

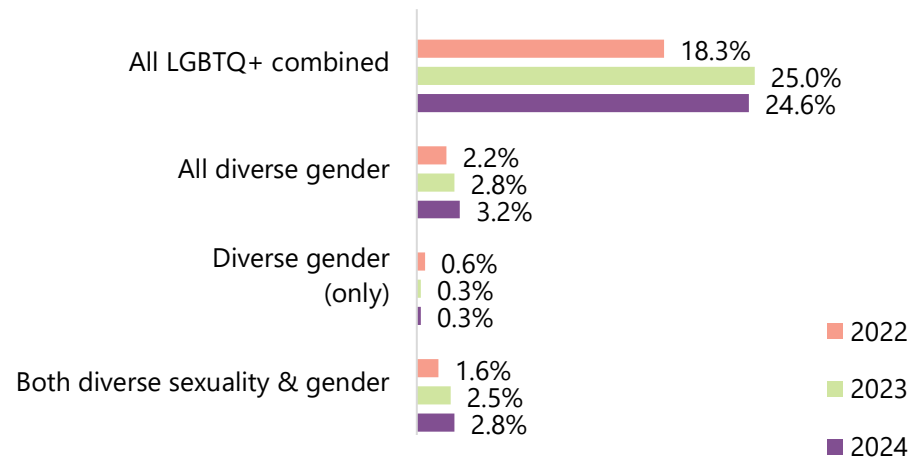
PRACTICE POINTS . 2024 AWEI EMPLOYEE SURVEY

EDITION 3: Trans & Gender Diverse Inclusion

INSIGHTS FROM THE 2024 AWEI EMPLOYEE SURVEY

The trans and gender diverse community consists of individuals whose gender identity does not align with their sex recorded at birth. These respondents may identify with a binary gender (man or woman) or may identify outside of the binary. For brevity, we will refer to this population throughout as trans and/or gender diverse.

This practice point is focused on the 1,308 (3.2%) of all Australian-based respondents (n41,497) who provided information indicating they have a diverse gender or trans experience¹.

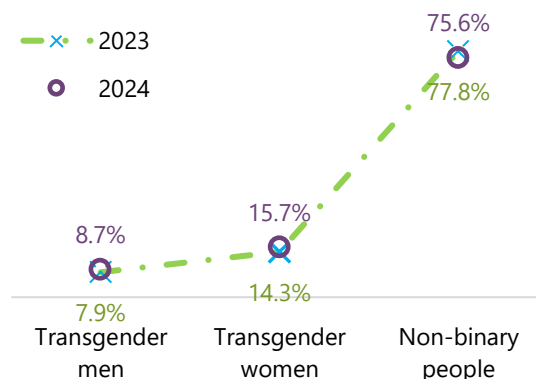
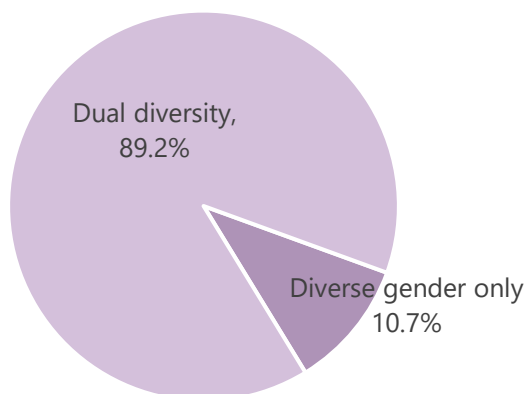


Unfortunately, there is no population-level data in Australia to which we can compare this percentage. However, it is estimated that between 2% and 4% of the population have a trans and/or gender diverse experience, confirming this level of data is relatively indicative.

This year, trans and/or gender diverse respondents have increased by 13.6% from last year (2.8% of respondents) and 41.7% from 2022 (2.2% of respondents). This increase may indicate a growth in the number of trans and gender diverse employees in participating workplaces or that employees are more comfortable responding accurately in the survey.

- 3.2% of all respondents in 2024 have a diverse gender and/or trans experience.
- Non-Binary persons make up the most significant proportion of trans and gender diverse respondents
- Respondents come from across Australia, and all locations are represented, including City centres, outer suburbs and regional areas
- 3.3% more respondents were 'open' in their workplace this year compared to 2023
- Transgender women are the most likely to be 'open' in the workplace
- Feelings of productivity and engagement are 11% and 14% higher for respondents 'open' in the workplace
- Trans and gender diverse respondents are less likely than cisgender respondents to feel their organisation is inclusive
- 25% of respondents have experienced gender or sexuality-based discrimination in their current organisation

The gender options within the survey are 'man or male', 'woman or female', 'non-binary', and 'a different term' (to encompass all other non-binary identities). In this Practice Point, we will refer to anyone who selected 'non-binary' or 'a different term' as non-binary.



It is important to note that 89.2% (1,168 respondents) of these respondents are also of diverse sexuality, and we acknowledge that the experiences of respondents who have this dual diversity may differ from those who have only a trans and/or diverse gender experience. Compared to last year, the respondent proportion of non-binary people, transgender women and transgender men has changed slightly, with a 2.1% reduction this year in non-binary respondents and an almost 10.0% increase for both transgender men and women.

Pronouns

The use of pronouns is often confused when discussing gender, gender identity and gender experience. Pronouns are frequently conflated with gender identity but do not necessarily correlate. It is essential to understand that not all people who identify as man/male or woman/female use gendered pronouns exclusively (he/him or she/her), nor do all people who identify as non-binary or another identity use gender-neutral pronouns (they/them).

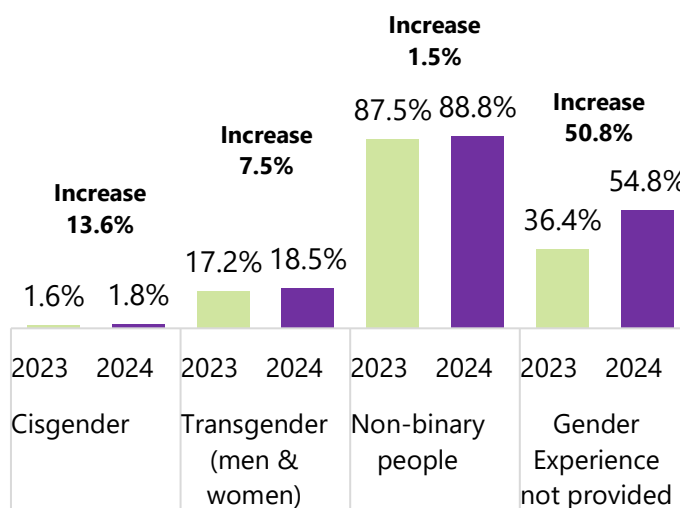
The use of rolling, gender-neutral and other pronouns has increased this year across all groups.

It is important not to assume that any person who is not exclusively using he/him or she/her pronouns has a trans or gender diverse experience.

Looking at the use of rolling or gender-neutral pronouns, they are used by:

- 1.8% of Cisgender respondents, an increase of 13.6% from 2023,
- 18.5% of transgender respondents (men & women),
- 54.8% of respondents whose gender experience is unknown, &
- 88.8% of non-binary respondents

Use of rolling, gender-neutral, or other pronouns

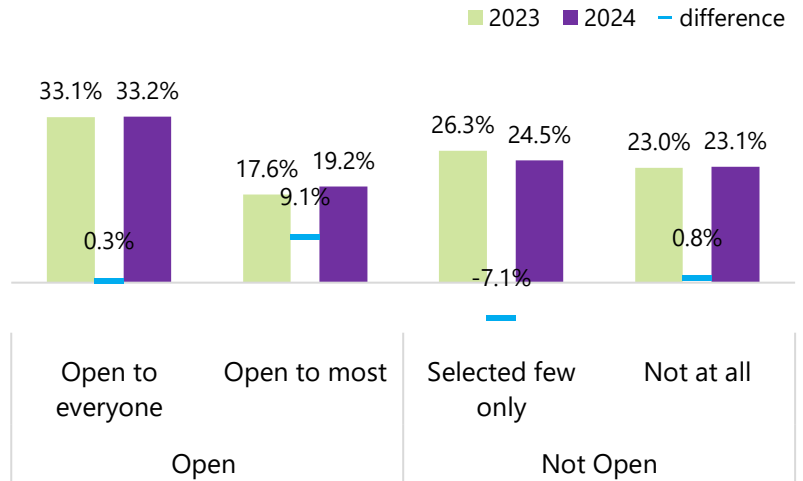


Being 'Open' at work

When asking people of diverse gender about their workplace experiences, we ask to what degree their colleagues are aware of their trans or gender diverse experience. It is important to note, again, that a person who is transgender may choose not to disclose this to their colleagues, as it is possible for them to live authentically without colleagues having any knowledge of their gender history.

This does not necessarily mean they are hiding or having to self-edit; they may have made a conscious decision not to share that part of their past. While we use the term 'out' to describe a person of diverse sexuality who has shared their sexual orientation, we prefer the word 'open' to describe diverse gender or trans experiences.

Last year, 45.9% more respondents selected 'open to everyone' than in 2022; this has stabilised with only 0.3% growth since 2023, though those 'out to most' have increased by 9.1%.



For this Practice Point, those 'open to everyone' and those 'open to most' are included in 'open' data, and those who have chosen 'selected few only' or 'not at all' are included in the 'not open' data points.

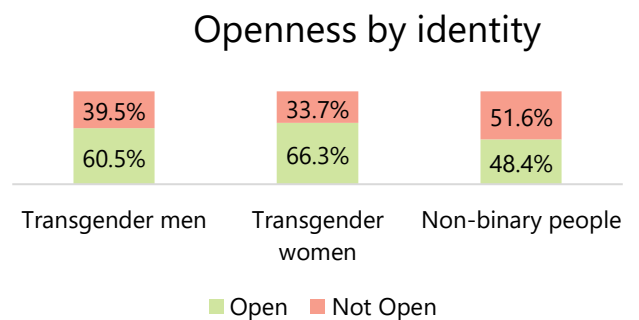
For 2024, this means:

- 52.4% of respondents are 'open', and
- 47.6% are 'not open'.

Overall, 15.8% more respondents are 'open' in the workplace compared to 2022, and 3.3% more so from 2023.

The individual experience has a significant impact on individuals being 'open' in the workplace. Comparing the 'open' respondents by cohorts:

- 66.3% of transgender women
- 60.5% of transgender men and
- less than half (48.4%) of non-binary respondents



Affirmation within the workplace

It is important to note that for many individuals, the process of affirming their genderⁱⁱ is not linear. Acknowledging that gender affirmation may be an ongoing process, respondents are asked if they have affirmed their gender in any way (socially/medically/legally) within their current organisation.

Affirmation actions had been undertaken by:

- 49.2% of respondents within their current organisation (9.5% more than in 2023),
- 10.2% have taken actions in previous workplaces, but
- 40.4% of respondents this year have not taken any action within a workplace environment.

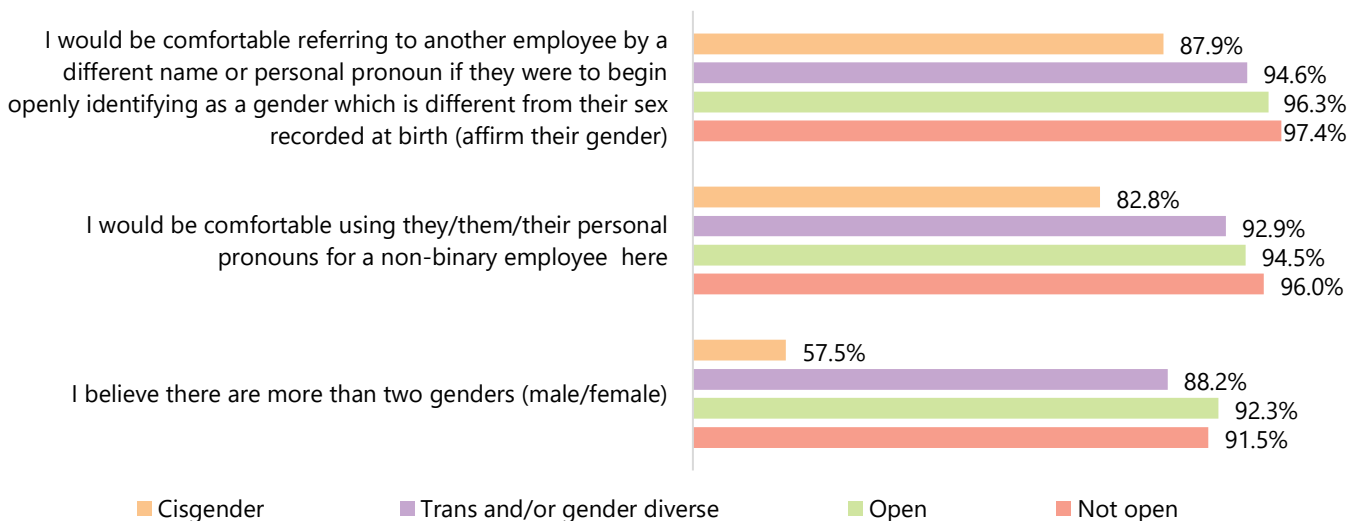
Considering the experience a person had of the affirmation process:

- 58.1% of respondents agreed they were happy with the process they undertook, 3.6% higher than in 2023 and 5.1% growth since 2022.
- 15.6% of respondents disagreed, a 41.1% increase from 2022. (Disagree: 2022: 11.2% vs. 2023: 19.0%)
- 80.7% more 'open' respondents than those 'not open' agree (Open 63.5% vs. Not open: 35.1%)

Although 85.4% of all respondents feel a team member would be fully supported if affirming their gender, differences are significant between cisgender and trans and gender diverse respondents who are 'open' or not with agreement rates at:

- 86.2% of cisgender respondents
- 80.7% of 'open' trans and gender diverse respondents &
- 60.1% of respondents 'not open'.

Trans and gender diverse respondents are more likely to feel comfortable referring to another employee by a different name or personal pronoun if they were to affirm their gender. However, respondents are more comfortable using different names for people affirming their gender than using gender-neutral pronouns for non-binary employees. Cisgender respondents have the most significant difference of 5.8%, while across all trans and gender cohorts, the difference is under 2%.



Importantly to note is that only 57.5% of cisgender respondents agreed they believe there are more than two genders. This is 34.8% less than all respondents with a trans and/or gender diverse experience and is incongruent with the proportion of respondents of people who feel they would be comfortable using non-binary pronouns or that a person would be fully supported within the team. Organisations are encouraged to look into these results further and discuss with pride groups to understand this data for their organisation and the effect it has on their employees.

Effects of being 'open' or 'not open' at work

Recruitment and organisational policies.

It is acknowledged that trans and gender diverse individuals face unique challenges within the recruitment and employment landscape. These challenges can be more significant due to the diversity of requirements surrounding legal affirmation between states and territories at a federal level. These issues include the individuals' ability to change their name, sex, etc., on identity documents. ⁱⁱⁱ

This flows onto documents such as education qualifications and can impact a potential employee's ability to gain criminal and reference checks without disclosing prior identities.

Overall, this year, respondents were less fearful of discrimination or being outed, fewer felt they were discriminated against within the recruitment process, and more felt that both the recruitment process and application forms were inclusive of diverse gender applicants. Whilst the overall data is positive, there are still significant differences between those 'open' and 'not open'.

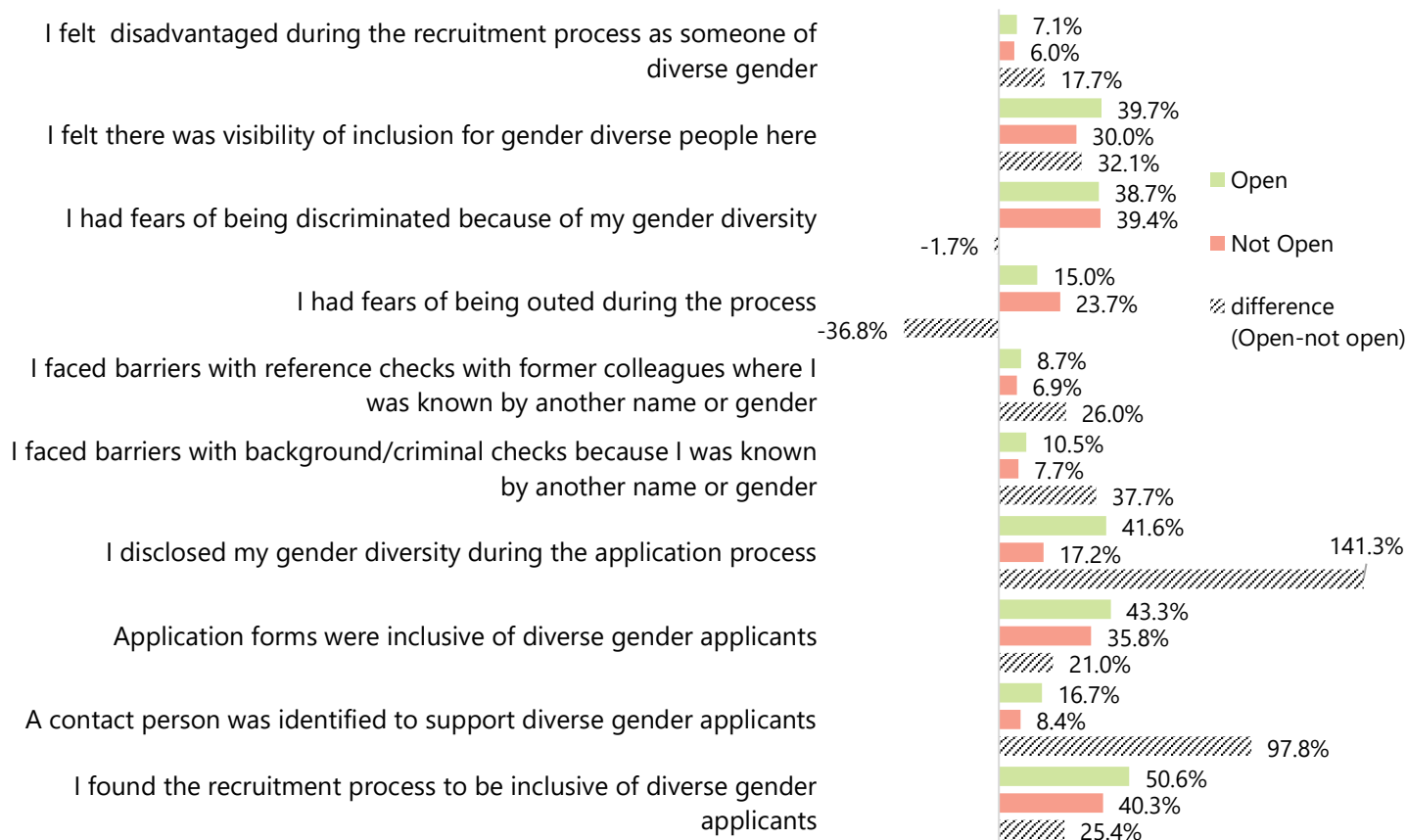
Those who are 'open' within their organisation are:

- 141.3% more likely to have disclosed their gender diversity during the application process,
- 97.8% more likely to agree that a contact person was available to support diverse gender applicants,
- 36.8% less likely to fear being outed during the process and
- 32.1% more likely to feel there was "visibility of inclusion for gender diverse people" within the organisation.

On the downside, those 'open' are also

- 17.7% more likely to feel disadvantaged during the recruitment process,
- 37.7% more likely to have faced barriers with background/criminal checks &
- 26.0 % more likely to have faced barriers with reference checks

Difference in experience between those 'open' and 'not open'

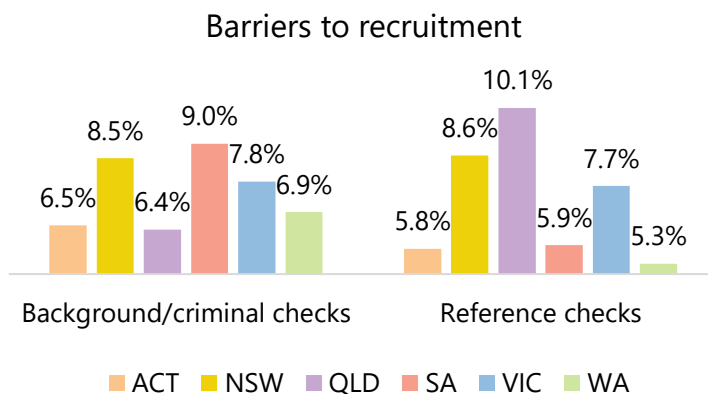


Regarding barriers to background/criminal or reference checks, this

- 8.9% agreed that they faced barriers with background/criminal checks, and 26.8% were neutral
- 7.6% agreed that they faced barriers with reference checks from former colleagues, and 26.6% were neutral

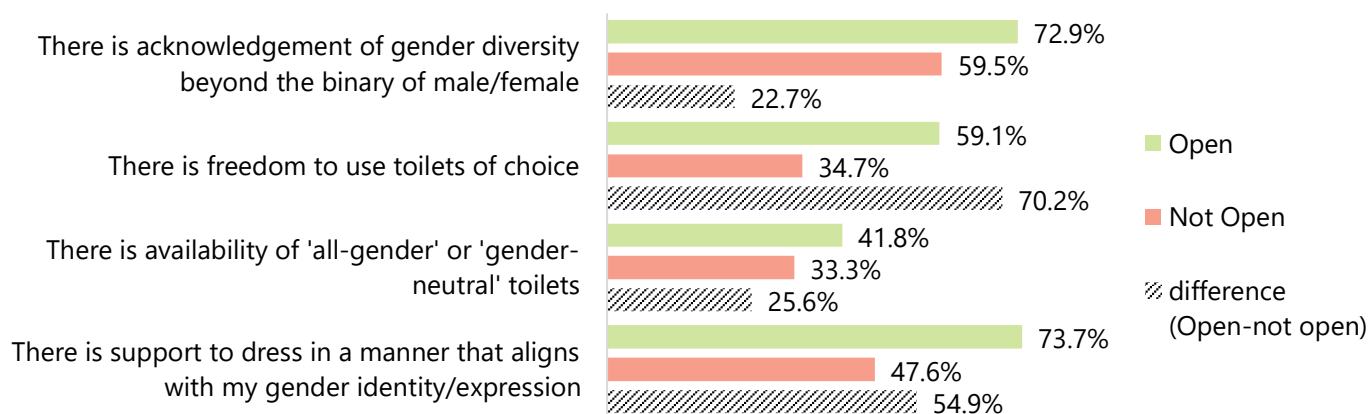
When looking at this issue and the challenges state by state, regardless of whether a respondent is 'open' or not:

- NSW and SA respondents were more likely to face barriers with background and criminal checks.
- Queensland respondents faced more issues with reference checks.
- 58.6% more Queensland respondents faced reference check barriers than background/criminal checks
- 52.8% more South Australian respondents faced background/criminal barriers than reference check checks



When looking at the policies in place within organisations, we can see differences again. 'Open' respondents are more likely to feel the organisation has inclusive policies and procedures, availability of bathroom facilities, and flexible dress requirements.

In addition to general questions asked of all gender diverse individuals, those 'open' and 'not open' are offered a series of questions to assist in understanding some of the impacts of their decision.



After an 18.0% drop last year, 18.3% fewer respondents agree that they have visible role models with similar gender diversity within their organisation. This equates to a reduction of 33.1% over the past three years.

Organisational culture

On average, 66.9% of trans and gender diverse respondents would recommend their organisation to people of the same or similar gender diversity to themselves, down from 68.4% in 2023. Those who are 'open' in their organisation agree 46.2% more than those 'not open' (79.8% vs. 54.6%).

Additionally

- 7.4% fewer respondents feel their LGBTQ Employee Network is fully inclusive of employees of diverse gender and/or trans experience (2023: 79.1% vs. 2024:73.3%)
- 6.8% fewer respondents feel Inclusion initiatives for people of diverse gender have had a positive impact on how they feel about their gender diversity (2023: 64.7% vs. 2024:60.3%) &
- 7.1% fewer respondents feel their performance is positively impacted by being 'open' (2023: 63.9% vs. 2024:59.4%)

Respondents feeling they have been deliberately misgendered within the workplace has stayed at 22.1%.

Small amounts of growth have been seen compared to last year with:

- 4.8% more agreeing that people are 'making an effort' to use their pronouns
- 3.7% more respondents have not experienced any exclusion based on their gender and
- 3.3% more respondents agree they would be comfortable and safe discussing workplace issues related to their gender diversity with their manager

For those 'not open', in comparison to last year:

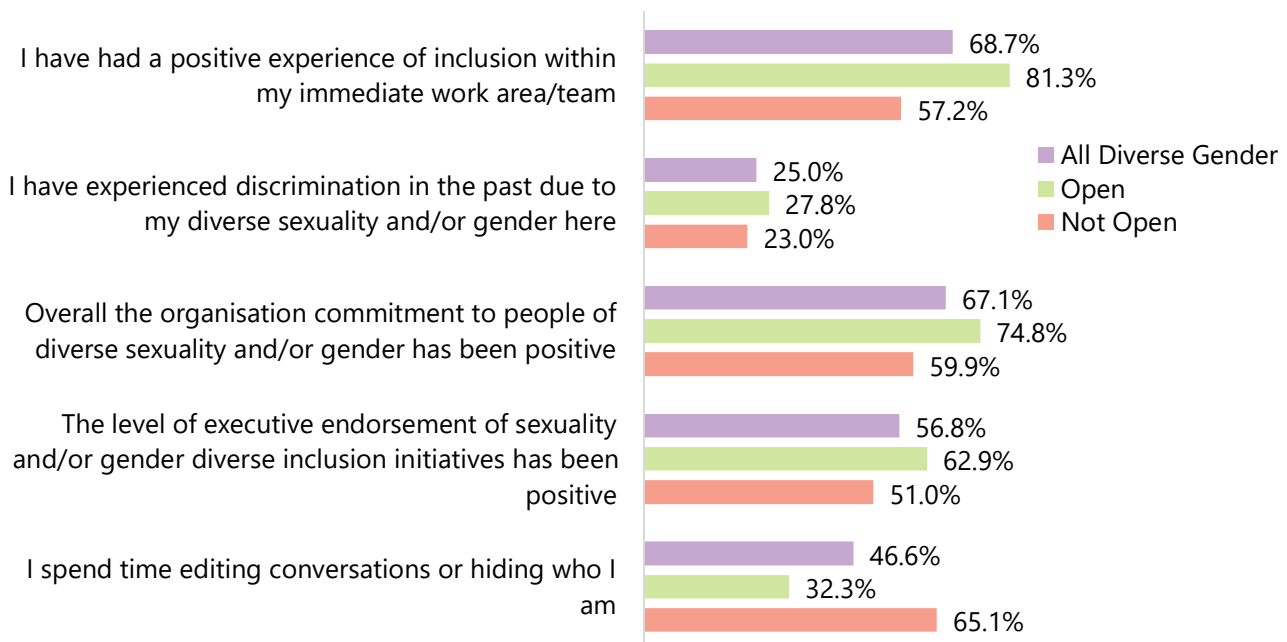
- 6.6% fewer respondents are 'not open' at work because they do not feel comfortable enough within themselves (2023: 49.1% vs. 2024:45.9%),
- 10.9% fewer agree they avoid inclusion initiatives (2023: 33.6% vs. 2024:30.0),
- 4.1% fewer agree they are not out because they fear becoming the target of jokes/innuendo etc. (2023: 44.2% vs. 2024:42.4%) &
- 2.2% fewer feel members of their team would not accept them.

8.0% more respondents agreed with the statement, "I feel the negative social media commentary and mainstream news media reporting targeting LGBTQ people has impacted my willingness to be open here" (2023: 58.4% vs. 2024:63.1%)

This year, we have seen a slight increase of 2.2% in agreement with the statement, "I feel that being 'open' at work would negatively impact my career progression", an increase of 23.8% over three years. (2022: 35.5% vs. 2023: 42.9% vs. 2024:43.9%)

In relation to organisational inclusion activities, 68.7% of respondents have agreed they have had a positive experience of inclusion within their immediate work area, and 46.6% of respondents (down from 51.8% in 2023) agree that they spend 'time editing conversations or hiding' who they are within the workplace.

Again, those 'open' are 50.4% less likely to edit and between 23% and 42% more likely to have good inclusion experiences.

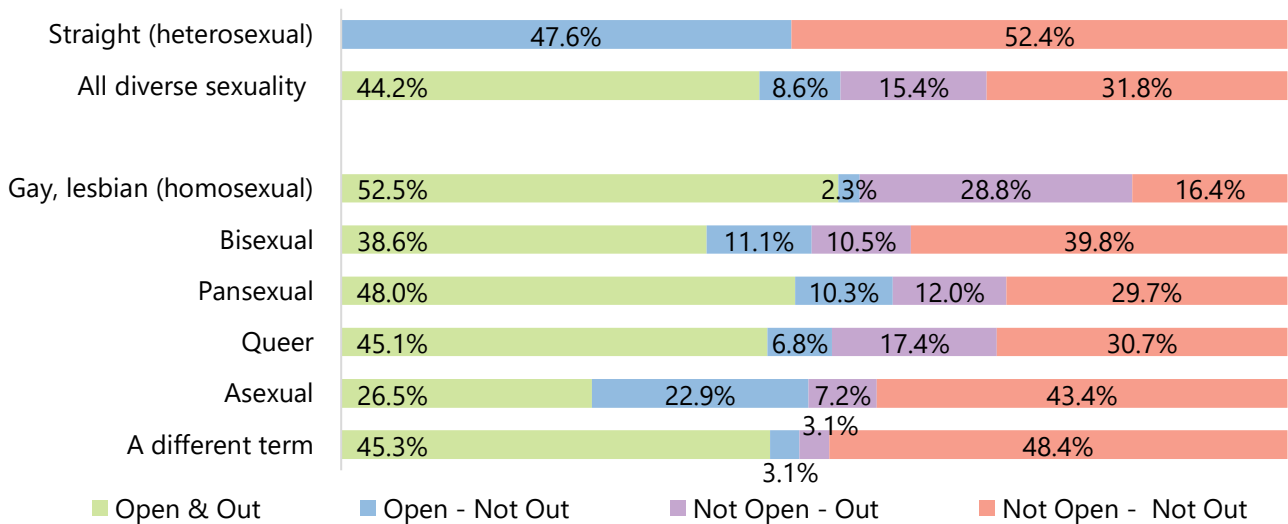


The impact of dual gender and sexuality diversity

There is a correlation between being 'out' and being 'open' when respondents have both a diverse sexuality and a diverse gender. Respondents are more likely to be 'open & out' than just 'open'

Trans and gender diverse respondents who are also of diverse sexuality are 11.0% more likely to be 'open' about their gender diversity than respondents who are heterosexual. However, 8.6% of those who are 'open' are 'not out' about their sexuality.

Those who identify as gay/lesbian are the most likely 'open & out'. While those who identify as asexual are the least likely to be 'open & out'. Overall percentages of people who are 'open' sit between 48.0% and 59.0% across the board.



Intersectionality with personal attributes

Over the past three years, there has been a greater focus on the intersectional identities that exist within the LGBTQ+ cohort.

Compared to cisgender respondents, trans and gender diverse respondents are 203.6% more likely to advise being Aboriginal and/or Torres Strait Islander (7.6% vs. Cisgender: 2.5%).

In regard to other diversity experiences, trans and gender diverse respondents are:

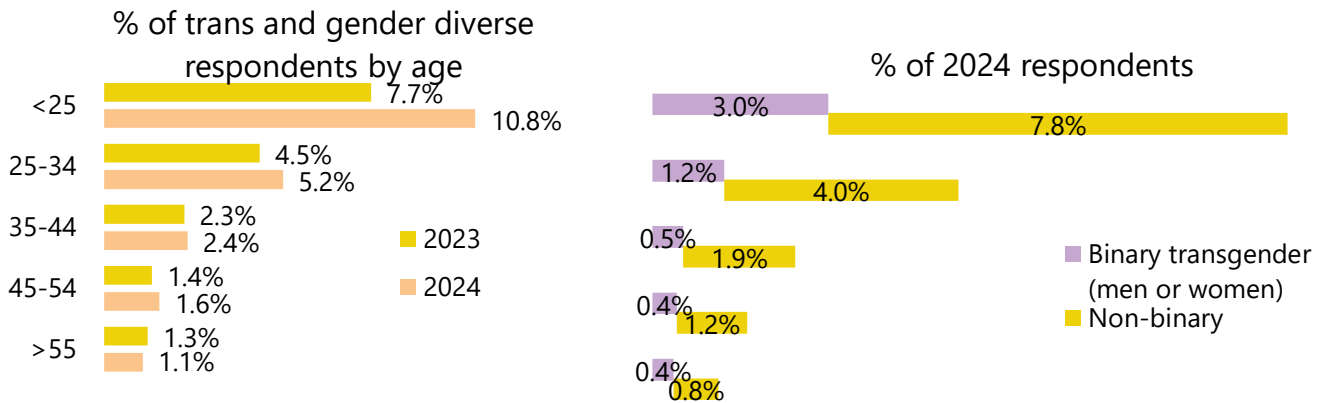
- 159.1% more likely to advise being someone living with a disability or long-term health condition (45.1% vs. all others: 17.4%),
- 357.1% more likely to advise being neurodivergent (57.6% vs. cisgender: 12.6%), and
- 93.7% more likely to advise that there is another part of their background, identity or life stage that could be a barrier to their career or being fully included at work (14.8% vs. cisgender: 7.6%),

These intersectional ties should be considered when analysing organisation-based data to ensure that activities include employees who may benefit from multiple diversity and inclusion programs.

Other Demographics and Impact on Openness

Age

In 2024, trans and gender-diverse respondents were represented across all age groups, and the increase in respondents is spread across all groups.

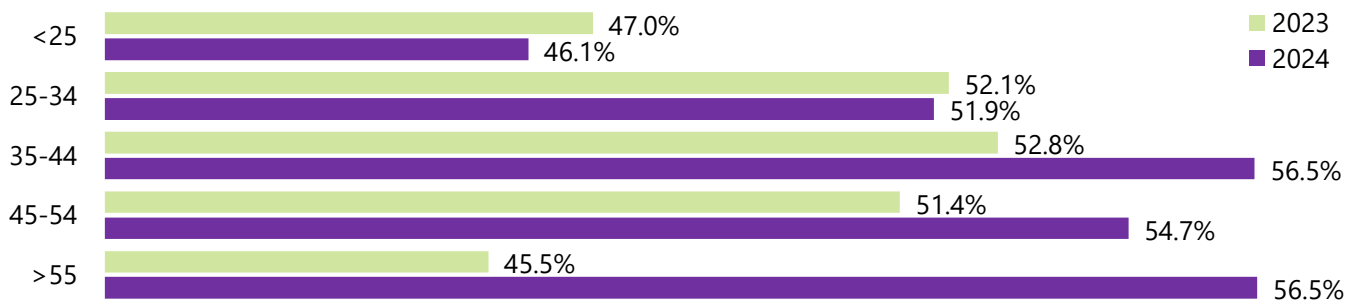


Of all respondents, those in the under 25 age group continue to be the most likely to identify with a non-binary gender identity (10.8%), with 7.8% identifying as non-binary or another term and 3.0% as a man or woman.

This trend has continued over the last 3 surveys. Organisations should note that the proportion of trans and gender diverse employees is likely to continue to increase as the population ages, skewing towards non-binary people.

As was the case in 2023, age and 'openness' show considerable differences. In 2023, those in the three groups between 25 and 54 were the most likely to be 'open' in the workplace, but that has shifted upwards to the 35-65+ respondents in 2024.

This year, we have seen a growing number of cohorts over 35 being 'open' in the workforce, while respondents under 25 are still reporting being 'Open' least often.



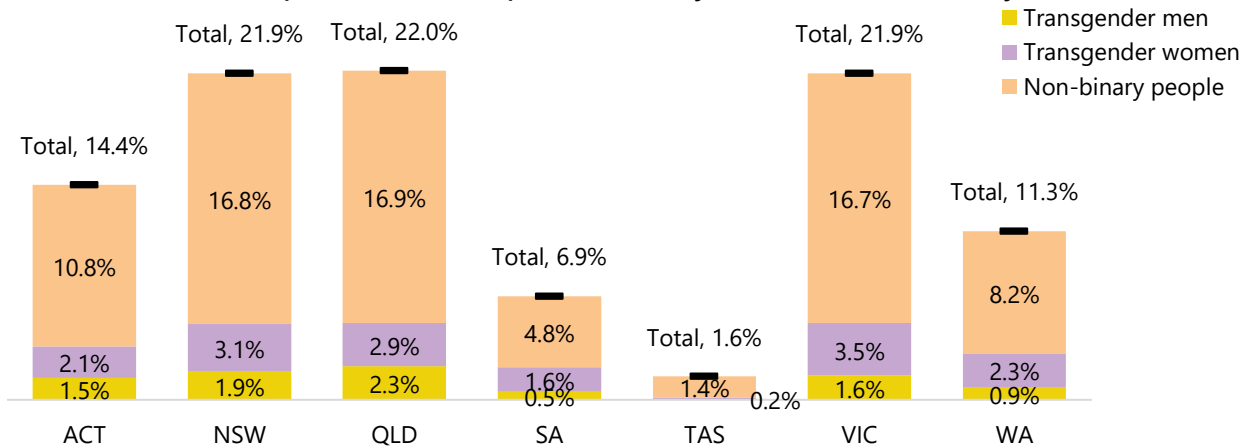
Location

Results from year to year have been consistent, with around 22% of respondents from NSW, QLD and Victoria having a trans and gender diverse experience. Responses were received from all states and territories other than the Northern Territory.

Looking at the split of trans and gender diverse respondents across the states:

- 22% of respondents from NSW, QLD and Victoria have a trans and gender diverse experience.
- Queensland had the most significant proportion of transgender men responding
- Victoria, the highest proportion of transgender women responding
- NSW, Queensland, & Victoria have similar proportions of non-binary respondents
- Responses from non-binary persons made up a more significant proportion of responses than transgender men or women across all represented states.

Proportion of respondents by state and diversity



Across all respondents:

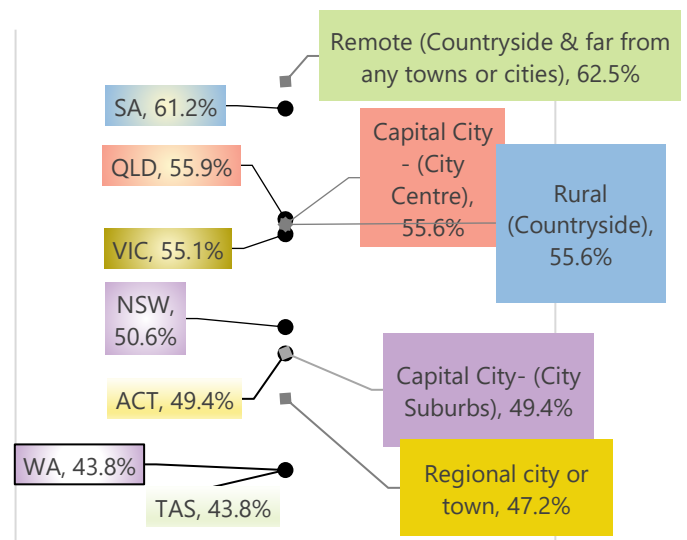
- 49.1% work in city centres,
- 37.4% work in city suburbs (this increase may be due to work-from-home arrangements),
- 13.5% work outside of the capital city areas

Of the 13.5% (n173) of regional respondents:

- 82.7% work in regional cities and towns,
- 17.3% working in rural and remote locations.

92.5% of transgender women work in capital city areas compared to 84.8% of transgender men and 85.5% of non-binary respondents.

There is a 39.9% difference between states, with 61.2% of respondents from South Australia 'open' compared to respondents in Tasmania and Western Australia, who are least likely to be 'open' at 43.8% each.



While it is a small cohort, those working in remote locations are the most likely to be out at 62.5%, while respondents working in a Capital city (city centre) & rural areas come in both at 55.6%. The average of all three non-Capital city areas is 48.8%, only 7.7% lower than the average of all Capital city respondents.

Regional experiences

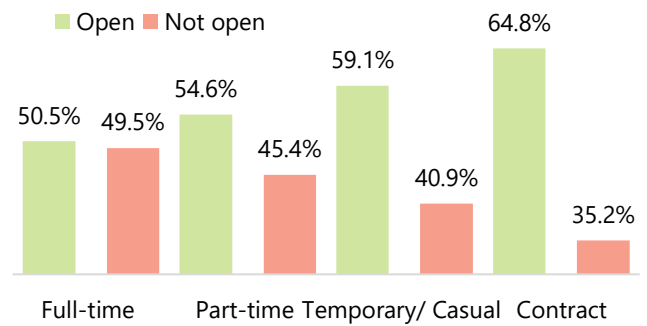
Only 30.9% of trans and gender diverse regional respondents were aware of a local person or champion to help drive LGBTQ+ initiatives in their workplace, compared to 45.4% in 2023. Overall, this statement has lost 10.9% of agreement this year. All regional-specific statements this year, compared to last year, have garnered less agreement from regional respondents with the following:

- 6.5% fewer respondents agreed that their local office/site held inclusion-related activities or events to reinforce this area of diversity & inclusion (2024: 48.9% vs. 2023: 52.3%)
- 5.7% fewer agreed their local management/leadership communicated support for people of diverse sexuality and/or gender (2024: 55.2% vs. 2023: 58.6%) &
- 4.2% fewer agreeing the organisation's diversity initiatives for the inclusion of people of diverse sexuality and/or gender have been adequately communicated within our site/office (2024:63.2% vs. 2023: 65.9%).

Employment type

Trans and gender diverse respondents were 255.9% more likely to be working in Temporary/casual roles than other respondents (6.5% vs. 1.8%) and 11.9% less likely to be working in full-time roles.

Within these paid roles, the data shows that full-time employees are less likely than contact or casual staff to be 'open'. This is the opposite trend when compared to those of diverse sexuality being 'out' in the workplace.

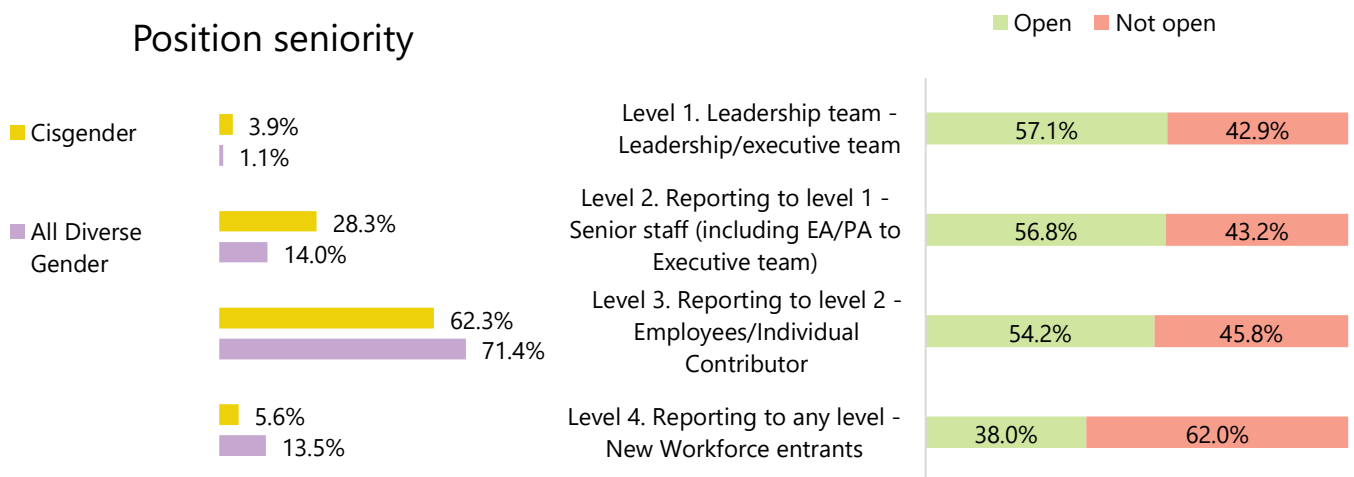


Position

Comparing the seniority level of cisgender and trans and gender diverse respondents, diverse respondents are:

- 138.8% more likely to be new workforce entrants
- 14.7% more likely to be in level 3 roles (71.4% do not have direct reports) and
- 50.4% less likely to be in senior staff roles and
- 71.7% less likely to be in level 1. leadership team roles.

Position seniority



Respondents employed in level 2 positions are most likely to be 'open' in the workplace. The trends from prior years have continued: the further away from the leadership team employees are, the less likely they are to be 'open' in the workplace.

When considering that over half of trans and gender diverse respondents are under 34 years of age, it is reasonable that the weighting of responses would lean toward those in level 3 and 4 roles, though as the population changes, we would expect that representation at higher levels within organisations would also increase.

Managers

Trans and gender diverse respondents are

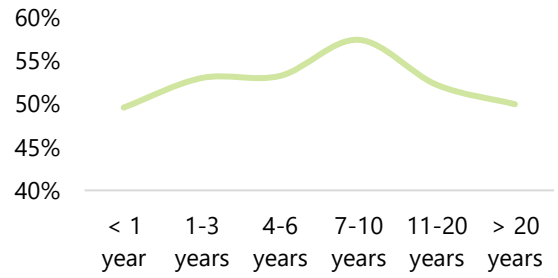
- 40.1% less likely to be in roles where they have direct reports (24.6% vs. cisgender 41.1%).
- 14.8% more likely to be 'open' when they have one or more direct reports
- 2.6% more likely to be 'open' than those without direct reports.

Tenure

Regarding their time with their current organisation, trans and gender-diverse respondents are 32.3% less likely to have been with the organisation for 4 years or more (38.2%) compared to 56.3% of cisgender respondents.

In previous years, we have observed that respondents were more likely to be 'open' after they had been with an organisation for 3+ years. This year's data shows a change, with a peak at 7-10 years and a drop after that.

Tenure & Openness



Beliefs on inclusion

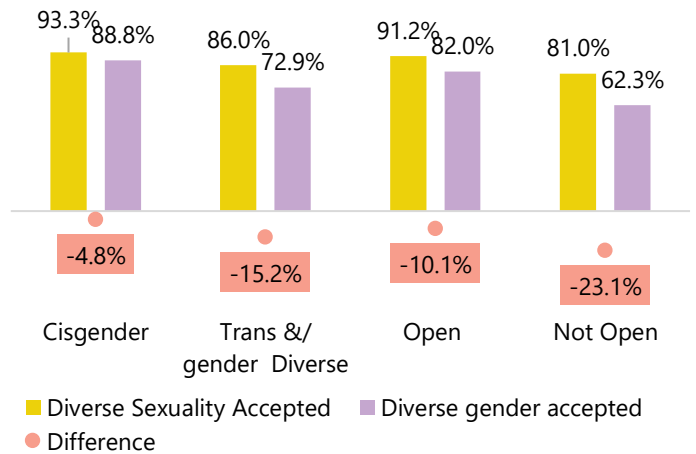
It is becoming more common for employees to be attracted to workplaces where they can see a cultural fit or a space that reflects their identity. Being open at work can also influence an employee's engagement in the workplace and inclusion activities.

84.5% of trans and gender diverse employees agreed that an organisation's positive track record in LGBTQ+ inclusion would influence them to join the organisation, compared to only 69% of cisgender respondents (which includes respondents of diverse sexuality).

Those who are 'open' are 6.8% more likely to personally support the organisation's work in this area than those who are 'not open' (86.2% vs. 80.7%).

When looking at the belief that a person of diverse gender would be accepted in the workplace compared to the acceptance of a person of diverse sexuality, the results show that respondents feel trans and/or gender diverse colleagues are significantly less likely to be accepted and treated no differently to anyone else.

Acceptance of LGBTQ+ team members



Cisgender respondents are more likely than all others to believe LGBTQ+ employees would be welcome in the team. However, 4.8% fewer believe this for people of diverse gender or trans experience than for those of diverse sexuality (93.3% vs. 88.8%).

This belief in the acceptance of trans and gender diverse team members drops to 62.3% of the respondents who are 'not open' about their own trans and gender diverse experience in the workplace.

Trans and gender diverse respondents believe:

- 17.0% less that their organisation is genuinely committed to LGBTQ+ inclusion (70.4% vs. Cisgender: 85.2%)
- 71.6% more that their organisation should put more effort into LGBTQ+ inclusion (70.2% vs. Cisgender: 40.9%)

These disparities show that, while cisgender respondents feel that their team is, or would, be inclusive, trans and gender diverse respondents do not feel the same. This could be due to historical occurrences, prior comments made or prior experiences of the LGBTQ+ respondents. Increasing the outward acceptance cues and

ensuring that organisations are inclusive through action, and not just word and policy, is vital to improving the belief of acceptance across the board.

Training focused on LGBTQ+ awareness, or allyship has been attended by:

- 48.7% of cisgender respondents,
- 40.9% of trans and gender diverse respondents (12.5% less than cisgender respondents) &
- 16.3% more 'open' respondents than 'not open'.

Those who are 'open' are also more likely than anyone else (90.8%) to feel that this training should be mandatory for managers.

Working with others

Being comfortable in the workplace to speak about family, partners, and identity is an important aspect of team building and feeling secure in the workplace for all employees.

46.6% of all trans and gender diverse respondents have agreed that they spend time editing conversations or hiding who they are in relation to their gender experience and or diverse sexuality where relevant.

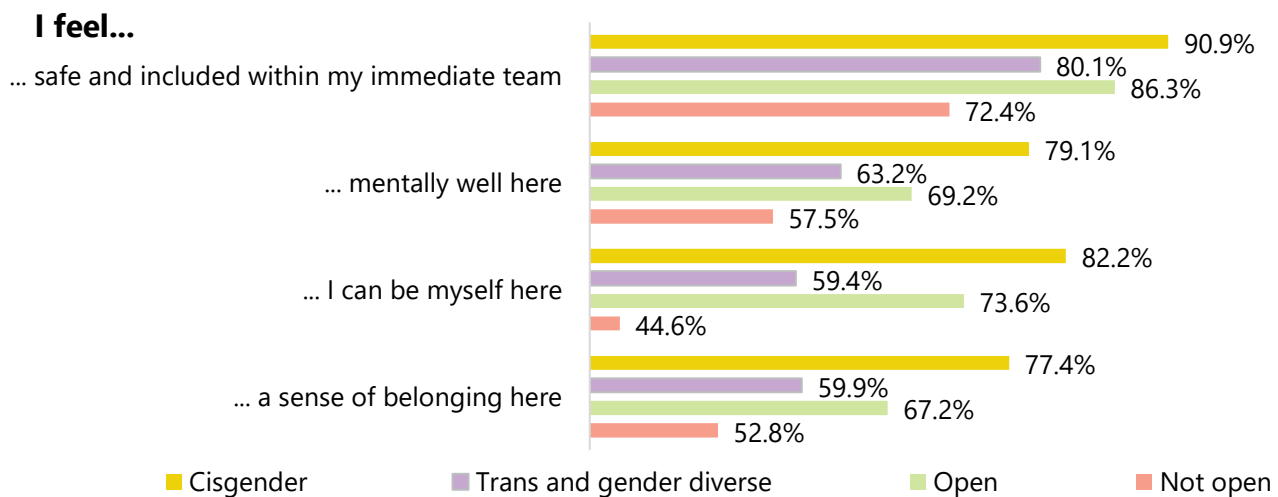
This year:

- 94.7% of cisgender and 96.9% of trans and gender diverse respondents would be comfortable with another employee bringing their same-gender or gender diverse partner to a work-related event
- 92.3% of all cisgender and 95.8% of trans and gender diverse respondents feel comfortable with other employees talking about their same-gender or gender diverse partners at work (slightly down from 92.8% in 2023).
- 78.4% of cisgender and 91.7% of trans and gender diverse would be comfortable having 'all-gender' or 'gender-neutral' toilets on our floor/area (assume male/female toilets are still available)

Workplace wellbeing

As an entire cohort, people of diverse genders are still reporting lower levels of safety, health, and well-being than cisgender respondents, with between an 11.9% and 27.8% difference. These feelings are further affected by being 'open' or 'not open' in the workplace, with this year's responses continuing to follow the trend from the past two years.

All areas of wellbeing measured are agreed upon at higher rates by those open in the workplace. The most significant difference is within those who feel they can be themselves at work. Those 'not open' are 39.5% less likely than those 'open' in the workplace to agree and 45.8% less likely than cisgender respondents.

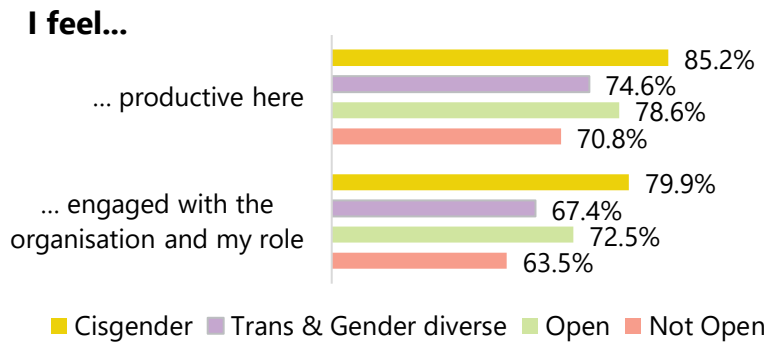


Productivity and Engagement

An organisation's inclusive culture also impacts employees' feelings of engagement and productivity within their position or team.

Data this year shows that all cohorts feel less engaged and less productive in their organisations compared to cisgender respondents.

Those 'not open' continue to fare the worst, with 20.5 % less likely to feel engaged and 16.9% less likely to feel productive.



Discrimination, Bullying & harassment.

Within the organisation context, in comparison to cisgender respondents, trans and gender diverse respondents are:

- 24.0% less likely to agree that workplace incivility is acted upon quickly in the organisation. (46.4% vs. Cisgender: 61.1%)
- 21.5% less likely to agree that managers/leaders are willing to address workplace incivility behaviours (that target people of diverse gender (55.4% vs. Cisgender: 70.6%)
- 20.1% less likely to agree there are "identified confidential avenues to safely report bullying/harassment related to one's diverse sexuality and/or gender" (62.5% vs. Cisgender: 78.6%)

Data this year indicates that cisgender respondents are still not recognising bullying and harassment behaviours in the workplace at the same rate as the trans and gender diverse respondents who are:

- 127.4% more likely to have witnessed workplace incivility behaviours (29.7% vs. Cisgender: 13.1%)
- 88.9% more likely to have witnessed more serious behaviours. (8.9% vs. Cisgender: 4.7%)

Overall:

- 25.0% of respondents with a trans or gender diverse experience have said they have experienced discrimination in the past due to their diverse sexuality and/or gender in their current organisation. However, this has reduced from 26.8% in 2023, &
- 30.1% fewer 'open' respondents have advised being the target of workplace incivility (2024:17.4% vs. 2023: 24.9%), though this reduction is not as significant for those not open, which has decreased only 9.4% (2024: 12.5% vs. 2023:13.8%)

A future Practice Point will contain further analysis of workplace incivility, bullying and discrimination

Allyship

63.8% of trans and gender diverse respondents have agreed that active allies have positively impacted their sense of inclusion within their workplace, with 'open' respondents agreeing 75.2% of the time.

While the number of trans and/or gender diverse employees is small, they are far more likely to be active allies than cisgender respondents (76.5% vs. Cisgender: 40.8%). 86.6% of respondents who are 'open' in the workplace are active allies. Of those who are not active allies, the most significant proportion are also 'not open' in the workplace. Their main reason for choosing not to be an active ally is 'concern that people will think they are of diverse sexuality or gender' or that they would be 'ridiculed or be the target of jokes'.

The proportion of respondents who are not active allies because they feel it would be frowned upon by someone with influence over their career has increased for those 'open' (2024: 16.9% vs. 2023: 15.6%) but reduced for those 'not open' (2024: 18.5% vs. 2023: 24.8%).

2024 – Calls to action

1. Ensure you have visible diversity within your organisation. While it may not be possible to employ a person of every diversity, and you cannot force your employees to be the visible role model for a cohort they belong to, you can engage external speakers for events and activities, provide links to videos and other resources, etc., to ensure that diverse stories are being shared.
2. Be aware of 'rainbow washing'. Ensure your inclusion activities are genuine and sincere and not focused on profit-making or focused on only one day of the year.
3. Allow employees time during their workday to participate – do not expect employees to work on LGBTQ+ inclusion for your organisation outside of work hours.
4. Make LGBTQ+ Allies and inclusion training available for all staff. This will help reduce misinformation and stigma and increase employee knowledge at all levels.
5. Review all internal documents, surveys and websites (internal and external) to ensure the language used is inclusive, up-to-date and reflects current expectations.
6. Check your policies for explicit inclusion to remove ambiguity.
7. Review your policies for gaps; for instance, do you have a gender affirmation or domestic and family violence policy?
8. Check that your recruitment & internal forms and all IT systems allow for non-binary options when collecting employee gender information
9. Participate in the AWEI Index submission and survey process. It is one of the best ways to have your policies, procedures and activities evaluated and benchmarked against others
10. Celebrate the successes you have made in increasing LGBTQ+ inclusion externally and internally.

ⁱ Based on the methodology outlined in the Australian Bureau of Statistics standards [Standard for Sex, Gender, Variations of Sex Characteristics and Sexual Orientation Variables, 2020 | Australian Bureau of Statistics \(abs.gov.au\)](#)

ⁱⁱ Affirmation actions include social (e.g., clothing, voice, names, and pronouns), medical (e.g., surgery and/or hormone therapy), and legal (e.g., name and gender change on documents). A person may take any or all of these actions in the workplace.

ⁱⁱⁱ [TransHub](#) - <https://www.transhub.org.au/> & [Trans-and-Gender-Diverse-recruitment](#)
<https://www.prideinclusionprograms.com.au/content/uploads/2023/04/Trans-and-Gender-Diverse-recruitment-Fact-Sheet-1.pdf>