DETAILS WITHIN EACH ROW OF THIS TABLE**

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| **EMPLOYER / ORGANISATION DETAILS** | |
| **Organisation Name:** | ***Please enter name as you would like it to appear on certificates or any awards if applicable*** |
| **Sector:**  *Please delete those not relevant* | * **Public/Government: Federal** * **Public/Government: State** * **Public/Government: Local** * **Higher Education** * **Private** * **NFP/Charity/NGO** |
| **Employer Size (within Australia):**  *Please delete those not relevant* | **Number of employees within Australia:**   * <= 500 employees |
| **Regional Employers** | **Is your head office Regional?** *Yes / No* |
| **Global Employers** | **Do you have international offices:** *Yes / No*  **Is your head office in Australia:** *Yes / No* |
| **Contact Person for the Index:**  *Please provide full contact details including postal address and postcode.* ***This is the person we should contact if we have any questions. Email results will also be sent to this person and hard copy participation certificates will be mailed to this person.*** | **Name:**  **Position Title:**  **Postal address (including postcode):**  **Phone number:**  **Email:** |

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| **NTERNATIONAL WORKPLACE INDEX PARTICIPATION** | |
| **Do you participate in any other workplace equality indices globally?**  *Please delete those not relevant* | * Stonewall’s Workplace Equality Index (UK) * HRC’s Corporate Equality Index (US) * Community Business LGBT Workplace Inclusion Index (Hong Kong) * Workplace Pride Index Amsterdam * Other: |

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| **Industry Benchmarks** | | |
| Participating employers will by default be benchmarked according to:   * Sector: Public / Private / NFP / Higher Education * Government: Federal, State, Local, Victorian Government * Employer Size * Awarded Tier Recognition * Global Employers   *All benchmarking tables will be provided for comparison, but only those that reflect your dominant industry/business should be selected here.*  *Please remove all that are not applicable or your core industry business.* | In addition to the Industries/Sectors listed in the column to the left, select the Industries most relevant to your organisation’s area(s) of focus:  **Please select a maximum of 4 industries:**   * Aged Care * All listed ASX Top 50 * Automotive: Wholesale and Retail * Banking & Financial Services * Community Services * Computer Software * Construction * Disability Services * Education (broader than Higher Education) * Energy / Utilities * Engineering * Health & Wellbeing * Hospitality | * Information Services Infrastructure * Insurance * Law Enforcement * Legal * Manufacturing * Media & Entertainment * Mining * Operations Security * Pharmaceuticals * Professional Services & Consulting * Property * Rail & Logistics Transportation * Recruitment * Research & Development * Retail * Technology & Telco * Tourism & Gaming * Transport * Are there any other **industry** benchmarks that you would like to see?: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **DISCLOSURE RECOGNITION** | |
| **Please select participation identification level at which we can identify you (Name and Employer Tier only, no scores)**  *Please delete those not relevant* | We list employers annually that reach each of the employer recognition tiers within the AWEI, unless you choose to be anonymous. Some employers choose only to be identified should they reach a certain recognition tier.  **Select the recognition tier at which you would like to be publicly identified:**   * We are happy to be identified regardless of employer tier reached * Only identify us if we reach Bronze Tier or higher * Only identify us if we reach Silver Tier or higher * Only identify us if we reach Gold Tier or higher * *We are participating anonymously and do not want to be identified* |

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| **ADDITIONAL AWARD SUBMISSIONS** | |
| **Have you considered nominating someone for an LGBTQ Inclusion Award?**  Please list any other LGBTQ Inclusion Awards that you are submitting for this year with the AWEI. This provides us with a cross-check reference to ensure that all expected submissions are received.  • Consider nominating a group or individual for their extensive work in LGBTQ inclusion within your organisation  • More than one nomination in each category may be received  • Individual Nomination submission forms can be found here:  <http://www.pid-awei.com.au/submission-documents/> | **Award Nomination Categories:**   * **CEO of the Year Award:** (insert nominee name/s) * **Executive Leadership Award:** (insert nominee name/s) * **External Media Campaign Award:** (insert nominee name/s) * **OUT Role Model Award:** (insert nominee name/s) * **Network Leader of the Year Award:** (insert nominee name/s) * **Sally Webster Ally Award:** (insert nominee name/s) * **Sapphire Inspire Award for LGBTQ Women:** (insert nominee name/s) |

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| **NEGATIVE PRESS / COMPLAINTS DISCLOSURE** |
| * **We have received negative press that has impacted our reputation as an LGBTQ inclusive employer** * **Formal complaints were lodged against us for LGBTQ discrimination, bullying or harassment (Fair Work Ombudsman, Human Rights Commission, Sex Discrimination Act)** * We understand that up to 25 points ***may be*** deducted from our score if we have received a significant amount of negative press regarding an anti-LGBTQ incident where our organisation was responsible and insufficient action was taken to rectify this.   In relation to the above (maintaining required confidentiality), please broadly outline your course of action or response/outcomes of any complaints lodged: |

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| **ACCURACY STATEMENT** | |
| We confirm that at the time of submission, details provided for all questions identified within the three submission documents are true and accurate. We understand that should any claims be found to be false, points and rankings will be adjusted accordingly. | |
| **Name of person signing off accuracy:** |  |
| **Position within organisation:** |  |
| **Contact Email:** |  |
| **Contact Phone:** |  |

**2021 SMALL EMPLOYER AWEI (500 employees or less)**

**Section 1: Standing Submission**

This section pertains to LGBTQ inclusion within organisational policies and practice.

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| **The Standing Submission includes:** | |
| **HR Policy & Diversity Practice:** | Standard practices within HR Policies and explicit LGBTQ inclusion within them; including third party policies |
| **LGBTQ Bullying / Harassment & Support:** | Tracking and handling of potential incidents and support for LGBTQ employees, should this occur |
| **Trans & Gender Diverse Inclusion:** | Explicit policy inclusion for trans and gender diverse employees; including leave, forms, titles and dress codes |
| **Strategic Focus:** | Accountabilities and role responsibilities for HR and Executive staff; external / customer facing inclusion promotions |

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| **IMPORTANT NOTE:**  If you have submitted an AWEI last year, ***you may choose to carry over your point allocations within Section 1: Standing Submission only***.   * **If you wish to carry over your entire Standing Submission scores from last year, please leave Section 1: Standing Submission blank.**   (Recommended if you are satisfied with your previous scores and/or no further work has been done in this section.)   * **If you leave any questions blank within this section, we will not change the score from last year.**   **OR:**   * **If you wish to submit (or re-submit)** for any question/s within Section 1: Standing Submission, please submit evidence for the individual question/s applicable. * **If you submit evidence for any question, the evidence and score will be re-evaluated based only on the evidence supplied within this Submission** (last year’s evidence will not be referenced, so you must re-submit all evidence requested). |

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| **Please provide the name and contact details of your Senior HR person:** | |
| **Senior HR Person:** | Failure to include details here may impact point allocations. |
| **Contact Details (email / phone):** | Failure to include details here may impact point allocations. |
| **Should we require clarification/verification for any particular question within Section 1: Standing Submission, we will contact this individual. If this contact is not supplied, it may result in a loss of points for questions within this section.** | |

**For further support and clarification: Please download the** [**AWEI Scoring Guidelines**](http://www.pid-awei.com.au/submission-documents/) **or refer to the** [**AWEI Tools and Support**](http://www.pid-awei.com.au/awei-support/) **webpage.**

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

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| **STANDING SUBMISSION: hr pOLICY & DIVERSITY PRACTICE**   1. **Anti-Discrimination Policy** | **Foundation**  **Max. 2 points** |
| **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 a copy of this policy.* | |
| *[Insert Evidence Here or Indicate Name of Attached File(s)]* | |

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| **STANDING SUBMISSION: hr pOLICY & DIVERSITY PRACTICE**   1. **Removal of the terms: ‘Sexual Preference’ or ‘Lifestyle Choice(s)’** | **Foundation**  **Max. 2 points** |
| **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 an outline of progress to date.* | |
| *[Insert Evidence Here or Indicate Name of Attached File(s)]* | |

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| **STANDING SUBMISSION: HR POLICY & DIVERSITY PRACTICE**   1. **LGBTQ Inclusivity within Policies and Benefits** | | **FOUNDATION**  **Max. 3 points** |
| **On our policy intranet pages (or upfront within our policy documentation), we have made it *explicitly clear* that all policies are inclusive of LGBTQ employees and their families (where families are included within policies/benefits).**  *Please provide a screenshot or insert attachment of information where you state the explicit inclusion of LGBTQ employees (and families where relevant) within policies/benefits (please do NOT attach complete policies).* | | |
| *[Insert Evidence Here or Indicate Name of Attached File(s)]* | | |
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| **STANDING SUBMISSION: hr pOLICY & DIVERSITY PRACTICE**   1. **New Parent Leave Inclusive to LGBTQ Families** | **ADVANCED**  **Max. 3 points** | |
| **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 explicitly communicated for LGBTQ families* 2. *If leave covers adoption and where the availability of this leave is explicitly communicated for LGBTQ families* 3. *If leave covers foster arrangement and where the availability of this leave is explicitly communicated for LGBTQ families* | | |
| *[Insert Evidence Here or Indicate Name of Attached File(s)]* | | |

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| **STANDING SUBMISSION: hr pOLICY & DIVERSITY PRACTICE**   1. **Third Party Policies** | **ADVANCED**  **Max. 2 points** |
| **We have audited third party service providers to ensure they align with our non-discriminatory policies and procedures and that they are inclusive of LGBTQ 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 select all that have been audited from the list above (clicking the check box will mark it as selected) and also provide evidence for one of the above, showing explicitly where LGBTQ inclusivity is stated.* | |
| *[Insert Evidence Here or Indicate Name of Attached File(s)]* | |

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| **STANDING SUBMISSION: hr pOLICY & DIVERSITY PRACTICE**  **6. LGBTQ Inclusion Strategy** | **ADVANCED**  **Max. 3 points** |
| **We have a clearly defined strategy and/or documented action plans, targets and accountabilities to further our work on LGBTQ inclusion within the workplace.**  *Please provide a copy of your strategy and/or relative documents regarding further work on LGBTQ inclusion within the workplace.* | |
| *[Insert Evidence Here or Indicate Name of Attached File(s)]* | |

**STANDING SUBMISSION: LGBTQ Bullying/Harassment & Support**

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| **STANDING SUBMISSION: LGBTQ bullying/harassment & support**   1. **Training HR/Grievance Officers** | **FOUNDATION**  **Max. 3 points** |
| **We have an internal formal HR/Grievance process whereby LGBTQ people can request or engage with:**   1. **someone specifically trained in LGBTQ Inclusion; OR** 2. **an ally who has a good understanding of LGBTQ sensitivities and potential areas of concern**   **AND**   1. **we communicate this contact point to employees**   *For full points, please confirm:*   1. *that all identified LGBTQ friendly Grievance Officers or first points of contact have either; undertaken LGBTQ awareness training* ***or*** *are experienced allies with a good understanding of sensitivities* 2. *where these LGBTQ 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)]* | |

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| **STANDING SUBMISSION: LGBTQ bullying/harassment & support**   1. **Behavioural Examples of what Constitutes Bullying / Harassment** | **INTERMEDIATE**  **Max. 4 points** |
| **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)]* | |

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| **STANDING SUBMISSION: LGBTQ bullying/harassment & support**   1. **EAP Provider** | **INTERMEDIATE**  **Max. 3 points** |
| **We have *either*:**   1. **identified individuals within our EAP provider who have received specific training in, or have a considerable understanding of the challenges faced by LGBTQ individuals that we can refer our LGBTQ employees to; OR** 2. **we have received documentation that we believe supports a depth of LGBTQ experience/expertise within our EAP**   **AND**   1. ***we have clearly communicated* this on our EAP Provider details page and/or an LGBTQ intranet page**   *Please provide:*   1. *evidence of (a) or (b) above and* 2. *screen capture of where this has been communicated on an LGBTQ intranet page* | |
| *[Insert Evidence Here or Indicate Name of Attached File(s)]* | |

**STANDING SUBMISSION: Inclusion of Trans and gender Diverse People**

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| **STANDING SUBMISSION: INCLUSION OF TRANS AND GENDER DIVERSE PEOPLE**   1. **Gender Affirmation Policy and Process Documentation** | **INTERMEDIATE**  **Max. 5 points** |
| **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 provide:*   1. *a copy of this specific policy/process* 2. *support documentation for employee(s) wishing to affirm their gender in the workplace* 3. *support/educational documentation for managers peers and colleagues* | |
| *[Insert Evidence Here or Indicate Name of Attached File(s)]* | |

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| **STANDING SUBMISSION: INCLUSION OF TRANS AND GENDER DIVERSE PEOPLE 11. Gender Affirmation Leave** | **ADVANCED**  **Max. 4 points** |
| **We have an internal policy that ensures *additional* paid leave is available for employees who require time away to undertake or physically manage their gender affirmation.**  **Note: For full points, this leave must be in addition to the need to utilise annual leave, sick or generic personal leave.**  *For full points, please provide:*   1. *evidence of a paid leave entitlement (over and above annual leave, sick or generic 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. *whether this leave availability is standard HR policy or solely dependent on the discretion of the manager* | |
| *[Insert Evidence Here or Indicate Name of Attached File(s)]* | |

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| **STANDING SUBMISSION: INCLUSION OF TRANS AND GENDER DIVERSE PEOPLE 12. Trans and Gender Diverse Applicants** | **ADVANCED**  **Max. 6 points** |
| **For trans and gender diverse applicants, we have:**   1. **put internal processes in place to reduce roadblocks/difficulties faced by trans and gender diverse people who are applying for jobs** 2. **have *clearly communicated* a point of contact available for trans and gender diverse applicants throughout the recruitment process on relevant web pages or within application documentation** 3. **provided documentation addressing concerns specific to trans and gender diverse applicants and made these available throughout the recruitment process**   *For full points, evidence must be provided for all items above. Partial points will be given if all items are not evidenced.* | |
| *[Insert Evidence Here or Indicate Name of Attached File(s)]* | |

**STANDING SUBMISSION: Strategic Focus**

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| **STANDING SUBMISSION: STRATEGIC FOCUS  13. External Website LGBTQ Workplace Inclusion Promotion** | **FOUNDATION**  **Max. 2 points** |
| **We have promoted our focus and work on LGBTQ 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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| **STANDING SUBMISSION: STRATEGIC FOCUS  14. Executive Sponsor or LGBTQ Champion** | **ADVANCED**  **Max. 4 points** |

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| **We have an Executive Sponsor located *within our Australian offices* with documented role expectations/accountabilities related to LGBTQ 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 Executive Sponsor reports or is made accountable for these* |
| *[Insert Evidence Here or Indicate Name of Attached File(s)]* |

**\*\* end of Section 1: Standing Submission \*\***

**ANNUAL SUBMISSION**

**This part of the Submission (Sections 2 – 10) is only applicable to work carried out in the 2020 calendar year. Points will not be allocated for work carried out in 2021.**

**All questions within the Annual Submission must be answered in order to obtain point allocation. No points are carried over within these sections.**

**A reminder to read each question carefully and the specific evidence required, respectively.**

* Each question asks for specific LGBTQ-explicit evidence. If inadequate or incomplete evidence is provided for any question, full points may not be obtained.
* If attaching evidence, please indicate the question number / title on the file name

**For further support and clarification: Please download the** [**AWEI Scoring Guidelines**](http://www.pid-awei.com.au/submission-documents/) **or refer to the** [**AWEI Tools and Support**](http://www.pid-awei.com.au/awei-support/) **webpage.**

**\*\*Due to the Covid-19 pandemic and national/state-wide restrictions, social distancing and other related factors, we will be accepting any virtual or digital evidence for the questions within this Annual Submission.\*\***

**Section 2: Strategy & Accountability**

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| **annual submission: sTRATEGY & aCCOUNTABILITY**   1. **External LGBTQ Expertise** | **FOUNDATION**  **Max. 2 points** |
| **We have access to external LGBTQ 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)]* | |

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| **annual submission: sTRATEGY & aCCOUNTABILITY**   1. **LGBTQ Inclusion Promotion** | **ADVANCED**  **2 points** |
| **We can show evidence of promoting our commitment to LGBTQ 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.* | |
| *[Insert Evidence Here or Indicate Name of Attached File(s)]* | |

**Section 3: LGBTQ 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***.**

If you have an outstanding Network Leader who has performed above and beyond the expectations of their role and significantly impacted LGBTQ inclusion within your workplace, please consider nominating them for the [**Network Leader of the Year Award**](http://www.pid-awei.com.au/submission-documents/). (This nomination is open to anyone who has a formal role within the employee network leadership group.)

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| **ANNUAL SUBMISSION: LGBTQ EMPLOYEE NETWORKS / RESOURCE GROUPS**   1. **LGBTQ Employee Network** | **Foundation**  **Max. 2 points** |
| **Within the assessed calendar year, we have *either*:**   1. **made progress towards the launch or establishment an LGBTQ employee network** 2. **an established LGBTQ employee network with a clearly documented charter/purpose or remit**   *If you are in the process of creating a network, please document and evidence progress made within the assessed year.*  *If you have an existing network, please provide a copy of the network’s charter/purpose.* | |
| *[Insert Evidence Here or Indicate Name of Attached File(s)]* | |

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| **ANNUAL SUBMISSION: LGBTQ EMPLOYEE NETWORKS / RESOURCE GROUPS**   1. **Leadership Structure** | **Foundation**  **Max. 3 points** |
| **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)]* | |

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| **ANNUAL SUBMISSION: LGBTQ EMPLOYEE NETWORKS / RESOURCE GROUPS**   1. **Network Strategy / Work Plan** | **Foundation**  **Max. 3 points** |
| **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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| **ANNUAL SUBMISSION: 2020 VISiBILITY OF INCLUSION**   1. **Days of Significance** | **Foundation**  **Max. 2 points** |
| **Within the assessed calendar year, we have celebrated and promoted LGBTQ Days of Significance across the organisation while *providing and/or educating employees with an understanding of why these dates are important.***  *For full points, please provide:*   1. *a list of LGBTQ Days of Significance celebrated throughout the assessed year* 2. *a brief description of each event, detailing how you promoted an understanding of why the day is significant* | |
| *[Insert Evidence Here or Indicate Name of Attached File(s)]* | |

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| **ANNUAL SUBMISSION: 2020 VISiBILITY OF INCLUSION**   1. **Visibility in the Workplace** | **Foundation**  **Max. 2 points** |
| **We actively encourage and provide a means by which employees can indicate their commitment to LGBTQ workplace inclusion through the use of: ALLY email signatures, lanyards, personal pronouns, virtual backgrounds, etc.**  *Please provide:*   1. *a list of options available to employees through which they can visually indicate that they are an ally or supporter of LGBTQ inclusion* 2. *a couple of photos showing active support and visibility of these options within/around/throughout the workplace (please limit photos to a couple of photos – not required for each available option)* | |
| *[Insert Evidence Here or Indicate Name of Attached File(s)]* | |

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| **ANNUAL SUBMISSION: 2020 VISiBILITY OF INCLUSION**   1. **Ally / Champion Referrence Guides** | **INTERMEDIATE**  **Max. 2 points** |
| **We provide reference guides or materials on how to be an effective ally and/or an active champion for LGBTQ 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)]* | |

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| **ANNUAL SUBMISSION: 2020 VISiBILITY OF INCLUSION**   1. **Confidential Contacts** | **INTERMEDIATE**  **2 points** |
| **We have an LGBTQ intranet page that clearly identifies LGBTQ people or allies who can be contacted for a confidential and informal discussion regarding being an LGBTQ 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. If the contact is not CONFIDENTIAL, points will not be awarded.* | |
| *[Insert Evidence Here or Indicate Name of Attached File(s)]* | |

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| **ANNUAL SUBMISSION: 2020 VISiBILITY OF INCLUSION**   1. **LGBTQ Social Media Streams** | **ADVANCED**  **2 points** |
| **We have internal LGBTQ 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 screenshot evidence of such posts and conversations on your social media streams.* | |
| *[Insert Evidence Here or Indicate Name of Attached File(s)]* | |

**Training, Awareness & Professional Development**

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| **ANNUAL SUBMISSION: 2020 training, awareness & professional development**   1. **Face-to-Face Training** | **Foundation**  **2 points** |
| **We have made face-to-face LGBTQ Awareness / Inclusion / Ally Training available to all employees within the assessed calendar year. This would include any interactive training conducted via internet technologies (i.e. Webex, Zoom, Teams, etc).**   |  |  |  | | --- | --- | --- | | Name of Trainer or Provider: | *[Evidence Here]* | Our trainer is accredited by or from Pride in Diversity | | Length of training: | *[Evidence Here]* | | | Date/s: | *[Evidence Here]* | | | Number of attendees approx that will have gone through this training: | *[Evidence Here]* | | | Evidence of training undertaken (one piece required): | *Screenshot of the invitation sent or where training has been communicated. [Evidence Here]* | | | Copy of presentation or outline of training covered: | *[Evidence Here] (Not required if Pride in Diversity or Pride in Health + Wellbeing delivered)* | | | |

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| **ANNUAL SUBMISSION: 2020 training, awareness & professional development**   1. **Online Training** | **Foundation**  **2 points** |
| **We have LGBTQ online training modules or pre-recorded content that can be accessed by employees throughout the assessed calendar year.**   |  |  | | --- | --- | | Name of Online Training or Video: | *[Evidence Here]* | | Length of the LGBTQ 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: | *To provide evidence of training being accessed, 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 LGBTQ content. | *[Evidence Here]* |  |  |  | | --- | --- | |  |  | | |

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| **ANNUAL SUBMISSION: 2020 training, awareness & professional development**   1. **LGBTQ Inclusion Training Plan** | **ADVANCED**  **Max. 2 points** |
| **We have a strategy or training plan in place to specifically address LGBTQ 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)]* | |

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| **ANNUAL SUBMISSION: 2020 training, awareness & professional development**   1. **LGBTQ Conferences, Seminars and Events** | **ADVANCED**  **Max. 2 points** |
| **Within the assessed calendar year, we have provided opportunities for employees to attended *external* dedicated LGBTQ conferences, seminars or events.**  **Note: This may include but is not limited to the Pride in Practice Conference, Regional Reach or Sapphire Events, or external LGBTQ panel events. This does not include roundtables or social networking events.**  *Please provide evidence.*  *Please provide evidence.* | |
| *[Insert Evidence Here or Indicate Name of Attached File(s)]* | |

**Section 6: Executive Leadership & Engagement**

**Please note: Different titles are used when referring to the most senior executive.** **For the purpose of consistency within submission, in defining CEO or Equivalent, we are referring to the most senior executive in your organisation within Australia.**

If you have a CEO or equivalent, or Senior Leader/Executive highly active in promoting and supporting LGBTQ inclusion (as an LGBTQ individual or ally), please consider nominating them for the following Awards (where applicable):

* [**Executive Leadership Award**](http://www.pid-awei.com.au/submission-documents/)
* [**CEO of the Year Award**](http://www.pid-awei.com.au/submission-documents/)

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| **ANNUAL SUBMISSION: EXECUTIVE LEADERSHIP & ENGAGEMENT**   1. **Executive Sponsor or Champion** | **INTERMEDIATE**  **2 points** |
| **We have a visible and active Executive Sponsor or Senior Champion for LGBTQ inclusion in the workplace who has *either*:**   1. **contributed to the LGBTQ 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.* | |
| *[Insert Evidence Here or Indicate Name of Attached File(s)]* | |

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| **ANNUAL SUBMISSION: EXECUTIVE LEADERSHIP & ENGAGEMENT**   1. **Executive Advocacy** | **ADVANCED**  **2 points** |
| **Within the assessed calendar year, Senior Executive(s) within our organisation have:**   1. **advocated for LGBTQ inclusion at an executive level *externally* amongst peers** 2. **advocated for LGBTQ inclusion at an executive level *internally* amongst peers; or** 3. **attended at least two of the Pride in Diversity Executive Allies Forums within the assessed year**   *Please provide evidence for one of the above. Points will be allocated for one of the above.*  *Note: Only if you DO NOT HAVE an Executive Sponsor may you include evidence of another Executive advocated for LGBTQ inclusion here.* | |
| *[Insert Evidence Here or Indicate Name of Attached File(s)]* | |

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| **ANNUAL SUBMISSION: EXECUTIVE LEADERSHIP & ENGAGEMENT**   1. **CEO or Equivalent Communications** | **ADVANCED**  **2 points** |
| **Within the assessed calendar year, our CEO or equivalent has sent formal communications to all employees comprehensively discussing progress made on our work in LGBTQ 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 LGBTQ inclusion.* | |
| *[Insert Evidence Here or Indicate Name of Attached File(s)]* | |

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| **ANNUAL SUBMISSION: EXECUTIVE LEADERSHIP & ENGAGEMENT**   1. **CEO or Equivalent Speaking at Events** | **ADVANCED**  **2 points** |
| **Our CEO or equivalent has spoken at LGBTQ 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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| **ANNUAL SUBMISSION: 2020 DATA COLLECTION & REPORTING**   1. **Employee Data Analysis** | **INTERMEDIATE**  **Max. 3 points** |
| **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 LGBTQ 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 LGBTQ population* 3. *an overview of report findings* | |
| *[Insert Evidence Here or Indicate Name of Attached File(s)]* | |

**Section 8: Community Engagement**

**Please note: For this Submission , we will be accepting evidence only regarding one such event/instance for each question within this section, respectively (as opposed to two). If you have more than one example to evidence for the questions within this section, *please add the additional item/s to the ADDITIONAL WORK section at the end of this submission.***

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| **ANNUAL SUBMISSION: 2020 COMMUNITY ENGAGEMENT**   1. **Employer Branded Participation at Community Events** | **INTERMEDIATE**  **2 points** |
| **Within the assessed calendar year, we held stalls at LGBTQ community events or participated in pride parades under our employer/company branding. (This may include online community events with prominent employer 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 one such community event, including online community events.* | |
| *[Insert Evidence Here or Indicate Name of Attached File(s)]* | |

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| **ANNUAL SUBMISSION: 2020 COMMUNITY ENGAGEMENT**   1. **Pro-Bono or Financial Support: LGBTQ Charities/Organisations** | **INTERMEDIATE**  **2 points** |
| **Throughout the assessed calendar year, we have provided pro-bono or financial support to LGBTQ charities/community groups. (This includes sponsorships of events, publications or pro-bono accommodation/venue support.)**  *Please provide evidence of one such instance.* | |
| *[Insert Evidence Here or Indicate Name of Attached File(s)]* | |

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| **ANNUAL SUBMISSION: 2020 COMMUNITY ENGAGEMENT**   1. **Fundraising** | **INTERMEDIATE**  **2 points** |
| **Throughout the assessed calendar year, we have engaged in fundraising for LGBTQ charities / communities / groups. (This may include the support of any LGBTQ charity groups within workplace giving programs.)**  *Please provide evidence of one such instance. (This can be a letter of appreciation, certificate, receipts or confirmation of funds raised issued by the charity/group.)* | |
| *[Insert Evidence Here or Indicate Name of Attached File(s)]* | |

**Section 9: Survey**

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| **ANNUAL SUBMISSION: optional survey participation**   1. **Survey Participation** | **OPTIONAL**  **2 points** |
| **We are participating in the 2021 AWEI Survey. *Please note:***   * ***Partial points will not be given. Full points will only be obtained for the following:*** * ***Small Employers with 250 or less employees: full points will only be obtained if 20 or more survey responses are collected.*** * ***Small Employers with 251 – 500 employees: full points will only be obtained if 30 or more survey responses are collected.***   *Please note: the more respondents you have, the more substantial data you will receive. The purpose of the AWEI Survey is to provide you with significant information on the impact of your inclusion initiatives and allow you to benchmark against the national dataset.* | |

**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 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 LGBTQ 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. ***Note: A maximum of 5 points (5 items) may be obtained in this section. Should you submit more than this, you will still only be eligible for the same Maxmum points.***

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| **ANNUAL SUBMISSION: ADDITIONAL WORK**   1. **Additional Work** | | **ADDITIONAL**  **Max. 5 points** |
| **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 2021 SUBMISSION DATES**

**We can accept AWEI submissions between Monday 4th January – 5pm Friday 12th March 2021 (or midnight Saturday 13th March 2021 for large file transfer URL).**

* No later than 5pm, Friday 12th March 2021 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, Parcel Post, SharePoint or any other internally approved large file transfer system) midnight Saturday 13th March 2021
* **Important: *File attachments within emails will not be accepted. Pride in Diversity will take no responsibility for attachments sent via email.***
* All file transfers and access to various systems must be sent to [**AWEI@prideindiversity.com.au**](mailto:AWEI@prideindiversity.com.au); with a copy to **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**](http://eepurl.com/tT7vf)

**OPTIONAL AWEI EMPLOYEE SURVEY**

Participating in the AWEI optional Survey? You will be able to [**request your unique survey**](http://www.pid-awei.com.au/submission-documents/) URL as of 1st December 2020. You will receive this link when the survey goes live on Monday 4th January 201 and will remain open until the close of submissions on Friday 12th March 2021.

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

**INDIVIDUAL AWARD NOMINATIONS**

**Please consider nominating your colleagues, networks, etc. for an LGBTQ Inclusion Award. Award categories can be found within the Participation Details of this Submission or on the AWEI website:** [**http://www.pid-awei.com.au/submission-documents/**](http://www.pid-awei.com.au/submission-documents/)