

**2021 awei SMALL EMPLOYer Evidence and SCORING GUIDELINE**

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 within Australia**

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 LGBTQ 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.

**2021 SMALL EMPLOYER AWEI 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.

**Employer Participation Details**

**All participating employers must complete the Employer Participation Details within the Submission Document.**

**These details include:**

* **data used for AWEI benchmarking across industries, regions and sectors**
* **confirmation regarding your recognition of participation**
* **additional Individual Award Nomination information**
* **Accuracy Statements and Disclosures**
* **contact details of the person handling your Submission.**

**Section 1: Standing Submission**

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

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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 within your Index:** |
| **Should we require clarification/verification for any particular question within Section 1: Standing Submission, we will contact this individual.**  **As noted within the Submission, if this contact is not supplied, it may result in a loss of points for questions within this section.** |

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

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| **STANDING SUBMISSION:** **HR POLICY & DIVERSITY PRACTICE**   1. **Anti-Discrimination Policy** | | | **FOUNDATION**  **Max. 2 points** |
| **Submission Question** | **Why This Question?** | **Providing Evidence** | **Point Allocations** |
| **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.* | It is important that our anti-discrimination / EEO statement clearly reflects changes in the Sex Discrimination Act. Many anti-discrimination statements/EEO statements do not reflect the current act. | Your statement will need to include all three areas for you to obtain points for this question. Please ensure that sexual orientation, gender identity AND intersex variation/identity are covered. | Points will NOT be allocated if your statement does not cover all three areas. |
| **STANDING SUBMISSION: HR POLICY & DIVERSITY PRACTICE**   1. **Removal of the terms: ‘Sexual Preference’ or ‘Lifestyle Choice(s)’** | | | **FOUNDATION**  **Max. 2 points** |
| **Submission Question** | **Why This Question?** | **Providing Evidence** | **Point Allocations** |
| **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.* | While much work has been done on the inclusion of LGBTQ 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 it 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. | 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).  For full points you will need to supply the name of a someone in authority (Senior HR or Diversity Mgr.) who we can contact to verify this or answer any questions that we may have. | Providing contact details are provided, full or partial points will be determined via:   * The provision of all requested evidence/information * The degree to which this work has progressed. |
| **STANDING SUBMISSION: HR POLICY & DIVERSITY PRACTICE**   1. **LGBTQ Inclusivity within Policies and Benefits** | | | **FOUNDATION**  **Max. 3 points** |
| **Submission Question** | **Why This Question?** | **Providing Evidence** | **Point Allocations** |
| **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).* | We know that people can read themselves out of policies.  While in previous indices we asked you to show us inclusivity statements within each and every policy, we have since had law changes that makes it illegal to discriminate so now we are simply asking you to place a statement of your inclusivity on the intranet page that houses your HR policies , family leave entitlements and benefits.  The need to clearly articulate the LGBTQ inclusivity of your policies here in Australis is still necessary for the following reasons:   * Some employees may not be sure of how religious freedoms interact with discrimination law in some workplace settings * 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   Some policies are written internationally and implemented globally where laws are different so a localisation of benefits or clarification of these may be necessary. | Please provide a screenshot of where policy information is located on your intranet along with a very clear, explicit statement that all policies are fully inclusive of LGBTQ people and their families. | The more explicit and obvious your communication is regarding the inclusivity of your policies, the more points you will be given for this question.  If your statements are generic, ambiguous or hidden within reams of information (i.e. not easily identifiable), fewer points will be given. |
| **STANDING SUBMISSION: HR POLICY & DIVERSITY PRACTICE**   1. **New Parent Leave Inclusive to LGBTQ Families** | | | **ADVANCED**  **Max. 3 points** |
| **Submission Question** | **Why This Question?** | **Providing Evidence** | **Point Allocations** |
| **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* | There are many ways that children come into LGBTQ 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 only of “birth mothers” which is an outdated terminology when refering to any parental leave entitlements. Such terms exclude those who become parents by means other than “traditional” parenting or adoption. This question helps to build awareness of different family dynamics and seeks to proactively include LGBTQ families and some of the less traditional ways in which their children may be brought into the family unit.  This is an advanced question because it covers avenues that many LGBTQ families depend upon, including some of the less traditional means of bringing children into a family. Your policies should be explicitly inclusive of your LGBTQ employees becoming parents. | Please provide clear and unambiguous evidence for any of the family leave options you have in addition to where this has been communicated:   * Surrogacy leave available and details clearly communicated for LGBTQ families * Adoption leave available and details clearly communicated for LGBTQ families * Foster leave available and details clearly communicated for LGBTQ families   *Please ensure your evidence shows where the LGBTQ inclusivity of family leave benefits are communicated.*  **Note re: evolution of language:**  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 LGBTQ communities (ie. trans and gender diverse people). Stating that your family leave policies are inclusive of all, including LGBTQ family units, would remove any ambiguity. | Points will not be allocated for any leave type if it is ambiguous or “assumed” as opposed to clearly articulated. |
| **STANDING SUBMISSION: HR POLICY & DIVERSITY PRACTICE**   1. **Third Party Policies** | | | **ADVANCED**  **Max. 2 points** |
| **Submission Question** | **Why This Question?** | **Providing Evidence** | **Point Allocations** |
| **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.* | While we can control what we put in our own policies, the overt inclusivity of LGBTQ people within third party policies is not always evident and we have found some cases where there are notable unwarranted exclusions.  Here we are looking to see that you are still active in assessing policies for their inclusivity and can provide evidence of the explicit inclusion of LGBTQ people, within one of those assessed. | For this question, please ensure that you have ticked all items that you have audited.  You only need to provide a copy of the wording within one of the selected policies that clearly articulates the inclusivity of LGBTQ people (wording/acronym does not need to match). Please do not include the whole policy, just a copy of the words that shows its inclusivity. Choose the policy that most explicitly states inclusion. | Please note: What to do if wording in the policy is ambiguous:   * Provide a separate statement from the third-party stating inclusivity; * clearly communicate this inclusivity on the policy pages |
| **STANDING SUBMISSION: HR POLICY & DIVERSITY PRACTICE**   1. **LGBTQ Inclusion Strategy** | | | **ADVANCED**  **Max. 3 points** |
| **Submission Question** | **Why This Question?** | **Providing Evidence** | **Point Allocations** |
| **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.* | There are different ways in which organisations tackle D+I, some take a “pillared” approach by focusing on specific elements of D&I (i.e. LGBTQ, Women etc) others take an overarching approach focusing on the output of D&I i.e. inclusive culture, business readiness etc melting all the streams into achieving the overarching results.  Regardless of the approach, it is important that we don’t lose focus of LGBTQ 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 LGBTQ objectives/outcomes along with clearly defined actions plans or targets for the assessed year. | For this question, please provide a copy of the LGBTQ component of your D&I strategy or the LGBTQ workplan that you have.  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) |  |

**Section 1: Standing Submission: LGBTQ Bullying / Harassment & Support**

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| **STANDING SUBMISSION:** **LGBTQ BULLYING / HARASSMENT & SUPPORT**   1. **LGBTQ Training HR / Grievance Officers** | | | **FOUNDATION**  **Max. 3 points** |
| **Submission Question** | **Why This Question?** | **Providing Evidence** | **Point Allocations** |
| **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* | This question does NOT refer to LGBTQ Network leads (unless they are also HR people with grievance process responsibilities). This question refers to the people or person that **formal bullying/harassment complaints** 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 LGBTQ awareness as it conflicts with their personal values or beliefs.  Too many LGBTQ people have experienced a lack of understanding of the challenges faced, either the deliberate or unconscious dismissing of LGBTQ 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 LGBTQ ally, or someone fully trained in LGBTQ inclusion as one of those reporting lines may be the difference between someone reporting harmful behaviour or not.  Broad sweeping statements of “all of our counsellors or HR people are inclusive” does not portray the same level of confidence. | 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 LGBTQ friendly have been trained in LGBTQ inclusion or are experienced allies with a good understanding of challenges that LGBTQ 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 LGBTQ friendly (yet).   * To get full points for this question, you do need to clearly articulate with the **grievance or reporting of bullying/harassment documentation** that you do have people that have been specifically trained in LGBTQ inclusion / understand the challenges or are knowledgeable LGBTQ 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. | Points will NOT be allocated for generic statements regarding all people being trained / inclusive; or  Points will NOT be allocated if the clear articulation of LGBTQ trained or experienced LGBTQ allies is not given within the contact details of grievance documentation. |
| **STANDING SUBMISSION: LGBTQ Bullying / Harassment & Support**   1. **Behavioural Examples of What Constitutes Bullying / Harassment** | | | **INTERMEDIATE**  **Max. 4 points** |
| **Submission Question** | **Why This Question?** | **Providing Evidence** | **Point Allocations** |
| **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* | Having very specific behavioural examples of what constitutes bullying/harassment of LGBTQ people not only allows employees to point to this to show how the behaviour 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 regarding the constant innuendo, jokes, unwelcome commentary that LGBTQ people face far too frequently as a direct result of being intersex, their sexual orientation or gender diversity. | 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 bullying/harassment and/or reporting processes (not as part of annual online bullying/code of conduct training).  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”.  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. | Specific examples might include, but are not limited to:   * Constant innuendo or suggestive language pertaining to orientation, gender identity, or intersex status * Unwarranted personal questions in regard to personal life, orientation, or gender identity which are meant to ridicule or intimidate * Sexual innuendo, specifically targeting orientation or gender identity * Targeted stereotyping * Unwelcome assumptions or commentary on one’s percieved orientation or gender identity * Displaying inappropriate materials designed to intimidate colleagues |
| **STANDING SUBMISSION: LGBTQ Bullying / Harassment & Support**   1. **10. EAP Provider** | | | **INTERMEDIATE**  **Max. 3 points** |
| **Submission Question** | **Why This Question?** | **Providing Evidence** | **Point Allocations** |
| **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 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*   *screen capture of where this has been communicated on an LGBTQ intranet page* | We are aware of too many instances where people have attended EAP (Employee Assistance Programs) re being LGBTQ 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.  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 LGBTQ people can go to (assured of their understanding of challenges faced and impact) or have received, to the employer’s satisfaction documentation that demonstrates both knowledge and expertise of the counselling team to support LGBTQ employees. | You will need to respond to (a) or (b) by providing evidence of either having identified dedicated LGBTQ 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.  IN ADDITION, you will need to show where this is communicated to your employees either on the EAP information page or on the LGBTQ intranet page. This is what gives your LGBTQ employees the confidence to engage with the provider. | You will need to provide (a) or (b) to obtain points, AND provide (c) in addition to either, in order to obtain full points. |

**Section 1: Standing Submission: Trans and gender Diverse Inclusion**

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| **STANDING SUBMISSION: TRANS AND GENDER DIVERSE INCLUSION**   1. **Gender Affirmation Policy and Process Documentation** | | | **INTERMEDIATE**  **Max. 5 points** |
| **Submission Question** | **Why This Question?** | **Providing Evidence** | **Point Allocations** |
| **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* | 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. | To gain full points for this question, you will need to provide evidence of a policy, process or documentation that clearly outlines process and support for:  the employee affirming their gender  **PLUS**  their manager  **PLUS**  immediate peers/colleagues | Note: You will not lose points for referring to a ‘Transitioning Policy,’ however we do encourage the change to use ‘Gender Affirmation Policy’ to reflect the ideal use in terminology.  Points will be based on:   1. the specific policy/process provided   **PLUS**   1. the support documentations for employee(s) wishing to affirm their gender in the workplace   **PLUS**   1. detailed support documentation for managers, peers and colleagues |
| **STANDING SUBMISSION: TRANS AND GENDER DIVERSE INCLUSION**   1. **Gender Affirmation Leave** | | | **ADVANCED**  **Max. 4 points** |
| **Submission Question** | **Why This Question?** | **Providing Evidence** | **Point Allocations** |
| **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* | 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.  For this advanced area of the index, we are looking for employers to recognise that people affirming their gender may still get sick (nothing to do with their gender affirmation) and require sick leave as much as every other employee and annual leave is designed for people to take time out of work and refresh – necessary for ongoing mental health and work life balance.  Here we are allocating 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.  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. | 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.  Different organisations have different paid leave terminology and considerations.  If you believe your paid leave is enough for someone affirming their gender, please make your case for this.   * In the case of extensive accumulation of sick leave, please advise what would happen if enough leave had not yet been accumulated.   You will also need to respond to evidence requirements (b) and (c) for full point allocation.  Regarding (c), you will need to identify the dependence of this leave availability. Ideally, it would be standard HR policy, as manager discretion could be problematic. | Points will be allocated based on (a), (b), and (c). All areas must be evidenced in order to obtain full points for this question. |
| **STANDING SUBMISSION: TRANS AND GENDER DIVERSE INCLUSION**   1. **Trans and Gender Diverse Applicants** | | | **ADVANCED**  **Max. 6 points** |
| **Submission Question** | **Why This Question?** | **Providing Evidence** | **Point Allocations** |
| **For trans and gender diverse applicants, we have:**   1. **Implemented processes to help reduce roadblocks/difficulties faced by trans and gender diverse people who are applying for jobs** 2. ***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.* | Meaningful recruitment is a significant challenge for many trans and gender diverse employees, particularly those who leave employment, affirm their gender, then seek new employment. There are numerous roadblocks, hurdles and challenges to navigate.  For those organisations that wish to be leaders in LGBTQ inclusion, removing some of the barriers for trans and gender diverse people from the recruitment process is critical.  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. | 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.  We will need to see what processes you have implemented to date to remove some of the roadblocks/difficulties faced by trans and gender diverse employees in terms of applying for roles within your organisation.  Best practice would also have a point of contact for all trans and gender diverse employees should they seek assistance with some of the challenges faced, such as documentation requirements. These should be clearly communicated within all application documentation.  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. | Each of the three areas will be allocated a maximum of 2 points, contributing to a full 6 point value for this question. |

**Section 1: Standing Submission: Strategic Focus**

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| **STANDING SUBMISSION: Strategic Focus**   1. **External Website LGBTQ Workplace Inclusion Promotion** | | | **INTERMEDIATE**  **Max. 2 points** |
| **Submission Question** | **Why This Question?** | **Providing Evidence** | **Point Allocations** |
| **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.)* | When considering a role within an organisation, potential employees will often browse the employer’s website. For LGBTQ people there will often be a specific interest in your work on diversity and, what you do within the LGBTQ 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 at the very least, what they can expect in terms of cultural inclusivity.  External promotion of your diversity focus (all areas of diversity) also promotes the value that you place on diversity and inclusion. | 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 LGBTQ inclusion.  Points will not be allocated if we are unable to access the information from the direct URL provided. | Points will be based on LGBTQ explicit promotions, not general diversity and inclusion promotions. |
| **STANDING SUBMISSION: Strategic Focus**   1. **Executive Sponsor or LGBTQ Champion** | | | **ADVANCED**  **Max. 4 points** |
| **Submission Question** | **Why This Question?** | **Providing Evidence** | **Point Allocations** |
| **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* | Another question that will bring us up to speed within international indices – clear articulation / accountabilities related to the role of Executive Sponsor.  The role of Executive Sponsor has become critical for top down leadership and support for LGBTQ 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 ”in title” only. | 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 are alongside any accountabilities or KPI’s that may be related. For this question, please provide a copy of this document.  The second part of this question related to who / how the Executive Sponsor is made accountable in this role. It may be that the Executive Sponsor reports progress in the role, if so – who to? Or it may be a formal report that outlines activity throughout the year – if so, where does that report go? This is about ensuring that the role is an accountable one. For the second part of this question, you need to explain how this role is accountable for the actions/expectations articulated within the document. If you are unable to provide evidence for this second part, a signed statement by the executive sponsor regarding accountability or the name of Executive or designate that we can call to confirm accountability will suffice. | Points will not be given for an Executive Sponsor located outside of Australia. This individual must be within Australian based offices. |

**\*\* END OF SECTION 1: TANDING SUBMISSION \*\***

# **Sections 2 – 10: Annual Submission**

The Annual Submission starts at Section 2. Section 1 pertains to the Standing 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 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** |
| **Submission Question** | **Why This Question?** | **Providing Evidence** |
| **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, identifying who that was with.* | 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 LGBTQ expertise/support across the year outside of your employee base. | If you were a Pride in Diversity member within the assessed year, please just state that here. No further evidence required.  For non-members, please provide evidence of one instance of utilising external LGBTQ Support/Expertise for LGBTQ workplace inclusion throughout the assessed year. |
| **ANNUAL SUBMISSION: STRATEGY & ACCOUNTABILITY**   1. **LGBTQ Inclusion Promotion** | | **ADVANCED**  **2 points** |
| **Submission Question** | **Why This Question?** | **Providing Evidence** |
| **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.* | This advanced question brings us on par with international indices.  This question looks at the promotion of your LGBTQ 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. | As many submitting employers are currently engaged in at least one of these activities, this leading practice question requires activity in **one** of the identified areas for full point allocation (any more 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). |

**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 this 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** |
| **Submission Question** | **Why This Question?** | **Providing Evidence** |
| **Within the assessed calendar year, we have *either*:**   1. **made progress towards the launch or establishment of 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 evidence progress made within the assessed year.*  *If you have an existing network, please provide a copy of the network’s charter/purpose.* | Not all employers have established LGBTQ 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   1. offer a safe space, allowing LGBTQ people and allies to connect; and 2. contribute to the work of the organisation in driving LGBTQ inclusion.   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. | If you have a network, please provide a copy of the networks articulated charter/purpose.  If you are in the process of establishing a network, you will need to provide evidence of having made progress towards this within the assessed year. |
| **ANNUAL SUBMISSION: LGBTQ Employee Networks / Resource Groups**   1. **Network Leadership Structure** | | **FOUNDATION**  **Max. 3 points** |
| **Submission Question** | **Why This Question?** | **Providing Evidence** |
| **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* | For a network to effectively contribute to the organisation, we would want to see a clearly defined leadership 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. | 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. |
| **ANNUAL SUBMISSION: LGBTQ Employee Networks / Resource Groups**   1. **Network Strategy / Work Plan** | | **FOUNDATION**  **Max. 3 points** |
| **Submission Question** | **Why This Question?** | **Providing Evidence** |
| **Our network has in place its own strategy (or a work plan contributing to the organisation’s LGBTQ inclusion strategy) and has reported progress against clearly defined action plans, timelines and/or deliverables within the assessed year.**  *For full points, please provide all of the following:*   1. *a copy of your network strategy or component of the strategy that the network has been working on within the assessed year* 2. *a copy of action plans and timelines utilised* 3. *a copy of the latest progress report* | The network being responsible for delivery of outcomes that will support the organisations inclusion initiatives is critical to a successful employee network.  The network may have its own standalone strategy, it may take ownership of the LGBTQ component of the organisations diversity strategy or it may be responsible for a subset of that strategy.  Here we are looking to identify the work that the network is held responsible for. | **Full responsibility for strategy in question 2 of this Submission?**  If the network is completely responsible for the entire LGBTQ 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.  **Partial responsibility for the strategy in question 2 of this submission or an independent network strategy?**  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. |
| **Section 4: Visibility of Inclusion** | | |
| **ANNUAL SUBMISSION: 2020 VISIBILITY OF INCLUSION**   1. **Days of Significance** | | **FOUNDATION**  **Max. 2 points** |
| **Submission Question** | **Why This Question?** | **Providing Evidence** |
| **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* | Celebrating LGBTQ days of significance not only provides visibility of inclusion throughout the year, but also provides an opportunity for employers to communicate and educate people on why these dates are so significant for some people.  It is also an opportunity to bring people together, network, share information and promote LGBTQ inclusion more generally. | The only evidence required for this question is a list of the LGBTQ dates that you celebrated this year along with a brief description of what you did for each event.  Note: For full points, more than ONE Day of Significance must be celebrated/participated (for example, *both* Wear it Purple and IDAHOBIT). If you provide multiple events or examples from only one Day of Significance, partial points will be given. |
| **ANNUAL SUBMISSION: 2020 VISIBILITY OF INCLUSION**   1. **Visibility in the Workplace** | | **FOUNDATION**  **Max. 2 points** |
| **Submission Question** | **Why This Question?** | **Providing Evidence** |
| **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)* | Visibility of LGBTQ allies within the workplace contributes to the sense of inclusion for many LGBTQ people, regardless of whether they are out at work.  Just as you may not be able to identify every LGBTQ 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 allies the LGBTQ people can have safe conversations with, but you are also providing great conversation starters with those within the organisation who may not identify as LGBTQ or understand fully why it is important to visually identify as an Ally. | For this question, please supply a full list of the different ways in which employees may identify themselves as an ally.  Please supply a couple of photos only, of these being used. Additional points will not be given for additional photos.  **The photos used to evidence this question should illustrate how and where commitments to LGBTQ inclusion are visible throughout your office.** |
| **ANNUAL SUBMISSION: 2020 VISIBILITY OF INCLUSION**   1. **Ally / Champion Reference Guides** | | **INTERMEDIATE**  **Max. 2 points** |
| **Submission Question** | **Why This Question?** | **Providing Evidence** |
| **We provide Ally/LGBTQ Champion 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. *a 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* | In the AWEI employee survey undertaken within the early months of 2020, 19% of the 21,181 non-LGBTQ respondents did not consider themselves to be an ally, 22% said they were unsure.  When asked WHY they did not consider themselves to be any ally:   * 34.05% said it was because they didn’t know enough about why they should be an ally (up from 27.72% the year prior); and * 19.20% said it was because they wouldn’t know how to get started (up from 18.14% the year prior) | Please refer evidence requirement (a) and (b) for this question.  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 and where it can be located. |
| **ANNUAL SUBMISSION: 2020 VISIBILITY OF INCLUSION**   1. **Confidential Contacts** | | **INTERMEDIATE**  **2 points** |
| **Submission Question** | **Why This Question?** | **Providing Evidence** |
| **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 clearly communicated as CONFIDENTIAL, points will not be awarded.* | Contacts in HR or within grievance reporting lists that are trained in LGBTQ 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.  There are times when a person may want to have a confidential conversation with an LGBTQ 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 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. | Please provide the evidence requested.  For full points, the word CONFIDENTIAL must appear and there needs to be contact details available other than a generic mailbox or phone line.  If you are unable to use the term CONFIDENTIAL for non-official contacts, you will need to ensure that the language you do use communicates that the conversation would be private, safe, supportive.  Please provide a screenshot of where this information is made available.  Please provide a screenshot of where this information is made available. ***If the contact is not clearly communicated as CONFIDENTIAL, points will not be awarded.*** |
| **ANNUAL SUBMISSION: 2020 VISIBILITY OF INCLUSION**   1. **LGBTQ Social Media Streams** | | **FOUNDATION**  **2 points** |
| **Submission Question** | **Why This Question?** | **Providing Evidence** |
| **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/or conversations on your social media streams.* | Internal LGBTQ social media streams provide a valuable forum for the sharing of best practice, photos, ideas, information about dates of significance, Q&A, participating in discussions and promoting events throughout the organisations with significant potential employee reach. | Please provide evidence of any internal social media streams you may have. |

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

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| **ANNUAL SUBMISSION: 2020 TRAINING, AWARENESS & PROFESSIONAL DEVELOPMENT**   1. **Face-to-Face Training** | | **FOUNDATION**  **2 points** |
| **Submission Question** | **Why This Question?** | **Providing Evidence** |
| **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).** | 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. | **This would include any interactive training conducted via internet technologies (i.e. WebEx, Zoom, Teams, etc).**  Please ensure that you supply all the pieces of evidence requested within the submission form.  This training must be dedicated to LGBTQ Inclusion / Awareness or Ally Training to be given points. |
| **ANNUAL SUBMISSION: 2020 TRAINING, AWARENESS & PROFESSIONAL DEVELOPMENT**   1. **Online Training** | | **FOUNDATION**  **2 points** |
| **Submission Question** | **Why This Question?** | **Providing Evidence** |
| **We have LGBTQ online training modules or pre-recorded content that can be accessed by employees throughout the assessed calendar year.** | Online training or training videos, or eLearning, 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. | This may include professionally developed online training, training videos, eLearning or internal videos of training that has previously been presented.  Please ensure that you supply all the pieces of evidence requested within the submission form.  This training must be dedicated to LGBTQ Inclusion / Awareness or Ally Training to be given points.  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. |
| **ANNUAL SUBMISSION: 2020 TRAINING, AWARENESS & PROFESSIONAL DEVELOPMENT**   1. **LGBTQ Inclusion Training Plan** | | **ADVANCED**  **Max. 4 points** |
| **Submission Question** | **Why This Question?** | **Providing Evidence** |
| **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* | 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 *why* inclusion is important but in understanding some of the challenges faced by our diverse employees.  The difficulty with most training in this area hass 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).  By working on a training plan that would see all employees undertake diversity and 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. | This is an advanced question because most training to date has been based on voluntary attendance.  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.  A copy of the plan would be required for points here and an indication of progress to date. |
| **ANNUAL SUBMISSION: 2020 TRAINING, AWARENESS & PROFESSIONAL DEVELOPMENT**   1. **LGBTQ Conferences, Seminars and Events** | | **ADVANCED**  **Max. 2 points** |
| **Submission Question** | **Why This Question?** | **Providing Evidence** |
| **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.* | Providing employees who are involved in the work of LGBTQ inclusion within the workplace the opportunity to attended **dedicated** LGBTQ conferences or seminars either nationally or internationally can 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. | While evidence may include, but is not limited to Pride in Practice, it does not include any PID awareness/ally training held internally or externally as this would fall within training attendance; nor does it cover industry forum attendance, Executive Ally programs or roundtables (you can claim points for these elsewhere).  This question, as an advanced question is designed to cover dedicated learning events or conferences in which LGBTQ workplace inclusion best practice is showcased and discussed.  This may include both national and international events. |

**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 an 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: 2020 EXECUTIVE LEADERSHIP & ENGAGEMENT**   1. **Executive Sponsor or Champion** | | **INTERMEDIATE**  **Max. 2 points** |
| **Submission Question** | **Why This Question?** | **Providing Evidence** |
| **We have a visible and active Executive Sponsor or Senior Champion for LGBTQ inclusion who has both:**   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.* | The impact of an effective and active Executive Sponsor or Champion for LGBTQ workplace inclusion cannot be underestimated.  The Executive Sponsor lends both the executive voice and insight into strategy development, can provide feedback and counsel of progress and can be a sounding board for new ideas. The Executive Sponsorc can share the work of the network with their peers, be an advocate amongst the Executive for what you are trying to achieve and often have access to the CEO that network leaders may not have. | Please read the evidence required for this question carefully.  You will need to indicate how the Executive Sponsor has contributed to the LGBTQ inclusion strategy or targets and how engaged they have been in the tracking of performance against the strategy.  The simplest way to provide evidence for this question would be for the Executive Sponsor to sign a statement answering both questions. |
| **ANNUAL SUBMISSION: 2020 EXECUTIVE LEADERSHIP & ENGAGEMENT**   1. **Executive Advocacy** | | **ADVANCED**  **2 points** |
| **Submission Question** | **Why This Question?** | **Providing Evidence** |
| **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.*  *If you can provide evidence for two or more of the above, please add the additional item/s to the ADDITIONAL WORK section at the end of this submission.* | This question addresses the activity of Senior Executives within your organisation who advocate for LGBTQ workplace inclusion amongst their Executive peers. This may include but is not limited to the activity of your Executive Sponsor.  Engaging other Executives in conversations around LGBTQ inclusion provides important coverage at a senior level and allows Executives 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. | 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.  By Peer, we mean people at the same level as the Executive Advocate. For example, Senior Executives advocating for LGBTQ inclusion with other Senior Executives internally/externally.  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 their name and role. |
| **ANNUAL SUBMISSION: 2020 EXECUTIVE LEADERSHIP & ENGAGEMENT**   1. **CEO or Equivalent Communications** | | **ADVANCED**  **2 points** |
| **Submission Question** | **Why This Question?** | **Providing Evidence** |
| **Within the assessed calendar year, our CEO or equivalent has sent formal communications to all employees comprehensively discussing progress made in LGBTQ inclusion work and its importance to the organisation. This may be CEO communications prioritised on intranet pages or within a CEO newsletter (beyond social media, award announcements only).**  *Please provide the most comprehensive communication sent out by your CEO (or equivalent) to all employees in regard to your work in LGBTQ inclusion.* | 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 LGBTQ inclusion, covering off some of the work that is being done in this space i.e. any progress made.  This clearly articulates the support of the CEO re: LGBTQ inclusion and their view on its importance via a dedicated communication regarding progress made in this area and why it is so important (as opposed to congratulations on an award or encouragement to attend an event).  Note: A Board Chair would count as an equivalent to CEO for this question. | 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.  The important thing here is that all employees hear the message of the CEO (or equivalent), endorsing this work and providing some detail on progress to date.  To obtain maximum points, please provide a copy of the most comprehensive comms re: LGBTQ inclusion that your CEO or equivalent has put out. |
| **ANNUAL SUBMISSION: 2020 EXECUTIVE LEADERSHIP & ENGAGEMENT**   1. **CEO or Equivalent Speaking at Events** | | **ADVANCED**  **2 points** |
| **Submission Question** | **Why This Question?** | **Providing Evidence** |
| **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 individual speaking at the event and approximate duration of speech* 2. *brief outline of event purpose and typical audience* 3. *approximate attendee numbers* | Your most senior Executive attending and speaking at an LGBTQ focused event (that you as an organisation are hosting either internally or externally) sends a significant message of support not only in terms of the work that you are doing; but to every LGBTQ individual working there.  Note: A Board Chair would count as an equivalent to CEO for this question. | 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. |

**Section 7: Data Collection & Reporting**

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| **ANNUAL SUBMISSION:**   1. **Employee Data Analysis** | | **INTERMEDIATE**  **Max. 3 points** |
| **Submission Question** | **Why This Question?** | **Providing Evidence** |
| **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, AND** 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 comparative findings or analysis as compared to other internal populations* | The first part of this question looks at what you ask regarding LGBTQ diversity within any engagement or diversity surveys you have conducted over the last two years.  The second part, equally important, looks at any comparisons that you have done on the engagement of LGBTQ people and the wider employee population and other demographics.  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. | This question covers any engagement data analysis within 2019 to 2020 (over the past two years).  Please read the three points of evidence required for this question. All three pieces of information will need to be provided to gain full points for this question.  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.  Note: The AWEI Survey would not be used for this question, but could be used for the next question. |

**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 *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** |
| **Submission Question** | **Why This Question?** | **Providing Evidence** |
| **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.* | This sends a message of support to the LGBTQ 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.  This must be an official branded participation exercise by your employer to qualify. |
| **ANNUAL SUBMISSION: 2020 COMMUNITY ENGAGEMENT**   1. **Pro-Bono or Financial Support: LGBTQ Charities/Organisations** | | **INTERMEDIATE**  **2 points** |
| **Submission Question** | **Why This Question?** | **Providing Evidence** |
| **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. Fundraising is covered in Q41.)**  *Please provide evidence of one such instance.* | Charities and LGBTQ organisations are typically run as not-for-profit organisations and thry rely heavily on philanthropy, sponsorships and/or pro-bono support (venue support, in-kind services, provision of professional services) to continue their work.  Provision of assistance and/or financial sponsorship/support is another way to support the work of the community or that which impacts it. | 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). |
| **ANNUAL SUBMISSION: 2020 COMMUNITY ENGAGEMENT**   1. **Fundraising** | | **INTERMEDIATE**  **2 points** |
| **Submission Question** | **Why This Question?** | **Providing Evidence** |
| **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.)* | Different to the provision of pro-bono support or financial sponsorships/support is the role of fundraising.  Fundraising may include World AIDS Day (Red Ribbon selling); fundraising activity for a group or piece of work or project conducted by an LGBTQ charity or organisation or raising funds to support the ongoing work of an LGBTQ charity or organisation.  Different, from the giving of direct funds, this can involve people in the activity of fundraising; allowing not only the promotion of the cause, but active team collaboration and team building around a good cause. | Please provide evidence of one fundraising activity throughout the assessed year. |

**Section 9: Survey**

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| **ANNUAL SUBMISSION: OPTIONAL SURVEY PARTICIPATION**   1. **Survey Participation** | | **OPTIONAL**  **2 points** |
| **Submission Question** | **Why This Question?** | **Providing Evidence** |
| **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.* | The AWEI Index really focuses on your organisational policies, processes and LGBTQ inclusion activity. While independent feedback and benchmarking on this work is invaluable, it is not wholistic.  Combining the AWEI Index with the optional Employee Survey, you not only receive:   * feedback on your policies and process * insight into the views, perceptions of your people when it comes to your LGBTQ inclusion initiatives * how your work is impacting your LGBTQ people   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.  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. | We recommend that the survey goes out to as many people as you can – *not* just your LGBTQ demographic or network group as this data will not provide a balanced view.  Partial points will not be given in this question.  **Points will be based on the size of your organisation (selected within the Participation Details, and mentioned in the “Submission Question” column to the left), and a minimum number of responses is required based on this**. |

**Section 10: Additional Work**

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| **ANNUAL SUBMISSION: ADDITIONAL WORK**   1. **Additional Work** | | **ADDITIONAL**  **Max. 5 points** |
| **Submission Question** | **Why This Question?** | **Providing Evidence** |
| 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 maximum points.*** | The additional work section of this index allows you to claim additional points for:   * Work in **one area of the index** 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) * 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) * Work completed in a topic not covered within the AWEI * Work that you have undertaken here in Australia to contribute to LGBTQ workplace inclusion within one of your international offices   Active organisational participation in industry groups promoting the work of LGBTQ inclusion in that industry | Points will **NOT** be given for:   * Work that has previously been awarded points elsewhere in the index * 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)   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.  Each Item will be allocated one point (subject to criteria – see column to your left). |