

pridein
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+wellbeing

s 47 F

ACON Health Limited

s 47 F

TAX INVOICE

BILL TO:
THE DEPARTMENT OF THE TREASURY
LANGTON CRESCENT
PARKES, ACT 2600
ATTN : s 22

INVOICE NO : s 47 F
Invoice Date : 20/03/2025
Customer Code : s 47 F
P.O. number :

DESCRIPTION	AMOUNT
Pride in Diversity Essential Membership renewal from 19/2/25 to 18/2/26	\$6,990.00

Subtotal	\$6,990.00
GST	\$699.00
Total	\$7,689.00

Remittance Advice

EFT Payment Details

Account Name s 22
Bank s 22
BSB s 22
Account No s 22

Debtor Details

Debtor No s 47 F
Invoice No s 47 F
Invoice Total \$7,689.00

Credit Card: We accept Visa/Mastercard/AMEX. Terms of Payment: 14 days

To make online payment, please visit: <https://prideinclusionprograms.com.au/invoice-payment/>

Please send a copy of remittance advice to ar@acon.org.au

Please refer to our T & C - [Microsoft Word - APIP_TermsConditions 26 August 2020 \(prideinclusionprograms.com.au\)](#)



The Treasury

AUSTRALIAN WORKPLACE EQUALITY INDEX - FOUNDATION SUBMISSION (2023 - 2026)

HR Policies & Diversity Practice		Score	Index	Notes
1	Updated Terminology	2	2	
2	LGBTQ+ Inclusivity within Policies and Benefits	2	2	
3	New Parent Leave Inclusive of LGBTQ+ Families	2	3	Surrogacy is not included as a leave type.
4	International Travel Advice for Employees	3	3	Evidence provided would have benefited from including the travel policy and guidelines to ensure employees are able to make an informed decision prior to making the decision to travel.
5	LGBTQ+ Inclusive Domestic & Family Violence Policy	2	4	a) Not satisfied, no evidence provided to clearly state and acknowledge unique challenges faced by LGBTQ people - refer to PID Guide DFV. b) satisfied.
		11	14	
LGBTQ+ Bullying, Harassment & Support		Score	Index	Notes
6	Resources on LGBTQ+ Inclusive and Negative Language	4	6	Good clear guidance on inclusive and negative language. c) Evidence shows that resources are self-sourcing, no clear indication of a communication or action plan that sees these resources sent out to employees.
7	LGBTQ+-related Grievance Officers	0	4	No internal grievance officer program.
8	Behavioural Examples of What Constitutes Bullying / Harassment	4	4	Strong, clear evidence.
		8	14	
Inclusion of Trans and Gender Diverse Employees		Score	Index	Notes
9	Gender Affirmation Policy and Process Documentation	4	4	
10	Dress Codes	2	4	Statement within Gender Affirmation Guidelines and contact point awarded for contacts within GA guidelines.
11	Non-Binary Gender Options for Employees	4	4	
		10	12	
Strategic Focus & Accountability		Score	Index	Notes
12	External LGBTQ+ Expertise	3	3	
13	LGBTQ+ Inclusion Strategy	3	3	
14	External LGBTQ+ Workplace Inclusion Promotion	3	3	
15	HR / Diversity Professional Accountabilities	8	8	
		17	17	
LGBTQ+ Employee Network		Score	Index	Notes
16	LGBTQ+ Employee Network	4	4	
17	Orientation / On-boarding	3	3	
18	Ally / Champion Reference Guides	3	3	
19	Confidential Contacts	3	3	
20	Internal LGBTQ+ Social Media Stream	2	2	
		15	15	
Training, Awareness & Professional Development		Score	Index	Notes
21	LGBTQ+ Training Availability	8	8	
		8	8	
Total AWEI Foundation Submission Score		69	80	

GENERAL SUBMISSION COMMENTS

Overall, a great submission team, well done on your foundational achievement, and some areas to work in as per the scorecard.

From: Diversity
Sent: Monday, 24 March 2025 12:19 PM
To: AWEI
Cc: Diversity; S 22
Subject: 2023 – 2026 AWEI Foundation Submission | Department of the Treasury
[SEC=OFFICIAL]
Attachments: AWEI Iteration 5 - Foundation Submission for Standard Employers (501 or more employees).docx

Follow Up Flag: Follow up
Flag Status: Completed

OFFICIAL

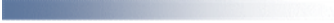
Good afternoon Pride in Diversity team,

Thank you for the opportunity to participate in the Australian Workplace Equality Index (AWEI) benchmarking process.

Please see attached AWEI Foundation Submission for Bronze Tier Status for the Department of the Treasury.

I would be grateful if you would confirm receipt.

With thanks and regards,


S 22
Organisational Strategy, People and Organisational Strategy Branch

The Treasury acknowledges the traditional owners of country throughout Australia, and their continuing connection to land, water and community. We pay our respects to them and their cultures and to elders both past and present.

OFFICIAL

PRIDE IN DIVERSITY'S AUSTRALIAN WORKPLACE EQUALITY INDEX FOUNDATION SUBMISSION

APPLICATION FOR BRONZE TIER STATUS (2023- 2026)



AUSTRALIAN WORKPLACE EQUALITY INDEX

EMPLOYER / ORGANISATION DETAILS	
Organisation Name:	Department of the Treasury Please check this carefully, as Pride in Diversity will not take any responsibility for organisation names if different to the above. In all circumstances, we will revert to the name entered here for any publications, announcements, trophies.
Contact Person for the Index: Please provide full contact details. • This is the person we should contact if we have any questions. • Results will be emailed to this person	Name: s 22 Position Title: Chief People Officer Postal address (including postcode): The Treasury, Langton Cresnet, Parkes ACT 2600 Phone number s 22 Email: s 22

DISCLOSURE RECOGNITION	
Please select the tier recognition point (at a minimum) at which you are happy to be publicly identified regarding participation and achievement within the AWEL.	We list employers annually that reach each of the employer recognition tiers within the AWEL, 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 as a participating organisation this year, even if we have not achieved tier recognition ☒ Only identify us when we first reach Bronze Tier or higher ☐ Only identify us if we reach Silver Tier or higher (based on Advanced Submission score) ☐ Only identify us if we reach Gold Tier or higher (based on Advanced Submission score) ☐ We are participating anonymously and do not want to be identified

PERMISSION FOR USE OF CONTENT	
We often like to profile images and video of people/events over the assessed year within the opening video of our awards event. Please advise if you give permission for us to use relevant visual images provided within your submission for this purpose.	Please confirm: ☐ Yes, you may use anything ☐ Yes, you may use anything – but please advise us first ☒ Yes, but please ask us for permission first ☐ No, please do not use any of our visuals

NEGATIVE PRESS / COMPLAINTS DISCLOSURE

☐ **We have received negative press that could impact our reputation as an LGBTQ+ inclusive employer within the assessed year.**

In relation to the above (maintaining required confidentiality), please outline your course of action or response internally or externally to this negative press:

Click or tap here to enter text.

☐ **Formal complaints have been lodged against us for LGBTQ+ discrimination, bullying or harassment (Fair Work Ombudsman, Human Rights Commission, Sex Discrimination Act) within the assessed year; OR**

☐ **A complaint has won an LGBTQ+-related case against us within the assessed year.**

In relation to the above (maintaining required confidentiality), please outline your course of action or response/outcomes of any formal complaints lodged:

Click or tap here to enter text.

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; or we were found *at fault* for a lodged complaint regarding LGBTQ+ individuals and this was not acted on.

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.

☒ We understand that for questions where evidence is not required, there may be random audits or requests for information. If required, we are willing to supply these to validate our responses.

Name of person signing off accuracy:	s 22
Position within organisation:	Chief People Officer
Contact Email:	s 22
Contact Phone:	s 22

AN IMPORTANT NOTE

Welcome to the fifth iteration of the AUSTRALIAN WORKPLACE EQUALITY INDEX...

The **Australian Workplace Equality Index (AWEI)** follows a 3-yearly cycle of local index review and international benchmarking. Upon review, new criteria are set with the intention of advancing LGBTQ+ workplace inclusion practice within Australia and aligning it with any new work being done internationally to ensure that Australian organisations continue to meet global standards of best practice. Within each new iteration, there is an expectation that entry points into the respective tiers will change, and overall scores decrease. This is a pattern we see with the release of every new iteration. It is important that the expectations of submitting organisations take this into account when aiming for a particular tier within a new iteration. It is important to note that the journey to maintain leading practice is not a 6-month journey; it's a 3-year journey.

It is also important to note that for the fifth iteration, the methodology of determining recognition for **Bronze**, **Silver** and **Gold** tier entry levels has changed. Entry points to each of these tiers in previous iterations have been determined by ranking the scores of all participating organisations and calculating the top consecutive percentages. This meant that, as practices improved or shifted, the entry points would change from year to year.

Starting with the 5th iteration of the AWEI, we will be introducing fixed entry points for each of the tiers making it easier to estimate, realistically, where your tier recognition may fall.

To achieve **Bronze Tier Status** within the **AWEI Foundation Submission**, participating organisations must obtain 80% of allocated points. For Standard Employers (501 or more employees), this is 64 points out of 80 points.

We wish you all the best with your submission.

SUBMISSION DETAILS

The AWEI Foundation Submission is for Bronze Tier Status 2023 – 2026.

SUBMITTING YOUR INDEX:

Soft copies are to be sent via large file transfer systems to: **s 22**

- Note: Pride in Diversity will not accept attachments sent via email.
- We will contact you should we have any difficulty accessing or downloading your files.

Hard copies and USBs are also acceptable and can be sent to: **s 47 F**

This application can be completed and submitted between Monday, 6 January 2025 – Monday, 24 February 2025.

Pride in Diversity member organisations can fast-track their Foundation Submission at any time between 1 June 2024 and 1 December 2024.

Non-member organisations may submit within any AWEI submission period (January – February, annually). Should non-members require fast-track marking, this is available on a fee-for-service basis. [Please contact our office for more details.](#)

IMPORTANT: *Pride in Diversity will not accept submissions that do not use this document in its original format.*

- Portions of this document have been locked for security purposes.
- Any AWEI submissions made on altered documents, or in any other format will not be marked.

Please select: ☒ ***We accept these terms and conditions; and understand that changing this document or submitting in another format will result in our submission not being assessed.***

PROVIDING EVIDENCE

Please read each question carefully and provide only the evidence requested.

- If evidence is contained within a broader document or policy, please extract only the detail requested.
- If inadequate or incomplete evidence is provided for any question, full points will not be obtained.

Regarding tick boxes, text responses and files:

- Please ensure you select the appropriate the tick-box when tick-boxes are presented within the question.
- Pride in Diversity will not assess responses if tick boxes have not been selected (these are critical to how your responses will be assessed).
- Pride in Diversity will not be responsible for non-assessment of questions where there is conflict between evidence provided and tick-box selected.
- Where evidence is by way of written responses, please use the text box provided. These will auto-expand to accommodate your written responses.
- Where evidence is contained within a file, it is essential that you note the filename that applies to that question within the Evidence column. Your filename should also indicate the question number, e.g. 'Q7 File Name.' No responsibility will be taken for missing evidence where incorrect filenames have been recorded, or when filenames have not been identified within the Evidence column.

ABOUT THE FOUNDATION SUBMISSION – WORKING TOWARDS BRONZE RECOGNITION

The Foundation Submission focuses on the following areas:

- **HR Policies & Diversity Practice** – this is to ensure that all policies are clearly inclusive of LGBTQ+ people
- **LGBTQ+ Bullying, Harassment & Support** – to assist in reducing heightened levels of targeted bullying & harassment that LGBTQ+ people face
- **Inclusion of Trans and Gender Diverse Employees** – an area that typically does not have the same level of awareness and/or support but one that is becoming critical for employers as more people openly identify with a diverse gender at work
- **Strategic Focus & Accountability** – to show that you have targeted initiatives or plans in place to support LGBTQ+ inclusion on an ongoing basis
- **LGBTQ+ Employee Network**; and **LGBTQ+ Training, Awareness & Professional Development** – two areas that contribute significantly to an LGBTQ+ inclusive culture

REGARDING INTERNATIONAL POLICIES AND WORK

It is important to realise that the AWEI measures policy and practice here within Australia. Globally, policies, law and terminology can differ. 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, protected attributes under discrimination acts and entitlements 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) unless there are accompanying statements or addendums that relate specifically to the Australian context, differences in language, benefits and/or law (where applicable). These addendums can form part of the policy or be articulated on the intranet page where policies can be found. Typical areas impacted would include family leave benefits, staff entitlements, discrimination statements, protected attributes under discrimination law and health or leave benefits for those affirming their gender.

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 has been involved in the development of that work. You can gain points in the additional work section of the index for any LGBTQ+ inclusion work that you have contributed to overseas. Exceptions will be made for any work completed overseas that you have actively shown, utilised, promoted internally in Australia to promote your organisation's global inclusion efforts 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 activity around that work here in Australia will not attract points.

HR POLICIES & DIVERSITY PRACTICE

1. Updated Terminology		2 points
We confirm that we have updated our language and terminology across relevant policy documentation, intranet pages and external web pages. <i>Please select all that apply:</i> ☒ all instances of the words 'sexual preference' or 'lifestyle choice' have now been changed to 'sexual orientation' or 'diverse sexuality' ☒ all instances of the words 'gender transition' or 'transition' have now been changed to 'gender affirmation' or 'affirmation'	1 point if all instances of the words 'sexual preference' or 'lifestyle choice' have now been changed to 'sexual orientation' or 'diverse sexuality' 1 point if all instances of the words 'gender transition' or 'transition' have now been changed to 'gender affirmation' or 'affirmation'	
Why this question? While much work has been done on the inclusion of LGBTQ+ employees within policies, there is still a significant legacy of websites, intranet pages and diversity references that use what can be considered outdated or negative language. This can send a message that the organisation is not up to date with correct terminology. Further, it can generate negative reactions within the very demographic we are seeking to be inclusive of. Providing Evidence: Select all tick boxes that reflect the work you have completed. Your honesty and transparency is appreciated.		
<i>No evidence required.</i> Please note random audits may take place for questions for which we do not require evidence.		

2. LGBTQ+ Inclusivity within Policies and Benefits	2 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). <i>Please provide the statement that makes it explicitly clear that all policies are inclusive of LGBTQ+ employees and their families.</i>	2 points if the statement provided is explicitly inclusive There are no partial points for this question.
Why this question? We know that people can read themselves out of policies. In previous indices, we asked for evidence of inclusivity statements within every policy. Australian law changes now make it illegal to discriminate against LGBTQ+ employees (albeit currently some religious exemptions). However, the need to clearly articulate the LGBTQ+ inclusivity of your policies here in Australia is still necessary for the following reasons: • Employees may be unsure of how religious freedoms interact with discrimination law in workplace settings • Not all employees will be up to speed with discrimination law when it comes to family benefits and workplace policies 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 will be necessary for your Australian employees 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 (e.g., trans and gender diverse people). Stating that your family leave policies are inclusive of LGBTQ+ family units, would remove any ambiguity. Providing Evidence: The entire policy does not need to be provided, only the explicitly clear statement that all policies are inclusive of LGBTQ+ employees and their families (where families are included within policies/benefits).	
Answer: Treasury's policies and procedures apply to all employees employed under the Enterprise Agreement 2024-27 (EA). The following statement is prominently displayed on Treasury's policy intranet page: "Treasury's policies and procedures apply to all employees (and their families, as applicable).	

Our policies and procedures are inclusive of all, including those who identify as LGBTQ+, First Nations peoples, people with disability, and people from culturally and linguistically diverse backgrounds"

3. New Parent Leave Inclusive of LGBTQ+ Families	3 points
We clearly communicate that our New Parent Leave (or equivalent) is inclusive for employees who bring children into their family via arrangements such as surrogacy, adoption and foster/guardianship. <i>Please provide a copy of the exact wording of your policy regarding these areas.</i>	1 point if surrogacy is included 1 point if adoption is included 1 point if foster/guardianship is included
Why this question? There are many ways that children come into LGBTQ+ families; for some this may be limited to surrogacy, adoption or foster/guardianship arrangements. In each of these scenarios, there will be leave required during the initial stages of caring for a new member of the family. 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. Providing Evidence: Please provide clear, unambiguous evidence for any of the parental leave options you have: • Surrogacy leave available • Adoption leave available • Foster/guardianship leave available	
Answer: Treasury clearly communicates that Parental Leave is inclusive for employees who bring children into their family. The EA outlines parental leave provisions including adoption, long-term and short-term foster care, stillbirth, premature birth	<i>File name/s as evidence for this question:</i>

leave, pregnancy loss leave, and transitional provisions. These provisions are applicable to all eligible Treasury employees.	<i>File 1:</i> Excerpt from Treasury Enterprise Agreement - Section 6 - Leave Adoption and long-term foster care 254 An employee who is a primary caregiver or secondary caregiver is entitled to parental leave in accordance with this agreement for adoption or long-term foster care, provided that the child: 254.1 is under 16 as at the day (or expected day) of placement; 254.2 has not lived continuously with the employee for a period of 6 months or more as at the day (or expected day) of placement; and 254.3 is not (otherwise than because of the adoption) a child of the employee or the employee's spouse or de facto partner. 255 Documentary evidence of approval for adoption or enduring parental responsibilities under formal fostering arrangements must be submitted when applying for parental leave for adoption or long-term foster carer purposes. Short-term foster care 256 An ongoing employee who has parental responsibilities under formal fostering arrangements may access up to 5 days' paid short-term foster care leave in a calendar year. 257 Documentary evidence of parental responsibilities under formal fostering arrangements must be submitted to the Secretary when applying for short-term foster care leave. <i>File 2:</i> Click or tap here to enter text. <i>File 3:</i> Click or tap here to enter text.
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4. International Travel Advice for Employees	3 points
We have international travel advice available to our LGBTQ+ employees or employees with LGBTQ+ dependents should they be required to travel for work (e.g., cultural context, safety, LGBTQ+ matters in other jurisdictions).	3 points for international travel advice available to our LGBTQ+ employees Note: Points will not be allocated for a brief mention of LGBTQ+ inclusivity without any meaningful information that would inform an employee as to their safety or acceptance within a given location.

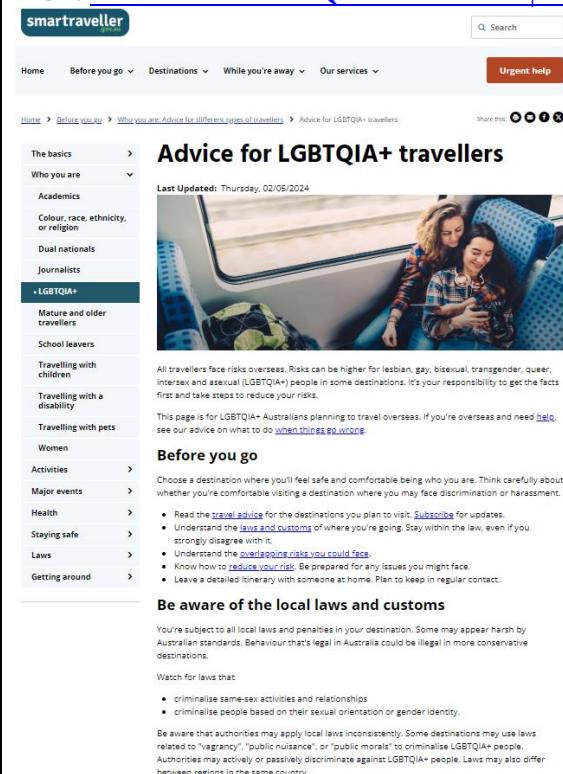
Please provide a copy of travel advice available.	
Why this question? Given the number of organisations that may require international travel for work or work-related purposes (e.g., international conferences) it is essential to provide travel advice for LGBTQ+ employees when travelling overseas; particularly within the Asia Pacific Region or other countries where laws are hostile towards those of diverse sexualities and/or genders. LGBTQ+ employees can put themselves at risk if being requested to attend conferences, visit, or work in certain countries. It is considered good practice for HR or relocation teams to have this information on hand and available to all employees. Providing Evidence: To gain points for this question, you will need to provide a copy of any LGBTQ+-related travel advice that you currently have. This information may be developed internally or provided by an external resource but must be available to all employees.	
Answer: Treasury provides international travel advice, available to LGBTQ+ employees, recognising that certain destinations may pose higher security risks for diverse groups. To mitigate these risks, Treasury offers comprehensive risk management policies, guidelines, and resources to help assess and address potential challenges. Treasury employees are required to download the Travel Tracker Assistance App on their phone prior to departure. The App provides travellers with country of destinations medical, vaccination, security and travel and cultural information. Treasury's Work Health and Safety (WHS) Management system policy assists Treasury to meet its obligation under the WHS Act 2011. This policy applies to all employees, contractors, and consultations, including those who live, work or travel overseas at the direction of Treasury. It aids in managing and mitigating risks to ensure the health, safety and wellbeing of all individuals, regardless of location, sexual orientation, gender identity or cultural background. This	<i>File name/s as evidence for this question:</i>

document should be read in conjunction with Treasury's official travel policies and guidelines and in addition to subscribing to the DFAT SmartTraveller webpage, which provides up-to-date detailed specific advice for LGBTQ+ travellers and dependents on cultural content, safety and LGBTQ+ matters.

All official and personal travel is reported to Treasury's Protective Security Team for security and personal safety considerations prior to travelling.

For Treasury's long-term postings and deployments, the Department of Foreign Affairs and Trade (DFAT) provide guidance in their Post Reports for each city where an Embassy is located, including the history, legal and social constraints, and the level for risk for different sexual orientations and gender identities.

File 1: [Advice for LGBTQIA+ travellers | Smarttraveller](#)



The screenshot shows the SmartTraveller website interface. At the top, there's a search bar and navigation links: Home, Before you go, Destinations, While you're away, and Our services. A prominent 'Urgent help' button is on the right. Below the navigation, a breadcrumb trail reads: Home > Before you go > Who you are > Advice for different types of travellers > Advice for LGBTQIA+ travellers. The main heading is 'Advice for LGBTQIA+ travellers', last updated on Thursday, 02/05/2024. An image shows two people sitting on a train. The text explains that all travellers face risks overseas, with higher risks for LGBTQIA+ people. It provides a link for help and mentions a 'when things go wrong' page. The 'Before you go' section advises choosing a safe destination, reading travel advice, understanding local laws and customs, and knowing how to reduce risks. The 'Be aware of the local laws and customs' section notes that users are subject to local laws and provides a list of laws to watch for, such as criminalising same-sex activities and discrimination based on sexual orientation or gender identity. It also mentions that some destinations may use laws related to 'vagrancy', 'public nuisance', or 'public morals' to criminalise LGBTQIA+ people.

	Same-sex relationships Same-sex relationships and activities are illegal in some destinations. In others, they may be legal but attract severe discrimination. Some prohibit same-sex relationships and activities between men but stay silent on women. You may not have access to certain services and rights as a couple. For example, healthcare institutions may not recognise your relationship status. They may deny you visitation or even legal rights, such as next-of-kin rights. Your hotel bookings could also be refused when you arrive. Trans, non-binary or intersex travellers Local laws are often silent on trans or intersex people. However, destinations that criminalise same sex relations may use the same laws to outlaw gender identities. Some countries or regions have laws targeting "cross-dressing" or people who dress or "pose" as a person of another gender. You may have trouble at international borders if the name and photo in your passport are different from how you present. Update your passport with your current name, photo and gender identity, if possible, before you travel. Non-binary and intersex people aren't recognised in some destinations. You could face entry restrictions if you have a passport with an 'X' gender marker. You may still be asked to provide binary sex information even if your passport has an 'X' gender marker. Contact the nearest embassy, high commission or consulate of your destination or before you arrive at the border to confirm if authorities will accept passports with 'X' gender markers. Violence and discrimination toward LGBTQIA+ travellers If people in your destination consider your behaviour offensive, you could find yourself in trouble. In conservative destinations, people could target you for being LGBTQIA+. You could be assaulted. You could also be the victim of verbal abuse or discrimination. Authorities may ignore crimes targeting LGBTQIA+ people. In some cases, authorities may themselves discriminate. They could fine, deport or extort you. Reporting a crime against you could even get you arrested or jailed. Overlapping risks Different aspects of your identity can expose you to overlapping forms of discrimination and increase the risks you might face. This is sometimes referred to as intersectionality. Aspects of your identity can include your: • colour • race • ethnicity • religion • nationality • age • gender • sex • sexual orientation • ability • mental health. Read this advice along with our advice about colour, race or religion, women, disability, age and mental health to understand the different risks you may face. How to reduce the risks • Research the laws where you're going. Understand what the local law says you can and can't do while there. Follow the local laws even if you disagree with them. The Human Dignity Trust provides information on countries that criminalise LGBTQIA+ people or Human Rights Watch
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	<i>File 2:</i> WH&S for employees who live, work and/or travel overseas. 1.5 Travel Tracker Assistance Mobile App Treasury officials are required to download the Travel Tracker Assistance App on their phone prior to departure. The App provides travellers with country of destinations medical, vaccination, security and travel and cultural information. The App requires travellers to “check-in” on arrival to their destination and ensures they receive updated alerts on any medical, security or travel information. The “check-in” facility in the Assistance App also allows International SOS and the department’s Security and TST teams to have up to date mobile location data of where travellers are in the event of any incidents occurring whilst on official duty.
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5. LGBTQ+ Inclusive Domestic & Family Violence Policy		4 points
Our Domestic and Family Violence Policy or resources clearly: a) acknowledges and identifies unique challenges faced by LGBTQ+ people in domestic and family violence situations; AND b) identifies specialist LGBTQ+ avenues of support to assist HR Managers and employees impacted by LGBTQ+ domestic and family violence <i>For full points, please provide evidence for BOTH a) and b).</i>	2 points if (a) the DFV Policy acknowledges and identifies unique challenges faced by LGBTQ+ people in domestic and family violence situations 2 points if (b) the DFV Policy or relevant intranet pages identifies specialist LGBTQ+ avenues of support to assist HR Managers and employees dealing with LGBTQ+ domestic and family violence	
Why this question? Domestic and Family Violence (DFV) is a significant problem within Australia, and laws are now being introduced for DFV to be addressed within workplace policy and practice.		

Many people assume DFV only happens in non-LGBTQ+ relationships, and a significant number of DFV policies make only a passing reference to the inclusion of LGBTQ+ people but do not mention the unique challenges faced by LGBTQ+ people in these situations. The fact that support avenues for LGBTQ+ are incredibly limited is also significant. This part of the index seeks to close that gap.

Providing Evidence: To obtain points for this question, you will need to provide evidence for both (a) and (b) above.

This information can either be referenced FULLY within your policy or it can be externally referenced on the page that holds your DFV policy documentation. Linking to other LGBTQ+ related DFV resources alongside your policy documentation will also be accepted.

Answer: Treasury's Family and Domestic Violence Policy covers all employees (including LGBTQ+) who may be impacted by domestic or family violence regardless of their "background, culture or sexuality". The policy acknowledges that FDV affects anyone and a range of intersecting factors including but not limited to, background, culture and sexuality that contributes to differing rates and experiences of violence as well as greater barriers to accessing safety and support. The policy provides support for individual circumstances of affected employees and their families.

Treasury's Family and Domestic Violence intranet page lists several national counselling services, including a hyperlink to Another Closet – a LGBTQ+ specialised services for people experiencing Family and Domestic Violence (FDV).

Treasury's EA outlines circumstances by which an employee may be granted miscellaneous leave for FDV leave purposes (s. 321). This leave is available to all employees under Treasury's EA, including LGBTQ+ employees. Additionally, Treasury's performance team provides support for those experiencing family and domestic violence related issues and all employees are offered access to specialised counselling services with a domestic

File name/s as evidence for this question:

File 1: Excerpt from Treasury's Family and Domestic Violence policy.

What is family and domestic violence?	<i>The Fair Work Act 2009</i> defines family and domestic violence as violent, threatening or other abusive behaviour by a close relative of a person, a member of a person's household or a current or former intimate partner of a person, that seeks to coerce or control the person and that causes the person harm or to be fearful. Family and domestic violence can affect anyone and a range of intersecting factors including but not limited to, background, culture and sexuality can contribute to differing rates and experiences of violence as well as greater barriers to accessing safety and support. Family and domestic violence can be isolated or be a continuous pattern of abusive behaviour by one person over another. It can appear in many forms in addition to physical violence, and perpetrators will often use multiple tactics such as controlling behaviour (coercive control), emotional and/or psychological abuse, financial abuse, social abuse, sexual abuse, threats or harm to property, belongings and/or pets, technology facilitated abuse, spiritual and/or cultural or elder abuse.
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File 2: Excerpt from Treasury's Family and Domestic Violence intranet page.

and family violence clinician through the department's Employee Assistance Program (EAP), TELUS Health.

National counselling services

13YARN

Crisis line run by Aboriginal and Torres Strait Islander people.

Employee assistance program

Provides staff 1-on-1 counselling and critical incident responses

AnotherCloset

LGBTQI+ specialised services for people experiencing FDV

Men's Referral Service

For men looking to change their behaviour

1800RESPECT

Free 24/7 counselling, information and referral service

Daisy App

Free to download and connects women to support services

MensLine Australia

Service for men with family and relationship concerns

Relationships Australia

Counselling, family dispute resolution and education



ANOTHERCLOSET
Domestic and Family Violence in LGBTQI Relationships

Home Info Experiencing abuse? Recovering StandUP Giving support Finding help Personal Stories Resources Blog About Us

[ANOTHER CLOSET BOOKLET](#)
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[PROTECTING YOUR PRIVACY](#)
[How to keep your visit to this website private](#)

[INFORMATION ABOUT SAME SEX DOMESTIC VIOLENCE](#)
[What is domestic violence](#)
[Relationship checklist](#)
[Types of abuse](#)
[Domestic violence in gay and lesbian relationships](#)
[Transgender people and domestic violence](#)
[Intersex people and domestic violence](#)
[Unique aspects of same sex domestic violence](#)
[Myths and facts](#)
[Same sex domestic violence in rural areas](#)
[Chronic illness and domestic violence](#)
[Children and domestic violence](#)
[Division of property and finances](#)

INFORMATION ABOUT LGBTQI DOMESTIC/FAMILY VIOLENCE
Most LGBTQI relationships are built on love and respect.
Some are built on abuse and control.
Abuse of power and control in a relationship is domestic violence.
This website is written for people in same-sex or LGBTQI relationships who are or may be experiencing domestic violence. It contains information on what domestic violence is, what to do if you are experiencing abuse, tips for making a crisis plan and the details for some referral services in NSW.
It also has information for people supporting an LGBTQI friend or family member who is experiencing abuse.
Most of the information on this website can be found in the downloadable [Another Closet booklet](#).
If you would like a free copy of 'Another Closet' to be posted to you please email us on ssdv@acon.org.au
Another Closet publications focus on domestic violence issues for people in same-sex and LGBTQI relationships.
We recognise that sex and gender diverse people may experience intimate partner abuse in same or opposite sex relationships.
LGBTIQ people may have specific needs from support services and an understanding of the different structures of our families, relationships and the barriers to accessing support.
Specialist support services are needed to support LGBTQI victims of domestic violence, and more research needs to be done into the experiences and needs of people of diverse sex, sexuality and gender.
Referrals for support organisations in NSW can be found in the links section of this site.

LGBTQ+ BULLYING, HARASSMENT & SUPPORT

6. Resources on LGBTQ+ Inclusive and Negative Language		6 points
We actively promote the availability of resource/s to all staff that provide clear guidelines on what is both inclusive language and negatively perceived language regarding LGBTQ+ populations. <i>Please provide:</i> <i>a) a copy of the resource provided to staff; and</i> <i>b) details of how staff learn about the existence of this resource</i>	2 points if the resource provides clear guidelines on inclusive language 2 points if the resource provides clear guidelines on negative language 2 points for a means by which staff can easily learn about the existence this resource	
Why this question? Language in this area can be quite complex and public commentary, articles, ads, brochures, blogs, etc. can inadvertently be negative to some, harmful, offensive, inappropriate and/or discriminatory. A targeted communications guide is designed to assist anyone within your organisation who might be referencing LGBTQ+ populations. It will enable them to understand which words are offensive or negatively perceived, while equipping them with inclusive alternatives. Providing Evidence: To obtain points for this question, you will need to provide evidence for both (a) and (b) above. Third party resources will suffice, providing they address the criteria.		
Answer: Treasury promotes the availability of resources to all staff that offers clear guidance on the use of inclusive language. Treasury's Supporting Gender Affirmation and Gender Diversity Guideline outlines the importance of inclusive language to convey gender equality and create a supportive workplace culture for transgender and gender diverse people. This guideline	<i>File name/s as evidence for this question:</i> <i>File 1:</i> Excerpt from the Supporting Gender Affirmation and Gender Diversity Guidelines.	

promotes use of gender-neutral language, respectful language, and use 'they' or 'them' pronouns. Employees are encouraged to use pronouns by way of creating a supportive environment for transgender and gender diverse employees to share their own. In addition, Treasury's Pride Network SharePoint page contains information and links to resources on inclusive language and LGBTQ+ terminology, which are readily available and easy to access by all employees. Refer to excerpt for examples.	Inclusive language Language is a powerful tool for building inclusion at work. Inclusive language conveys gender equality and is gender neutral. To create a supportive workplace culture for transgender and gender diverse people, you can: • use gender neutral language (e.g., partner, child, parent) • use 'they' or 'them' pronouns until you know what pronouns people use and then use the correct pronouns • display your pronouns in your signature block • use people's affirmed name and pronouns • use respectful terms such as 'transgender', 'gender diverse', 'non-binary' and avoid outdated and disrespectful terms • respectfully ask someone if you're unsure about what words to use • correct yourself when you use names or pronouns incorrectly. It is important for employees to use the affirmed name and pronouns of a colleague who is affirming or has affirmed their gender. It can be deeply distressing and invalidating for a person who has affirmed their gender to be referred to by their past name, whether used intentionally or not. If this occurs in front of someone who doesn't already know the transgender person, it can 'out' them, indicating that they are transgender to others. This can leave them vulnerable to discrimination and harassment, something that happens to a large percentage of people within the transgender community. It is important to use a person's affirmed pronouns. If you do not know what a person's pronouns are, ask politely. It can be useful to first announce what your own pronouns are when introducing yourself. Further learning and education options about inclusive language can be sought from the Capability team, People and Organisational Strategy (x2222, option 5). Sharing pronouns Treasury employees may wish to include their pronouns in their email signatures, either to signal their gender identity or to clarify their sex or gender where their name is ambiguous. Employees can also share their pronouns when introducing themselves in meetings or consultations. Including pronouns in these ways may assist in creating a supportive environment for transgender and gender diverse employees to share their own. Excerpt from resources accessible on SharePoint (available to all staff)
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Terminology and inclusive language

We prefer to use LGBTIQ+ as an umbrella term for the lesbian, gay, bisexual, transgender, intersex, queer or questioning community, in line with the Commonwealth [style manual](#).

For those interested in a broader discussion of LGBTIQ+ terminology and inclusive language, the Victorian Public Service has also produced [the following guide](#). ACON (the AIDS Council of NSW) also has a [handy language guide](#) for addressing trans and gender diverse individuals.

Other resources include:

- [Pride in Diversity Pronoun Guide](#)
- [Transgender Affirmation Language Guide](#)
- [ABS Standard for Sex, Gender, Sexual Orientation](#)
- [AWEI Employee Survey 2021-observations](#)

Top tips from the 'Count Me In' guide

The Count Me In Guide, produced by Pride in Diversity, is designed to provide you with practical information and to help you make a world of difference as an LGBTIQ+ ally. If you would like a hard copy of the guide, please let us know!

Below we've outlined some of the top tips from the guide:

- LGBTIQ+ allies are an integral component of any organisation's progress on diversity and inclusion, fostering an inclusive culture and proactively supporting LGBTIQ+ employees. Allies can engage in various ways, from participating in the LGBTIQ+ network and activities, actively promoting themselves as visible allies, to assisting with education of LGBTIQ+ issues within their organisation.
- It is recommended that allies attend LGBTIQ+ awareness training, work to understand the experiences of others and ask questions if there's something they do not know or understand.

Use gender-neutral language

Use terms that recognise gender equality. Avoid terms that discriminate on the basis of a person's gender or sexual identity.

Our use of language reflects changes in society. There is wide agreement about using language to support equality between all genders.

Inclusivity requirements

It is unlawful to discriminate against a person under the [Sex Discrimination Act 1984](#). This discrimination relates to their:

- sex
- marital or relationship status
- actual or potential pregnancy
- sexual orientation
- gender identity
- intersex status.

It is also unlawful to discriminate against a person because they are breastfeeding.

Pronoun choice

Learn the user's [pronoun](#). If it's not clear and you can't ask them, choose gender-neutral pronouns.

Move beyond assumptions

Assuming that everyone is heterosexual or cisgender can have negative impacts on the lives of LGBTIQ+ people. It is good practice to avoid making assumptions about people based on their appearance or stereotypes.

Accept and respect how people define their gender and sexuality. Ask them how they wish to be addressed. If you are speaking on behalf of a group, consult widely to ensure language is reflective of the whole group.

Avoid gender-specific job titles

Avoid using job titles that end in '-man' or '-woman'.

Avoid using the traditional terms for jobs that end in '-man'.

Write this

police officer
minister of religion
firefighter
supervisor

Not this

policeman
clergyman
fireman
foreman

You should also avoid job terms that specify women.

Write this

actor
host
waiter
flight attendant

Not this

actress
hostess

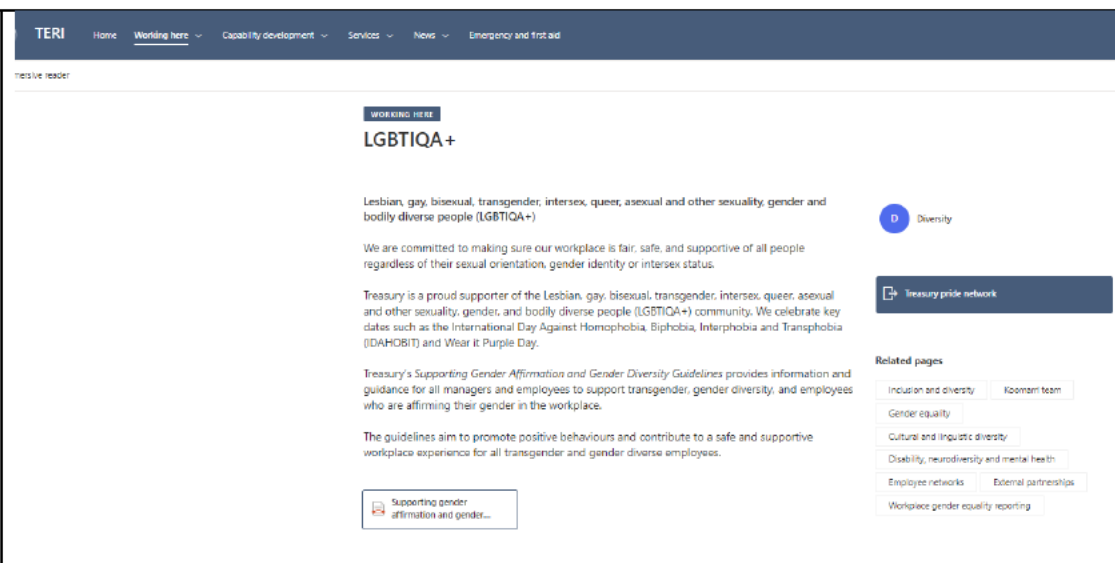
A LANGUAGE GUIDE: TRANS AND GENDER DIVERSE INCLUSION

Trans and gender diverse communities are disproportionately affected by prejudice-motivated discrimination and violence.

The health and wellbeing outcomes of people with trans and gender diverse experience are directly related to transphobic stigma, prejudice, discrimination and abuse, including when incorrect language is used, often unknowingly.

The guide explains key terms and offers examples of language that can help us build safer, more inclusive environments for trans and gender diverse communities.

YAY	NAY
"LGBTI people when compared to the general population" Trans and gender diverse people have any sexual orientation including heterosexual, queer, lesbian, gay, bisexual, pansexual, asexual etc.	"LGBTI people when compared with their heterosexual peers"
Trans and gender diverse, transgender, trans person	Trans*, transgendered, transgenderism, tranny, pre-op/post-op, sex & gender diverse. "Transgender" is an adjective, not a noun or verb. It shouldn't be used on its own, e.g. 'a trans' or 'the transgender'
Transitioning, affirming gender	Transing, transgendering, trans'd
Men, women and non-binary people	Men, women and trans
Gender-affirming healthcare, transition-related healthcare	Gender reassignment, sex change, sex reassignment
Gay and bi men (cis and trans)	Gay, bi and trans men
Man, man with a trans experience, trans man	Transman (as in tallman instead of tall man)
Sex characteristics include chromosomes, hormones, gonads and genitals. Body parts don't have genders.	Biological sex is male, female or intersex, biologically male, biologically female
Ask: "What is your pronoun?"	"What is your preferred pronoun?"
Woman, woman with a trans experience,	Transwoman (as in tallwoman instead

	 The screenshot shows the TERI (Treasury Employee Resource Index) 'Working here' page for LGBTQIA+. The page includes a navigation bar with links like Home, Working here, Capability development, Services, News, and Emergency and first aid. The main content area is titled 'LGBTQIA+' and contains text about Treasury's commitment to a fair, safe, and supportive workplace for all people, regardless of their sexual orientation, gender identity, or intersex status. It also mentions Treasury's support for the LGBTQIA+ community, including celebrating key dates like International Day Against Homophobia, Biphobia, Interphobia and Transphobia (IDAHOBIT) and Wear It Purple Day. A sidebar on the right features a 'Diversity' icon and a 'Treasury pride network' link. At the bottom, there are 'Related pages' such as Inclusion and diversity, Gender equality, Cultural and linguistic diversity, Disability, neurodiversity and mental health, Employee networks, External partnerships, and Workplace gender equality reporting.
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7. LGBTQ+-related Grievance Officers	4 points
Our organisation has a trained grievance officer (or someone equivalent, trained in addressing and/or processing organisational grievances) who is: a) clearly communicated as a contact for LGBTQ+-related grievances; AND who is b) clearly identified as someone who has been	2 points if (a) the grievance officer is clearly communicated as a contact for LGBTQ+-related grievances 2 points if (b) the grievance officer is clearly identified as someone who has been trained in LGBTQ+ inclusion and awareness Note: Points will not be allocated for generic statements that all Grievance Officers are trained/inclusive.

trained in LGBTQ+ inclusion and awareness <i>For full points, please provide evidence for BOTH a) and b).</i>	
Why this question? 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 equivalent), we have come across people who have requested to withdraw from LGBTQ+ awareness as it conflicts with their personal values or beliefs. In one instance, a grievance officer asked not to be made available for LGBTQ+ people stating a conflict of interest. Too many LGBTQ+ people have experienced a lack of understanding in terms of the challenges LGBTQ+ employees face. This may be a deliberate or unconscious dismissal 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"). Having an authorised grievance officer (or equivalent) who is fully trained in LGBTQ+ inclusion and an ally, may be the difference between someone reporting harmful behaviour or not. Broad sweeping statements such as "all of our counsellors or HR people are inclusive" does not portray the same level of confidence. Providing Evidence: There are two parts to this question. • The first is that you must have at least one grievance officer that is identified as a contact for LGBTQ+ related grievances. • The second is that this person must be trained. This must be articulated on relevant contact pages or within grievance documentation.	
Answer: All employees and their families have access to free, inclusive counselling and support services through Treasury's Employment Assistance Program (EAP). These services are tailored to address the needs of	<i>File name/s as evidence for this question:</i> <i>File 1:</i> Excerpt from TELUS Health website: For more ways you can incorporate allyship into your own life, talking to a counsellor is a great place to start. Many counsellors on the TELUS Health MyCare app have experience and training in LGBTQ2S+ issues, and can help you help your loved ones. Book an appointment in the app to see a counsellor conveniently from home. <i>File 2:</i> Click or tap here to enter text.

individuals from diverse backgrounds and ethnicities, ensuring that counselling is relevant and sensitive for LGBTQ+ employees and their families. The EAP counselling service is centrally promoted to all staff and by the Pride Network through their SharePoint and intranet pages. Many counsellors from TELUS Health have experience and training in LGBTQ+ issues. While Treasury offers LGBTQ+ awareness training, we currently do not have specifically trained personnel for handling internal HR and/or grievance related matters or specific training for LGBTQ+ grievance related matters.	
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8. Behavioural Examples of What Constitutes Bullying/Harassment		4 points
Our organisation has documentation that is easily located within our bullying and harassment policy/guidelines that provide clear behavioural examples of what	2 points for (a) clear behavioural examples that constitutes bullying/harassment regarding employees of diverse sexual orientation 2 points for (b) clear behavioural examples that constitutes bullying/harassment regarding employees of diverse gender	

constitutes LGBTQ+-related bullying/harassment. <i>For full points, please provide behavioural examples given within your bullying/harassment documentation that identifies:</i> <i>a) behaviour that constitutes bullying/harassment regarding employees of diverse sexual orientation; and</i> <i>b) behaviour that constitutes bullying/harassment regarding employees of diverse gender</i>	
Why this question? Having very specific behavioural examples of what constitutes bullying/harassment of LGBTQ+ people: • allows employers to utilise this to show how such behaviour contravenes your code of conduct • allows managers to point to such behaviour when counter claims such as “it was only meant as a joke” or “that was just a bit of fun” are given • gives LGBTQ+ employees and their allies ‘permission’ to call out that behaviour This is particularly relevant regarding the constant innuendo, jokes, unwelcome commentary that LGBTQ+ people frequently face, and have clearly identified as a cause of workplace stress and harassment within the AWEI Employee Surveys. Providing Evidence: Specific examples might include, but are not limited to: • Constant innuendo or suggestive language pertaining to orientation or gender identity • Unwarranted personal questions regarding one’s personal life, orientation, or gender identity, regardless of whether this is meant to ridicule or intimidate • Sexual innuendo, specifically targeting orientation or gender identity • Targeted stereotyping • Unwelcome assumptions or commentary on one’s perceived orientation or gender identity	

- Displaying inappropriate materials designed to humiliate or intimidate colleagues based on orientation or gender identity

If your ability to detail examples for multiple diverse demographics is limited, consider using a consolidation statement such as “ongoing jokes, innuendo or commentary regarding one’s sexual orientation or gender identity.”

Answer: Treasury’s Preventing and managing bullying, harassment and discrimination policy clearly defines workplace bullying, harassment and discrimination, stating that any form of discrimination or inappropriate behaviour based on “sexual orientation” and “gender identity” will not be tolerated. Examples of such behaviours, including those related to sexual orientation, are provided in the policy, which is easily located and promoted on internal intranet pages and the Pride Networks SharePoint page.

Treasury’s Supporting Gender Affirmation and Gender Diversity Guidelines states disrespecting transgender and gender-diverse people’s choices – such as their use of facilities, clothing, names, or pronouns – may be considered discriminatory. This includes choices people make about the bathroom or change room facilities they use, the clothes they wear, and the names and pronouns they use. It also addresses inappropriate behaviours like isolating

File name/s as evidence for this question:

File 1: Excerpt from Preventing and Managing Bullying, Harassment and Discrimination policy.

Treasury Policy on Workplace Harassment and Discrimination

The [Treasury Policy on Preventing Workplace Harassment and Discrimination](#) provides the following definitions of workplace harassment and discrimination:

- Discrimination generally occurs when someone is treated less favourably than others because they have a particular characteristic or belong to a particular group of people such as a particular race or gender.
- Harassment generally involves unwelcome behaviour that intimidates, offends or humiliates a person possessing a particular personal characteristic such as race, age, gender, disability, religion or sexual orientation.

This policy also provides guidance for employees who wish to make a complaint, either formally or informally, about discrimination or harassment they have experienced in the workplace. This includes LGBTQ+ employees who may have experienced discrimination, harassment, or bullying on the basis of their sexual orientation or gender identity.

or making someone uncomfortable and asking invasive questions about medical treatments or surgeries.	<i>File 2: Gender Affirmation Guidelines.</i> Bullying and discrimination Treasury is committed to creating a positive, respectful, and safe workplace that upholds the APS Code of Conduct, Values and Employment Principles. Employees must not engage in inappropriate workplace behaviour, including behaviour that may be discriminatory, harassing, bullying or victimising towards any colleagues, clients, contractors or other individuals in connection with their employment. Preventing discrimination is essential for creating a safe inclusive workplace. Treating people less favourably in the workplace because of their gender identity is against the law. Not respecting transgender and gender diverse people's choices may also be considered discriminatory behaviour. This includes choices people may make about: • the bathroom or change room facilities they use • the clothes they wear • the names and pronouns they use. Inappropriate behaviours including attempts to isolate or make a person uncomfortable and refusing to use their correct name, gender or pronouns are unacceptable. Managers must take practical steps to actively prevent and manage instances of bullying, harassment or discrimination in the workplace. Asking a transgender person about treatments or surgeries that they may or may not have undertaken is invasive and not appropriate. A good way to assess what is acceptable, is to consider whether it would be appropriate to ask a cisgender person the same question. More information in relation to bullying, harassment and discrimination, including who to report instances of such behaviour to, is contained in Treasury's policy on <i>Preventing and managing bullying, harassment and discrimination in the workplace</i>.
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INCLUSION OF TRANS AND GENDER DIVERSE EMPLOYEES

9. Gender Affirmation Policy and Process Documentation	4 points
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We have a documented gender affirmation policy/process to support: a) employee(s) wishing to affirm their gender in the workplace b) manager(s) and/or HR contact(s) supporting those who wish to affirm their gender c) peers/colleagues of those who wish to affirm their gender <i>For full points, please provide evidence for each of the areas above.</i>	2 points for a documented gender affirmation policy/process to (a) support the employee(s) wishing to affirm their gender in the workplace 1 additional point for (b) documentation or processes to support manager(s) and/or HR contact(s) supporting those who wish to affirm their gender 1 point for (c) documentation or processes to support peers/colleagues of those who wish to affirm their gender Note: You will not lose points for referring to a 'Transitioning Policy,' however we do ask that you endeavour to change wording to 'Gender Affirmation Policy' going forward, to reflect best practice.
Why this question? 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, their manager and team during this time is critical. Providing Evidence: To gain full points for this question, you will need to provide evidence for (a), (b) and (c).	
Answer: Treasury's Supporting Gender Affirmation and Gender Diversity Guidelines are available to all managers and staff to promote positive behaviours and ensure a safe, supportive workplace for transgender and gender-diverse employees. These guidelines clarify roles and responsibilities, helping employees, managers, and support networks facilitate a positive experience, for those seeking to affirm their gender at work.	<i>File name/s as evidence for this question:</i>

File 1: Excerpt from the Supporting Gender Affirmation and Gender Diversity Guidelines.

Supporting gender affirmation in the workplace

Gender affirmation is a process that is personal and unique to the individual.

Treasury is committed to creating a workplace that is safe and supportive in which our people feel safe to seek support and assistance in relation to plans to affirm their gender. As part of this process, the employee may choose to inform trusted persons at the workplace of their intention to affirm their gender. However, there is no requirement for employees to inform their manager, or anyone else at their place of work of their intention to affirm their gender.

Identifying a key support person or team may assist the employee affirming their gender to feel safe and supported through the process. Should an employee choose to disclose their intention, internal support and assistance can be sought from:

- the employee's manager, or manager once removed
- the Inclusion and Diversity team, People and Organisational Strategy Branch (x2222, option 6)

Other people agreed by the employee affirming their gender and the key support team may be included. The Pride@Treasury Network is a valuable resource for employees seeking additional support.

Alternatively, Treasury's Employee Assistance Provider (EAP) provides free and confidential counselling services to all Treasury employees, independent of the Treasury (see 'Additional Support for Employees and Managers' section for details).

As each gender affirmation is unique, the support team need to listen and be understanding of the employee's workplace support needs. The support team needs to have enough information to be able to address the employee's workplace support and wellbeing requirements. However, it's important to not seek information beyond what is necessary and appropriate to facilitate support requirements. For example, details of medical treatments is a matter between the employee and their treatment team, noting sufficient and reasonable evidence may be required to access personal leave entitlements.

The affirming employee's explicit consent needs to be central to any decision or action involved in workplace related processes concerning their affirmation, and their privacy must be respected at each step. The affirming employee's choices should always be respected and lead the direction and pace of the process.

File 2: Excerpt from Supporting Gender Affirmation and Gender Diversity Guidelines.

	Additional Support for Employees and Managers HR support The Performance and Wellbeing Team, People and Organisational Strategy Branch (x2222, option 4) is an employee's or manager's point of contact for complex people matters. They work closely with the Inclusion and Diversity team, who develop and implement strategies to support workplace diversity and inclusion. The Inclusion and Diversity team (x2222, option 6) can also help arrange awareness training for colleagues of transgender and gender diverse staff. Pride@Treasury Network The Pride@Treasury Network is an employee-led network that is committed to making Treasury a more inclusive and safe space for LGBTIQ+ people and ensuring all Treasury employees are comfortable bringing their whole selves to work. You do not need to identify as LGBTIQ+ to be involved in the network or support LGBTIQ+ people and inclusion. Allies are important and welcome supporters of the LGBTIQ+ community. Treasury's Employee Assistance Provider
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Supporting transgender and gender diverse employees

There are many ways to create a supportive workplace culture for transgender and gender diverse people. The best way to support transgender people is to let them lead their process of gender affirmation, which may include a need for others to respect their choice of name and pronouns, and reinforce their right to affirm their gender.

Clothing and appearance

Treasury supports transgender and gender diverse (including non-binary) employees in wearing work appropriate clothing that is consistent with their gender identity. Transgender, gender diverse people and people who are affirming their gender in the workplace may choose to present themselves with different clothing, hair and makeup styles from what they have worn previously. Their presentation may not align with what's considered traditional to the gender binary. It is important to respect these choices.

As a general guide, appearance and dress should be in accordance with the standards appropriate to the duties being undertaken. Employees are obliged to behave in a way that upholds the reputation of Treasury and the Australian Public Service (APS), and should dress in a way that reflects respect for clients and other stakeholders.

Bathrooms, change rooms and other gender-specific facilities

Treasury has male, female and unisex bathrooms and facilities available within the workplace. A person may choose to use bathrooms, change rooms and other gender specific facilities that reflect their gender.

The shared use of bathrooms and facilities may raise concerns for some employees. These issues should be managed and addressed with sensitivity. If the person who is affirming their gender or has affirmed their gender is comfortable, a discussion with their manager and colleagues around the use of bathrooms may help to address and resolve concerns.

Treasury guidelines – Supporting Gender Affirmation and Gender Diversity

Page 11

In no circumstances should a person who has affirmed or is affirming their gender be asked to use facilities that are not aligned with their gender expression or are gender neutral. Individual employees can choose to use a non-gendered bathroom if they wish.

10. Dress Codes	4 points
Our employees can easily locate an explicit statement that supports trans and gender diverse people dressing according to their affirmed gender at work, alongside a contact point for employees who have specific questions regarding this. Note: For full points, this statement must be outside of gender affirmation documentation. <i>Please provide:</i> <i>a) evidence of an explicit statement supporting trans and gender diverse employees to dress according to their gender at work, located outside of gender affirmation documentation; and</i> <i>b) an easily locatable contact point should employees have any questions specific to this</i>	1 point for (a) if the statement is only located within gender affirmation policy documentation and is explicitly supporting trans and gender diverse employees 1 additional point for (b) an easily locatable contact point OR 3 points for (a) if the statement is accessible by all employees, outside of gender affirmation documentation, and is explicitly supporting trans and gender diverse employees 1 additional point for (b) an easily locatable contact point Note: Points will be based on the inclusivity of the statement and how easily it can be located by all employees, not just those wishing to affirm their gender at work.
Why this question? Gendered language within dress code documentation or “dress for the day” style communications can be fraught with problems for those affirming their gender, those who are trans, gender diverse, or non-binary, and those whose gender expressions don’t conform to societal ‘norms.’ The 2021 AWEI Employee Survey showed that 44% of all trans and gender diverse employees found dress codes to be one of the top 3 barriers in employment. It is important even for those organisations without formal dress codes, that there be an overt statement to support employees dressing according to their affirmed gender. Providing Evidence: To obtain points for this question, you will need to provide evidence of both (a) and (b).	

If you do have uniforms, and these are supplied by an external supplier; a short paragraph on the intranet page where the uniform link is embedded can outline your support for trans and gender diverse employees. This needs to include the contact details of someone they can call should they have any questions.

Answer: Treasury's Supporting Gender Affirmation and Gender Diversity Guidelines, which are accessible to all employees, provide clear guidance on clothing and appearance. In addition, all staff are required to adhere to the APS Values and Code of Conduct standards, which include expectations regarding dress code and are designed to ensure no employee is discriminated against. In line with this, Treasury complies with discrimination laws, as stated by the Australian Human Rights Commission, which prohibit unfair treatment because of a protected characteristic, such as race, sex, age, disability, sexual orientation, gender identify or intersex status. Treasury complies with the Australian discrimination laws.

Excerpt from the Supporting Gender Affirmation and Gender Diversity Guidelines:

Clothing and appearance

Treasury supports transgender and gender diverse (including non-binary) employees in wearing work appropriate clothing that is consistent with their gender identity. Transgender, gender diverse people and people who are affirming their gender in the workplace may choose to present themselves with different clothing, hair and makeup styles from what they have worn previously. Their presentation may not align with what's considered traditional to the gender binary. It is important to respect these choices.

As a general guide, appearance and dress should be in accordance with the standards appropriate to the duties being undertaken. Employees are obliged to behave in a way that upholds the reputation of Treasury and the Australian Public Service (APS), and should dress in a way that reflects respect for clients and other stakeholders.

11. Non-Binary Gender Options for Employees		4 points
We currently include non-binary options when collecting employee gender information within internal forms and/or IT systems.	Full points may be obtained in either option: OPTION 1: Re: Non-Binary Gender Options: 2 points for the inclusion of options other than male/female on forms	

<i>For full points, please provide one example of gender inclusive options used on forms and/or within IT systems.</i>	• Additional 2 points where gender information collected is inclusive of non-binary people and free of any language that may be negatively perceived OPTION 2: Removal of gendered information: • 4 points if you have removed gendered information on the majority of forms and can provide an example of this Note: Intersex relates to sex characteristics, not gender. Terms such as 'Indeterminate,' 'Undisclosed,' 'Unspecified' are commonly used for intersex characteristics and non-binary gender options. As this question speaks to gender, these terms will not obtain points.
Why this question? This advanced question is on par with international practice and refers to how we collect information about the sex or gender of our employees on internal forms/documentation or systems. Where your organisation collects gender information from employees, non-binary options should be included for trans and gender diverse employees. Typical FORMS would include but are not limited to those associated with: • employment applications • policy forms • travel, accommodation, petrol expenses • catering and meal allowances • misc. internal forms Typical IT SYSTEMS might include but are not limited to those associated with: • HR processes and payroll • internal employee profiles Providing Evidence: • <u>If you do collect</u> gender options or gendered information within forms or IT systems, provide one example • <u>If you do not collect or have removed</u> gender options or gendered information on your forms, please provide one example where this would have previously been captured as proof that you do not and/or no longer collect such information. Note: We are not asking for a full audit of where you may collect gendered information across your forms and/or IT systems.	

Answer: Treasury offers a non-binary option for gender when collecting employee information, throughout the employee lifecycle, from recruitment (application forms) to off-boarding (employee exit survey form). Employees are periodically reminded to update their personal diversity details to ensure accurate reporting.

File name/s as evidence for this question:

File 1: Excerpt from Employee Exit Survey.

Treasury Employee Exit Survey ▾

▾ 3

Gender

Description or details (optional)...

- Male
- Female
- Non-binary
- Prefer not to answer

+ Add + Bulk Add

▾ 4

DROPDOWN ▾

Do you identify as LGBTQIA+?

Description or details (optional)...

- Yes
- No
- Prefer not to answer

+ Add + Bulk Add

File 2: Excerpt from all staff message and employee record:

Update your information

While you are in Aurion, take a moment to review and update your details. It's not just about your phone number – [updating your emergency contacts and diversity information plays a key role in helping Treasury understand and support our workforce.](#)

You can also add your qualifications, review your payroll deductions or superannuation contributions, check your recent payslips, or forecast your leave balances for that upcoming holiday.

Personal information

To update your details:

1. Open Aurion.
2. Click on the 'Employee' tab.
3. Click 'Personal' and check your emergency contacts and diversity information.
4. Click on 'HR profile' and add any new qualifications you might have.

Leave and payroll

To check your leave or payroll information:

1. Open Aurion.
2. Click on the 'Dashboard' tab.
3. Click 'Leave' to check your leave balances and predict future balances.
4. Click 'Payroll' to check your account details and deductions.

More information

- See clauses 87 and 88 of the [Treasury EA](#)
- Read the [Allowances and Reimbursement Policy](#)

BIRTHPLACE:	Australia (1101)	Q
FIRST LANGUAGE:	English Only (1)	Q
INDIGENOUS AUSTRALIAN:	Non-Indigenous (1)	Q
YEAR OF ARRIVAL:	N/A Born in Australia (9999)	Q
MAIN NON-ENGLISH LANGUAGE:		Q
MOTHERS 1ST LANGUAGE:	English (1)	Q
FATHERS 1ST LANGUAGE:	English (1)	Q
DISABILITY:	No disability (12)	Q
DISABILITY TYPE:		Q
LGBTQ+:	Different Term (1) Man or male (M) Non-binary (0) Prefer not to answer (2) Woman or female (F)	Q
CALD:		Q
JOINED APS FROM:		Q
SEX:	Woman or female (F)	Q
GENDER IDENTITY:	Woman or female (F)	Q

STRATEGIC FOCUS & ACCOUNTABILITY

12. External LGBTQ+ Expertise		3 points
We have access to external LGBTQ+ inclusion support/expertise that we have called upon throughout the assessed year. Please select: ☒ We are Pride in Diversity members ☐ We are not Pride in Diversity members but have accessed: Click or tap here to enter text.		3 points for Pride in Diversity members OR 2 points for non-Pride in Diversity members who have accessed this support throughout the year

	Note: An additional point is given for Pride in Diversity members, as we will be able to ascertain the degree of engagement.
Why this question? 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+ inclusion expertise/support across the year outside of your employee base. Providing Evidence: If you were a Pride in Diversity member within the assessed year, please just select this option. No further evidence required. For non-members, please provide evidence of one instance of utilising external LGBTQ+ inclusion Support/Expertise throughout the assessed year. <i>No evidence required.</i> Please note random audits may take place for questions for which we do not require evidence.	

13. LGBTQ+ Inclusion Strategy		3 points
We have an organisational strategy or Diversity & Inclusion (D&I) action plan to progress LGBTQ+ inclusion within this organisation. <i>Please provide a copy of the LGBTQ+ component of this strategy.</i>		3 points if there is an LGBTQ+ component of this strategy or an action plan There are no partial points to this question.
Why this question? An LGBTQ+ inclusion strategy or action plan ensures that there are endorsed accountabilities in this area of inclusion and allows employees and executives to track progress. Providing Evidence: Please provide the component of your strategy or D&I action plan that specifically relates to progressing LGBTQ+ inclusion.		
Answer: Treasury's Inclusion and Diversity Strategy 2023-2028 focuses on gender equality and LGBTQ+ inclusion, outlining Treasury's commitment and actions to foster connectedness, cohesion and belonging. It supports and aligns with the strategic priorities in Treasury's Corporate and Strategic Workforce Plans. The strategy includes a dedicated LGBTQ+ component to ensure diversity and inclusion are prioritised in Treasury workplace initiatives.		

Excerpt from the Inclusion and Diversity Strategy.

Treasury Inclusion and Diversity Strategy 2023–2028

Our inclusion and diversity pillars (continued)

Some key priorities for each of our pillars are:

Gender Equality

- Ensure women are equally represented, progressed, valued and rewarded across Treasury through improved tools and processes, and mentoring, sponsorship and coaching programs.
- Continue to support the career progression of women to sustain a leadership pipeline.
- Embed a gender inclusive culture through training, awareness-raising and promoting flexible work for everybody.

Lesbian, Gay, Bisexual, Transgender, Intersex, Queer, and other sexuality, gender, and bodily diverse people (LGBTIQ+)

- Promote a culture in which the LGBTIQ+ community feel valued at work by participating in the AWEI and driving sustained improvement.
- Produce educational and awareness raising resources to support LGBTIQ+ inclusive practices and active allyship.
- Develop Gender Affirmation Guidelines and other resources to support the inclusion of transgender and gender diverse employees.

People Living with Disability

- Improve access to reasonable adjustments and flexible ways of working to enable full participation at work.
- Improve the visibility and representation of people who are living with disability, have disability related caring arrangements and increase the participation of neurodiverse people in the workforce.
- Reduce stigma and reinforce inclusive practices to support employee mental health and wellbeing through training, resources and story-telling.

14. External LGBTQ+ Workplace Inclusion Promotion		3 points
We have detailed information on our Australian LGBTQ+ inclusion focus or work on our external facing website. <i>Please provide the URL of an external webpage that specifically promotes your LGBTQ+ inclusion work.</i>		3 points if the URL to the external webpage specifically promotes your Australian LGBTQ+ inclusion work There are no partial points for this question. Points will not be allocated if we are unable to access the information from the direct URL provided.

<i>Note: Points will not be given if we are unable to access this externally.</i>	
Why this question? 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. Information contained on your website may inform their decision to proceed with an application; or at the very least, influence what they can expect in terms of inclusivity. Having Australian-based content is important, to reassure a potential candidate that the culture here will be inclusive. Providing Evidence: You will need to provide the URL that takes us directly to the page that promotes any diversity and inclusion work, referencing LGBTQ+ inclusion. This promotion must be over and above a single statement or very brief mention of LGBTQ+ inclusion being a pillar of your diversity work. Points will not be allocated if we are unable to access the information from the direct URL provided.	
Answer: Answer: Treasury's external facing website includes information about its commitment to workplace inclusion, with a particular focus on LGBTQ+ inclusion. This is highlighted in the Inclusion and Diversity Strategy 2023-28 which is displayed on the Corporate Publications page. We annually publish the Treasury's Annual Report that highlights its priority to foster inclusion and support the diversity networks. The report focuses on enhancing the workplace experience, with a particular emphasis on Pride-related initiatives and creating a more inclusive environment. (Page 23 of the report). Treasury's Graduate Development Program public website promotes its commitment to fostering a safe, inclusive and welcoming work environment for all staff, regardless of gender or sexuality. It also highlights the importance of having a workforce that reflects the diverse Australian communities we serve. Treasury's Recruitment and Careers public website promotes the importance of a diverse workforce to capitalise on the skills and talents of all members of the community we serve. This page also promotes the Pride in Diversity membership status. Treasury's Inclusion and Diversity Strategy 2023-28 prioritises creating resources for LGBTQ+ inclusion and allyship. This includes providing guidance on inclusive behaviours and hosting events for significant days, like IDAHOBIT. Click or tap here to enter text.	

15. HR/Diversity Professional Accountabilities		8 points
The following people within our organisation have documented accountabilities for LGBTQ+ inclusion: Please select all that apply: ☒ an HR/Diversity professional ☒ an Executive Sponsor ☒ a Network Leader/s ☒ an internally communicated LGBTQ+ Advisory service that provides subject expertise to the organisation Note: These accountabilities are over and above general diversity statements and must show at least one clearly articulated accountability in relation to the role or group. <i>Please provide at least one of the LGBTQ+-related accountabilities for each of the items selected above.</i>	For roles with documented accountabilities for LGBTQ+ inclusion: 2 points for an HR/Diversity professional 2 points for an Executive Sponsor 2 points for a Network Leader 2 points for an internally communicated LGBTQ+ Advisory service (formal or informal) with a mandate to support the organisation	
Why this question? There are many instances when a focus on LGBTQ+ inclusion shifts with a change of staff. Formally building KPI's into roles that contribute to LGBTQ+ inclusion ensures a commitment to making the work accountable and in focus. Accountabilities may be documented within a job description, an objectives statement, or plan of work. Providing Evidence: HR/Diversity professionals AND Executive Sponsors with accountabilities ensure clarity and continuity of work in this area.		

The network leader needs accountabilities to inform the work of the network and to ensure that their work is recognised and aligned to organisational objectives and values.

The advisory function may sit within Network Leadership teams or D&I counsels. However, the function of proactively provided advice back to the organisation must be clearly documented as a deliverable and not generically implied.

Note: This is not about a list of tasks to achieved, it is about the expectation and accountability within the role/group.

Answer: Treasury has dedicated accountabilities for LGBTQ+ inclusion. HR/Diversity Professional - Treasury's dedicated Inclusion and Diversity function sits within People and Organisational Strategy Branch (HR) providing support and advice to all Treasury's Diversity Groups (including Treasury's Pride Network), Senior Executives and Diversity Network Champions, while driving key initiatives across the department.

Network Leaders- Treasury's Pride Network operates in accordance with their Terms of Reference, which outlines their role, purpose, governance and membership, and administrative arrangements. A representative of the Treasury Pride Network has a standing position on the Workplace Relations Committee. This committee facilitates ongoing, open and transparent consultation between Treasury, employees and their representatives. The representative provides an LGBTQ+ view on matters affecting the work environment and conditions of employment.

Executive Sponsors- The Secretary appoints a Deputy Secretary (SES Band 3 level) as Champion for each network. SES Sponsors are self-appointed SES Band 1 and 2 level employees who want to make a positive difference in the workplace and together they support the work of Treasury's Pride Committee and provide visibility, strategic direction and leadership through their lived experience or as an ally.

File name/s as evidence for this question:

File 1: Inclusion and Diversity Roles and Responsibilities document.
People & Organisational Strategy Branch

POSB plays a key role in supporting and promoting inclusion and wellbeing for all Treasury employees. POSB works collaboratively with the Diversity Networks, Champions, and other stakeholders (internal and external) to identify intersectional actions and activities that foster a culture of respect, belonging, and empowerment across the organisation.

Additionally, POSB undertakes the governance and reporting requirements on behalf of the Secretary addressing Treasury's outcomes on whole of Government or departmental intersectional or targeted diversity and inclusion commitments.

What is the SES Champions role?

Treasury has five Deputy Secretary SES Diversity Champions. The SES Champions are appointed by the Secretary and are responsible for supporting and promoting employee-led networks. SES Champions act as liaisons between the employee-led networks and the senior leadership team and help to amplify the voices and perspectives of the network members. SES Champions should meet on a regular basis with their Network.

Advisory Service - Executive governance oversight is provided through the People and Inclusion Committee (PIC) to ensure initiatives (including those which are LGBTQ+ related) are effectively implemented. PIC is an advisory and decision-making group with responsibility for ensuring Treasury's workforce is safe and engaged and that it has the capacity and capability to deliver on its purpose. Twice a year, PIC holds meetings dedicated to diversity and inclusion at work. These meetings provide a forum for discussion of specific matters. In addition, the Pride Network has a representative with a standing position on the Workplace Relations Committee to contribute to matters affecting the work environment, particularly in terms of employment conditions, through an LGBTQ+ lens.

Treasury has a contract with an external provider, TELUS Health, to provide culturally diverse and inclusive counselling services to employees (including LGBTQ+) and their families.

File 2: Excerpt from Workplace Relations Committee membership composition providing LGBTQ+ advisory service into policy development

Membership

17. WRC membership consists of:

- 17.1 the Chief People Officer (Chair)
- 17.2 Director, Employment Framework, People and Organisational Strategy Branch
- 17.3 2 x Assistant Director, Employment Framework, People and Organisational Strategy Branch
- 17.4 Director, Organisational Strategy, People and Organisational Strategy Branch
- 17.5 a representative from the CPSU

Terms of Reference for Workplace Relations Committee

Page 4

- 17.6 up to 18 committee members in a capacity of employee representatives, who must be ongoing non-SES Treasury employees
- 17.7 up to 5 Treasury employee network representatives, one from each network.
- 18. To represent the diverse perspectives and experiences of Treasury employees, it's important that this diversity is reflected in the composition of the committee members.
- 19. As a guiding principle, the composition of the committee members should include representation:
 - 19.1 across gender, age and cultural background
 - 19.2 from Treasury's employee networks
 - 19.3 from members of the CPSU
 - 19.4 from each of Treasury's groups
 - 19.5 covering the range of non-SES classifications
 - 19.6 in Treasury's various office locations.

File 3: Pride Network's Terms of Reference.

Pride Committee Terms of Reference (ToRs)

1. Purpose

The Treasury Pride Network's aims are to:

- Enhance engagement with LGBTIQ+ events, initiatives and support at Treasury.
- Advocate for changes that will make Treasury a more inclusive and diverse workplace.
- Enhance the capability of allies and Treasury's broader organisational culture to support LGBTIQ+ inclusion.

The Treasury Pride Committee sets the strategic direction of the Pride Network, organises events and drives workstreams to meet the Network's aims.

The broader Pride Network (i.e., non-committee members) are encouraged to contribute to the Pride Committee's projects and initiatives.

2. Committee Roles and Structure

The committee includes the chair, committee secretary, four workstreams, state-office leads, a coffee-catch up coordinator and general members.

Committee roles are open to all staff. Typically, Committee roles are drawn from Network participants.

File 4: Treasury's Employee Assistance Program intranet page.

Diversity and Inclusion

Culturally diverse and inclusive counselling is available with clinicians from various backgrounds and ethnicities. Support is available for individuals from the following diverse groups:

- people who are Culturally and Linguistically Diverse (CALD)
- people living with a Hearing and/or Speech Impediment
- people living with a Vision Impairment
- people who are LGBTIQ+
- people living with Disability
- people who are neurodiverse
- people with different religions and belief systems.

LGBTQ+ EMPLOYEE NETWORK

16. LGBTQ+ Employee Network		4 points
Our organisation has either: ☒ an established LGBTQ+ employee network with a clearly documented charter/purpose or remit; OR ☐ made progress towards the launch or establishment of an LGBTQ+ employee network <i>Please select one option above and provide evidence to support your response.</i>	4 points for an established LGBTQ+ employee network with a clearly documented charter/purpose or remit OR 2 points for those who are in the process of establishing a network and have documented evidence to support this	
Why this question? Not all employers have established LGBTQ+ Employee Networks or Resource Groups (names will vary). However, the value of these groups contribute significantly to a sense of inclusion, offering a safe space for LGBTQ+ people and allies to connect; and contribute to the work of the organisation in driving LGBTQ+ inclusion. Networks that contribute to the organisation not only gain credibility within the organisation but can also accomplish a significant amount of work over and above Diversity resources. Providing Evidence: If you have a network, please provide a copy of the network's articulated charter/purpose. If you are in the process of establishing a network, please provide an outline and evidence of any progress made within the assessed year.		
Answer: Treasury has an established Pride Network with clearly documented Terms of Reference. The Pride Network has a committee with over 40 members, and a mailing list with over 180 staff. The Pride network recently revised their Terms of Reference to define the roles and responsibilities of committee members. The SES Champion for the Pride	<i>File name/s as evidence for this question:</i>	

Network is appointed by the Secretary to provide leadership and advocate best practice relating to LGBTQ+ matters. SES sponsors play a significant role to help drive and embed inclusion by providing visibility, strategic direction and leadership through their lived experience or as an ally. The network is also integrated into Treasury's diversity efforts, including a bi-annual presentation to the department's People and Inclusion Committee.

File 1: Excerpt from Treasury Pride Network Terms of Reference.

Pride Committee Terms of Reference (ToRs)

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Committee roles are open to all staff. Typically, Committee roles are drawn from Network participants.

File 2: Click or tap here to enter text.

17. Orientation/On-boarding		3 points
Our network has a process to actively introduce itself to new employees. <i>Please outline this process.</i>		1 point if the network is introduced by others as an overall part of the diversity component within the induction process

	Additional 2 points if the network itself is actively involved in introducing itself to new employees
Why this question? When a new employee first joins the organisation, they are engaged and looking for what the organisation has to offer. This is a critical time to introduce your new employees to the culture and any employee groups that you have. Involvement of the network in the onboarding process, whether it be by means of distributing welcome/network cards with an invitation to connect, speaking at new employee orientation on the network or establishing a welcome event periodically for interested new employees, allows people to opportunity to: • find out about the network • experience a sense of inclusion from the start • experience a proactive welcome and/or invitation to be a part of a network This will equally be of interest to allies, families, friends, and colleagues of LGBTQ+ people. Providing Evidence: Outline any of the ways in which your network actively introduces itself to new employees. For full points, this must be over and above documentation or slides covered by others within the induction process.	
Treasury's Pride network actively promotes itself, and encourages staff, new and existing, to join through various channels. They are invited to present at the annual Treasury Graduate Expo, offering a brief presentation of their work and, providing information about joining the network and becoming an ally. Details about joining the Pride network and information on becoming an ally are also included in the 'Welcome to Treasury' guide, an online orientation tool that is provided to all new starters. The Pride Network host significant events throughout the year, including International Day Against Homophobia, Biphobia, Intersex Discrimination & Transphobia (IDAHOBIT), Wear it Purple Day and Marriage Equality Day, serving as an opportunity to promote the network and educate the Treasury workforce. They deliver numerous presentations to internal Group, Division and Branch meetings and hold monthly coffee catch-ups in each office to informally engage with employees. Additionally, they attend external events to promote and highlight their efforts towards inclusion, including APS Pride Networks and at Canberra's only LGBTQ+ festival SpringOUT. The Treasury Pride network publishes newsletters and regularly shares updates on the intranet to keep the wider department informed and involved.	

Excerpt from the 'Welcome to Treasury' guide is below.

**At Treasury, we value
and respect difference.**

Find out more by exploring [Treasury's 5 pillars of diversity](#). The department also has the following [Employee networks](#) available for you to join, including:

- Indigenous Employee Network (IEN)
- Gender Equality Committee
- Cultural and Linguistic Diverse (CALD)
- Access and Inclusion (A&I)
- Pride Network (Lesbian, gay, bisexual, transgender, intersex, queer, asexual and other sexuality, gender, and bodily diverse people – LGBTQIA+)
- Reconciliation Action Plan (RAP) Committee

Excerpt from All Staff email inviting employees to join the Pride Committee

Pride@Treasury

Pride@Treasury is all about making Treasury a more inclusive place to work. We are comprised of individuals, of different levels, all across Treasury, working towards our common goal (and you don't have to specifically identify as LGBTQIA+ to join our committee!). Whether it be organising events, putting out our regular newsletter, working on policies that support a more inclusive workplace, attending networking events with other APS Pride Committees or engaging with our many SES Pride champions, we're always open to new volunteers.

If you are interested in joining, please send pride@treasury.gov.au an email and we can sign you up to either our email list or our committee. We would also love for any Pride related stories to include in future editions of the Pride Newsletter. Thank you!

Pride@TSY

pride@treasury.gov.au

The Pride@TSY Committee acknowledges the traditional owners of country throughout Australia, and their continuing connection to land, water and community. We pay our respects to them and their cultures and to elders past, present and emerging.

s 22

Excerpt from Pride Newsletter:

NEWS

Join our Pride Committee

Published 22/02/2024

Expressions of interest are now open for people interested in having an active role on the Pride Committee, setting the strategic direction of the Pride Network, and organising and driving workstreams to advocate for LGBTQIA+ staff.

Committee roles last for 12 months and can be as flexible as you need.

Roles are open to all levels. You don't need any previous experience. You can share a role if you are open to working with someone.

The Committee supports the workstream leads, who take on a leadership role within the Committee. You can also flag your interest in being a support person to work to a lead on one of these streams.



s 47 F

About the Committee

The work of the committee is highly flexible. The Committee recognises that workload pressures vary for everyone throughout the year.

18. Ally/Champion Reference Guides

3 points

Our employees can easily locate Ally/Champion Reference Guides that detail how to be an effective ally and/or active champion for LGBTQ+ inclusion within the workplace.

Please provide:

2 points for (a) any Ally / Champion Reference Guides available

1 additional point if employees can easily find out about the existence of this guide

a) any Ally/Champion Guides outlining how to be an Active Ally/Champion for LGBTQ+ inclusion; and b) details of how employees find out about the existence of these guides	
Why this question? In the 2022 AWEI employee survey, only 31% of the 37,408 respondents considered themselves to be active allies. When the 67% of respondents who were 'passive supporters' were asked what would influence them to become an active ally, 43% responded "more information on how to be an active ally", and 25% responded "more information on WHY active allies are so important" Providing Evidence: To obtain points for this question, you will need to provide evidence for both (a) and (b) above. 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.	
Answer: Treasury's employees can easily locate Ally/Champion information using the search engine within Treasury's intranet. Champion information is available in the Pride Champions Onboarding Document. Treasury's Pride network provides information on how to become a better ally on its internal SharePoint page, including links to other resources. Additionally, Treasury offers 'Empowering Allies' training to all staff. A dedicated SharePoint page can be accessed by all staff from the intranet through several routes including, through HR and Network avenues: Treasury's Pride network also promotes their quarterly network newsletter through an all-staff	<i>File name/s as evidence for this question:</i> <i>File 1:</i> Excerpts from Treasury's Pride Network SharePoint page.

message that links to the SharePoint page. Treasury provides 'Ally Cards' from ACON for all staff to display in their offices or workplace

How Can I Be a Better Ally?

Be visible!

Be visible in your support - display a rainbow postcard at your desk or wear a pin. Divisional and Group EAs have been supplied with Pride merchandise - if you need more merchandise, feel free to get in touch with Linda Pure, or email Pride@treasury.gov.au.

Visibility is particularly important during hiring processes and other external engagements to signal Treasury's commitment to active inclusion - if you're on a recruitment panel or engaging in a consultation and would like a pin to wear, get in touch!

Another simple way to be a visible ally is to include your pronouns in your signature bio - see the **Ally resources** section below for more information.

Attend events and training!

Attending Pride events is a great way to learn more about allyship and the LGBTQ+ community, and show your support for diversity at Treasury. Some of our recent events include a Q&A with the CEO of Equality Australia, Anna Brown, who helped spearhead the Marriage Equality Campaign, and a special panel discussion to mark the International Day Against Homophobia, Biphobia, Transphobia and Intersexism.

P@TSY also organises LGBTQ+ awareness and Ally training sessions on a yearly basis (see the **Training** section above for more details).

Get informed!

Head to the [Pride in Diversity](#) website for some great resources and articles. You can also request a copy of "Count me in", an ally guide produced by Pride in Diversity, from the Pride Committee. GLAAD also puts together a [great resource](#) on inclusive language for allies.

Below we've also put together a range of Treasury-specific resources that can help you be a better ally.

Top tips from the 'Count Me In' guide

The Count Me In Guide, produced by Pride in Diversity, is designed to provide you with practical information and to help you make a world of difference as an LGBTQ+ ally. If you would like a hard copy of the guide, please let us know!

Below we've outlined some of the top tips from the guide:

- LGBTQ+ allies are an integral component of any organisation's progress on diversity and inclusion, fostering an inclusive culture and proactively supporting LGBTQ+ employees. Allies can engage in various ways, from participating in the LGBTQ+ network and activities, actively promoting themselves as visible allies, to assisting with education of LGBTQ+ issues within their organisation.
- It is recommended that allies attend LGBTQ+ awareness training, work to understand the experiences of others and ask questions if there's something they do not know or understand.
- Language is powerful, and many LGBTQ+ people can find fairly normal, everyday questions quite intrusive (ie. Are you married? Do you have a husband/wife?). Consider small changes such as using the word partner instead of husband/wife and not assuming that everyone by default is heterosexual or in a relationship.
- One of the greatest things you can do to support your LGBTQ+ employee network is to be visible as an ally. Confident ally support sends a very strong message of inclusion in the workplace and with active participation can make an enormous difference to workplace culture.
- Change and inclusion is an ongoing process. As an ally, you can be a powerful advocate for equality. For some people, your opinion as an ally may carry more weight than an LGBTQ+ person speaking up for their own rights. Participation in LGBTQ+ network events not only shows your support of the network but enables you to mix and engage with other LGBTQ+ employees and allies, extending your personal network.
- Support LGBTQ+ inclusion by being a voice of reason and by helping to stamp out some of the destructive myths, assumptions and harmful slurs that negatively impact LGBTQ+ people. Make a difference by normalising LGBTQ+ inclusive language, taking a stand against derogatory and/or negative comments, and participating in key community events such as International Day against Homophobia, Biphobia & Transphobia.

Ally Resources

Signature blocks

Gender pronouns in email signatures to better support transgender colleagues who often get referred to with incorrect pronouns.

Visibly demonstrate agreement with LGBTQ+ principles and create a more inclusive workforce.

An example is below. This also includes an acknowledgement to the traditional land owners, as per Treasury's [Reconciliation Action Plan](#).

[Your Name] — [Job title/position] (pronouns used e.g., he/him, they/them)
 [Team Name], [Branch Name]
 [Division Name]
 P +61 2 6263 XXXX M +61 4XX XXX XXX

treasury.gov.au
 Langton Crescent, Parkes ACT 2600
[Twitter](#) | [LinkedIn](#) | [Facebook](#)

The Treasury acknowledges the traditional owners of country throughout Australia, and their continuing connection to land, water and community. We pay our respects to them and their cultures and to elders both past and present.

File 2: Excerpt from Pride Champion Onboarding Document

Pride Champions Onboarding Document

A snapshot of the Pride Network's work, members and Committee – to be used when onboarding Pride Champions.

s 47 F

Contents

History of the Pride Network	1
Current Champions	2
What is the role of a Pride Champion?	2
What would this look like practically?	2
What will be required from you?	3
Achievements of the Pride Network	3
Australian Workplace Equality Index 2021 Results	3
Current Goals of the Pride Network	3
Where is Treasury on the diversity and inclusion front?	4
Composition of the 2023 Pride Committee:	4

19. Confidential Contacts

3 points

Our organisation clearly identifies LGBTQ+ people or allies who can be contacted for a CONFIDENTIAL and informal (non-HR), LGBTQ+-related discussion.

3 points for clearly identified LGBTQ+ people or allies who can be contacted for a confidential and informal discussion regarding being an LGBTQ+ employee within the organisation (non-HR related)

<i>Please provide a screenshot of where employees are identified as go-to people for LGBTQ+ non-HR related discussions, clearly indicating that CONFIDENTIALITY is assured.</i> <i>Note: This must not be a generic mailbox as it does not evoke the same level of confidentiality; and there may be employee concerns as to who has visibility of this. By identifying individuals, employees know exactly to whom they are speaking.</i>	There are no partial points to this question. Note: This is over and above any HR or grievance contacts and confidentiality must be assured. If the contact is not clearly communicated as CONFIDENTIAL, or generic mailboxes are used, full points will not be awarded.
Why this question? 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. 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 and when they need to refer on. Providing Evidence: 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). If you are unable to use the term CONFIDENTIAL for non-official contacts, you will need to ensure that the language you use communicates that the conversation would be private, safe, supportive. <i>If the contact would not clearly be understood as CONFIDENTIAL, points will not be awarded.</i> Please provide a screenshot of where this information is made available.	
Answer: Treasury clearly identify LGBTQ+ individuals and allies as confidential contacts available for informal, private conversations. These contacts are located in all Treasury offices and on Treasury Pride Network's SharePoint page. Additionally, the names of the broader Pride networks' members are available on the Pride Network's wiki page. Treasury's Workplace Harassment Contact Officers (WHCO) are available to assist employees who experience or witness discrimination or harassment in the workplace. By creating a network of WHCOs, Treasury provides employees with multiple avenues for support and advice, offering access to assistance beyond their immediate manager and at all levels of the organisation.	<i>File name/s as evidence for this question:</i> <i>File 1:</i> Excerpt from the Treasury Pride Network's sharepoint WIKI page.

If would like to talk to a member of the Pride Committee for a confidential and informal conversation about a particular issue, you can contact the following:

s 22

File 2: Click or tap here to enter text.

20. Internal LGBTQ+ Social Media Stream		2 points
We have a dedicated internal-facing LGBTQ+ social media stream to engage employees with our LGBTQ+ inclusion work and provide a safe place for LGBTQ+ employees and allies to interact. (This may include but is not limited to internal Facebook pages/groups, SharePoint, Slack, Teams, etc.) <i>Please provide details of your dedicated internal-facing LGBTQ+ social media stream.</i>		2 points for a dedicated internal-facing LGBTQ+ social media stream There are no partial points for this question. Note: Points will not be given for public facing social media streams, as this is about internal employee reach.
Why this question? Internal LGBTQ+ social media streams or forums provide a valuable mechanism for the sharing LGBTQ+ relevant information. In addition, it provides a dedicated and safe place for LGBTQ+ people and allies to interact while providing an active and engaged audience for the promotion of your LGBTQ+ inclusion work. All of the above send visible messages of inclusion to your LGBTQ+ population and beyond. Providing Evidence: Please provide evidence of any internal LGBTQ+ social media streams your organisation uses for safe and interactive discussions and/or updates on your LGBTQ+ inclusion work. General social streams with only occasional references to your LGBTQ+ inclusion work will not suffice for this question.		
Answer: Treasury supports multiple avenues for employees to connect, share experiences, and exchange knowledge. The Pride network maintains a dedicated internal LGBTQ+ SharePoint page, and hosts monthly coffee catchups, providing an informal space for employees and allies to discuss issues and build connections. The Pride network publishes a quarterly internal newsletter, accessible department-wide, to keep members and allies informed about up-coming events and to share ideas. A dedicated MS Teams chat for members is available, along with a SharePoint page offering relevant information for all employees.		<i>File name/s as evidence for this question:</i>

File 1: Excerpt of all staff message inviting staff to a Pride Network coffee catch up:
Pride Network coffee catch up

Published 10/01/2024

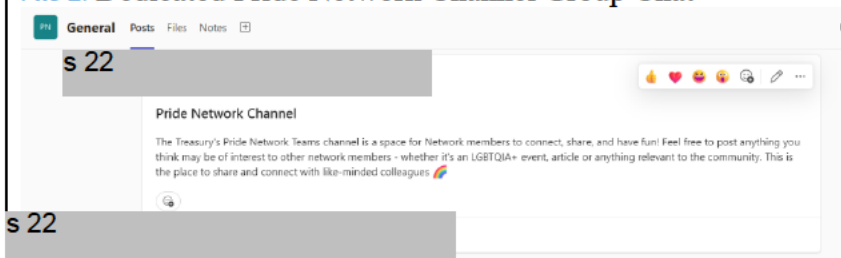
The Pride Network 2024 monthly coffee catch ups are back and they want you to come along!

The coffee catch ups are a great chance for you to connect with the Pride Network and your colleagues.

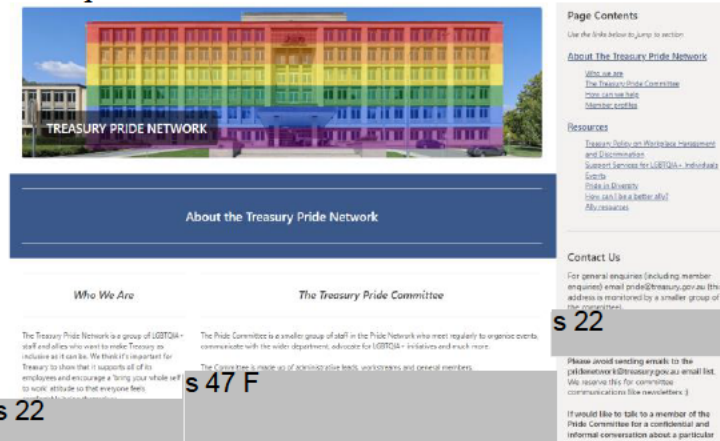
It's an informal setting to discuss issues, ideas and keep up to date with what the Pride Committee is up to this year.

So, grab your cuppa of choice (and a friend) and join in.

File 2: Dedicated Pride Network Channel Group Chat



Excerpt from Pride Network internal newsletter



TRAINING, AWARENESS & PROFESSIONAL DEVELOPMENT

21. LGBTQ+ Inclusion Training Availability	8 points
We have made LGBTQ+ Awareness/Inclusion/Ally training available to all employees. <i>Please outline the following:</i> a) the training sessions available b) communications promoting the training as available to all employees c) any actions taken, or plans written to increase an uptake of training for all employees	3 points (a) for and outline training sessions available 3 points (b) for communications promoting the training as available to all employees 2 points (c) for any actions to increase uptake of training for all employees
Why this question? LGBTQ+ inclusion is such a critical measure of an organisation's inclusive culture; and training is one of the key areas that can really impact, not only an understanding of <i>why</i> inclusion is important, but in understanding some of the challenges faced by our diverse employees.	

The difficulty with most diversity training is that it usually only gets attended by the people who are interested – and quite often, they are not the people you are targeting. By having LGBTQ+ inclusion or ally training available and actively promoting and seeking to increase participation in the training, we are ensuring that we obtain maximum participation outside of mandating attendance.

Providing Evidence: To obtain points for this question, you must outline (a), (b), and (c).

Answer: Treasury’s compulsory Appropriate Workplace Behaviour eLearning module covers topics such as unlawful discrimination due to sexual orientation and gender identity to ensure employees understand their obligations. Communications are sent as reminders to ensure the training is completed on time.

In addition, Treasury offers access to the SBS Inclusion eLearning Program (including the LGBTQ+ module), to help employees understand essential practices for cross-cultural interactions and to emphasise the importance of these practices at Treasury. This LGBTQ+ initiative is vital to building a safe and protective environment for all individuals, regardless of their sexuality, gender identity or bodily diversity and aligns with Treasury’s commitment to inclusion. Within this resource, other programs such as ‘Allies’, ‘Bias’ and ‘Core Inclusion’ look to explore being an ally of LGBTQ+ and encourages discussions of diverse sexualities and genders.

The Pride Network promotes training via their quarterly newsletter and event messages to staff. The Pride network host panel discussions to raise awareness and share lived experiences to build understanding of the key challenges faced by Treasury’s diverse employees. These events are promoted to all staff via email and calendar reminders.

File name/s as evidence for this question:

File 1: Excerpt from the Treasury Pride Committee's SharePoint page.

Training

Pride @ Treasury regularly organises training to help staff understand more about the LGBTQ+ community and become better allies. These sessions are open to all Treasury staff, and are run alongside additional SES-only sessions.

LGBTQ awareness

LGBTQ awareness training aims to provide participants with an awareness of why LGBTQ workplace inclusion is important, increased comfort around terminology and an understanding of challenges often faced by LGBTQ employees.

Empowering allies

Empowering allies training aims to provide participants with an understanding of the role allies, actions allies can take, importance of visibility and how to call out problematic behaviours.

File 2: Excerpt from Treasury Learning

What is the CTP

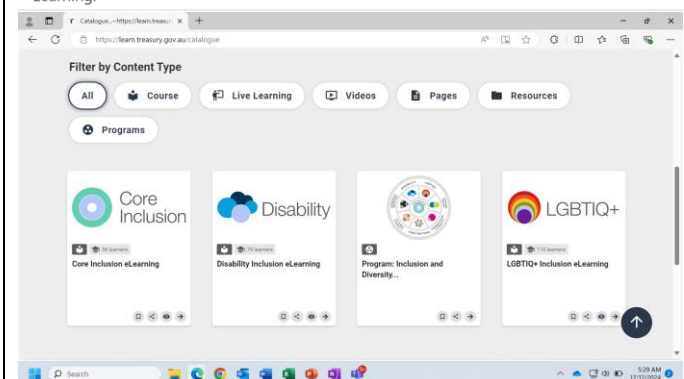
Treasury has an obligation to make sure you understand various legislative and policy requirements. The CTP is one of the ways you do that.

The CTP is a program of 9 mandatory training modules you must complete annually.

The modules improve your organisational capability, skills, and knowledge of Treasury's processes, governance, and pro-integrity culture.

There have been a few changes in processes and legislation recently, so the CTP suite has also been refreshed.

You don't have to complete your modules just because they are new (although feel free to jump on and check them out whenever you would like!). Twelve months after you last completed a module, you'll receive an email letting you know it's time to log on to TSY Learning.



File 3: Excerpt from Pride Network newsletter

Pride in Diversity – Online Training

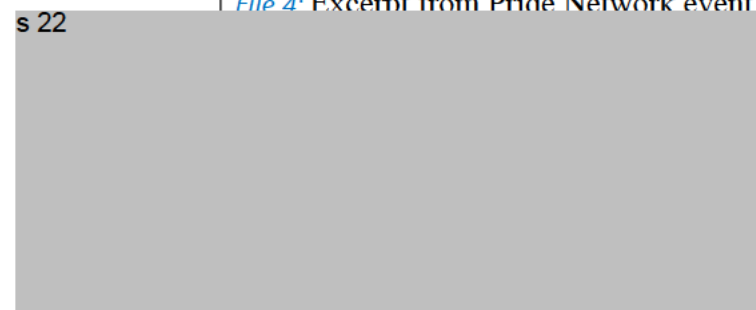
LGBTQ+ Awareness

Pride in Diversity will provide participants with an overall understanding of why LGBTQ+ workplace inclusion is important to an organisation, explore challenges often faced by LGBTQ+ employees and provide awareness on the impact that a culture has on the lived experience of its employees. Registration is essential.



File 4: Excerpt from Pride Network event

s 22



Q&A

The audience will be invited to submit questions to the panel towards the end of the event.

About IDAHOBIT

This event is the Pride Network's flagship event. International Day Against Homophobia, Biphobia, Interphobia and Transphobia (IDAHOBIT) is a globally recognised day that brings attention to LGBTQ+ discrimination. Events like these are an important part of reaching Treasury's inclusion and diversity goals.

If you are unable to attend the event and wish to learn more about the LGBTQ+ community, the LGBTQ+ Inclusion course is available anytime through TSV Learning. For enrolments or queries, please contact s 22

For further information regarding Treasury's Inclusion and Diversity training and offerings please contact s 22