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Gender Inclusivity Policy Statement

July 2023

1. Definitions

Term	Definition
Gender Expression	is how someone outwardly presents their gender through the ways they act, dress, behave and interact.
Gender Identity	is how someone outwardly presents their gender through the ways they act, dress, behave and interact.
Inclusive Language	s words and phrases used that avoid biases, slang, and expressions that discriminate against groups of people based on race, gender, socioeconomic status, and ability.
LGBTIQA+	stands for lesbian, gay, bisexual, transgender, intersex, queer, asexual and other sexually or gender diverse people – and is one of many acronyms that represent common sexual and gender identities and bodies in the community
Pronouns	are a grammatical means of referring to a person or persons. Conventional pronouns are “she/her/hers” and “he/him/his”. Some people prefer to use gender neutral pronouns such as “they/them/their”. The pronoun a person uses to describe themselves generally reflects their gender identity.
Sexual orientation	refers to who someone is emotionally, mentally and physically attracted to, based on their sex/gender in relation to their own.
Transitioning	refers to the social, medical or legal steps that a transgender person takes to affirm their gender identity. Transitioning may involve social, medical/surgical and/or legal steps that affirm a person’s gender.

2. Purpose

- 2.1. This Gender Inclusivity Policy Statement sets guidelines for inclusivity and equality towards all genders.
- 2.2. Archery Australia Ltd. (AA) recognises the importance of maintaining a culture of inclusion, where staff all feel supported, respected and valued for their individual differences.
- 2.3. AA is committed to providing a safe and inclusive environment where staff feel empowered to fully contribute their talents, experiences, thoughts and energies to the workplace and in which no member of AA is subject to discrimination of any kind.
- 2.4. The information in this policy statement is focused on gender inclusivity and the elimination of any discrimination on the basis of sex, sexual orientation or gender identity.

3. Commencement

- 3.1. This Policy will commence from 01 July 2023. It replaces all other Gender Inclusivity policies (whether written or not).

4. Application

- 4.1. This policy applies to all employees at **AA**

5. Gender Inclusivity in the workplace

- 5.1. All AA staff should be treated with respect and dignity, and have access to equal resources and opportunities, regardless of gender.

- 5.2. All staff should ensure they always use [inclusive language](#).
- 5.3. Staff should not question or make assumptions about someone's gender, pronouns, sexuality or relationship(s).
- 5.4. Staff should actively encourage, accept and respect the way that all staff choose to define their gender, pronouns and sexuality.
- 5.5. Discrimination on the basis of someone's sex, sexual orientation or gender identity will not be tolerated and is against The Sex Discrimination Act 1984.

6. Confidentiality and privacy

- 6.1. Staff have the right to choose to discuss their gender identity or gender expression openly, or they may choose to keep that information private.
- 6.2. Managers and supervisors must be sensitive to all genders including transgender or gender-nonconforming employees' concerns, such as safety, privacy and transitioning requirements.
- 6.3. Rumours or gossip regarding anyone's gender, gender identity or gender expression is inappropriate and in violation of this Gender Inclusivity Policy Statement and AA Code of Conduct Policy.

7. Transitioning

- 7.1. Staff are expected to foster a respectful work environment for transitioning individuals.
- 7.2. Staff are not required to disclose a change in their sex and/or gender if they choose not to.
- 7.3. If an employee is requesting to change their sex and/or gender on their personnel file they may email the payroll team using the email address **payroll** with sufficient evidence. **Per regulations.**
- 7.4. In line with the Australian Government Guidelines on the Recognition of Sex and Gender, when an AA employee is requesting an amendment or correction to the sex and/or gender specified on their personnel records, People and Culture will recognise any of the following as sufficient evidence:
 - a) A statement from a Registered Medical Practitioner or a Registered Psychologist which specifies their gender
 - b) A valid Australian Government travel document, such as a valid passport, which specifies their gender, or
 - c) A state or territory birth certificate, which specifies their gender.
 - d) A document from a state or territory Registrar of Birth Deaths and Marriages recognising a change of sex and/or gender will also be seen as sufficient evidence.

8. Names and pronouns

- 8.1. Staff have the right to articulate how they identify and the pronouns that they choose.
- 8.2. Staff are supported to include their chosen pronouns in their email signature block.
- 8.3. All AA employees must be responsive and alert to how other staff identify and describe themselves, and address staff by the names and pronouns they choose.



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9. Support

9.1. Where an ASC employee requires support, they can access a wide range of services including:

- a) Access to the Employee Assistance Program (EAP)
- b) Contacting a Workplace Support Officer (WSO)

10. Variations

AA reserves the right to vary, replace or terminate this Policy from time to time.

11. Other applicable references

- [Australian Government Guidelines on the Recognition of Sex and Gender,](#)
- [The Sex Discrimination Act 1984](#)