

Welcoming you as you are. [^]exactly

Useful information for our future LGBTI employees and volunteers

Respecting and welcoming individual difference is core to who we are as an organisation. We seek to move beyond tolerance to embrace the rich dimensions of diversity contained within each individual. We welcome all people regardless of ethnicity, faith, sexual orientation, intersex status or gender identity.

Uniting has a genuine and deliberate commitment to recognising, appreciating and utilising the variety of characteristics that make individuals unique, in an atmosphere that promotes and celebrates individual and collective achievement.

We recognise that our people need to reflect the people who use our services and our local communities. We understand that building a diverse and inclusive workforce will result in improved services.

This information sheet guides you through specific services and processes that are helpful to you as a member of the LGBTI community.

Who you can talk to

Uniting has a dedicated LGBTI HR representative, Leeanne Ma, and an LGBTI project officer, Claire Allen. They are here to speak confidentially with you about issues such as:

- Disclosure
- Support if you are transitioning
- Criminal Record Checks (CRCs) if you have changed your legal name
- Bullying and harassment
- LGBTI-specific resources
- And LGBTI related questions.

Our LGBTI chaplain, Carolyn More, is also here to listen. Carolyn offers a confidential safe space for inclusive pastoral care including for potential staff.

Here's how to get in touch:

Claire Allen 0427 782 697 E: callen@uniting.org

Leeanne Ma 9275 9314 E: Lma@uniting.org

Carolyn More 0408 562 582 E: cmore@uniting.org

All talks with these staff will be confidential unless you request that the matter be escalated.

Accepting your offer at Uniting

When you are offered a position at Uniting you are asked to reconfirm some details as we move you from our recruitment system to our payroll system. One question we ask you to confirm is your gender. Unfortunately our payroll system can only record Male or Female. While we understand you may not identify as Male or Female the software developers are still in the process of making these inclusive changes for us. In the interim we ask for your patience and understanding, and you can be assured regardless of which you select it will make no difference to your inclusion when you start.

If you have a preferred pronoun or name you would like to use while at Uniting please let your new manager know – or contact one of our LGBTI specialists above.

Criminal Records Checks (CRCs)

People who have changed their name or gender on legal documents sometimes have trouble with CRCs. If you have any concerns with gaining your



CRC or revealing your prior name and/or gender, please contact Claire Allen or Leeanne Ma who will ensure the process is undertaken confidentially and as smoothly and sensitively as possible. You can also have a support person call on your behalf.

Disclosure

Uniting has a clearly articulated Disclosure policy for staff, volunteers and our service users and follows the following principals:

- Uniting recognises and respects the individuality, diversity and preferences of every person.
- An individual who identifies as being lesbian, gay, bisexual, transgender or is of intersex status can feel proud of their gender identity or sexual orientation.
- Privacy is respected and upheld.
- Information shared in an intentional or unintentional disclosure is sensitive information. If the individual offers their consent for the information to be shared, it can only be shared in the same way as any other private or sensitive information is shared. That is, on a 'needs to know' basis (if there is in fact a need to know).
- An individual has no responsibility to disclose – it is a personal choice.
- No person should be asked to disclose, but can be asked about their life story, social preferences and community connections for the purposes of 'getting to know each person'. The individual has the right to decline to answer any question.

Discrimination, harassment or bullying

At Uniting, all our staff and volunteers follow a Code of Conduct. We also have Positive Workplace Behaviour, and Diversity and Inclusion policies in place to ensure all of our people are treated equally, in a welcome and safe environment, including those attributes protected by law such as sexual orientation, gender identity and intersex status.

If you have witnessed or experienced any form of discrimination, please speak with your manager, Claire Allen or Leeanne Ma.

Uniforms

At Uniting, you have flexibility to be yourself whilst still adhering to our Uniform and Appearance Policy. This can be for cultural and religious reasons, but also includes our transgender and non-binary staff

Leave

Leave policies at Uniting apply equally to all staff and their families, including same sex parent families. This includes parental leave, carers leave, and adoption and surrogacy leave.

Our leave procedures reference the [National Employment Standards factsheet](#) which also clearly references same sex parent families.

Superannuation

At Uniting, our preferred superannuation partner is HESTA, who include same sex partners in their definition of spouse. You elect your superannuation provider via e-recruit online when you are offered your role. For more information on HESTA please visit: the [Hesta Site](#) or if you prefer, you can always choose your own superannuation provider at a later.

Advantage Salary Packaging

As a Public Benevolent Institution (PBI), Uniting has entitlement to Fringe Benefit Tax (FBT) Exemptions and can provide benefits to employees that are FBT-free, subject to a capping threshold.

Eligible employees may choose payment of salary or to elect to salary package in accordance with the terms offered by Uniting in the Salary Packaging Guidelines.

Advantage salary packaging options are offered to all staff, and have confirmed that their definition of "immediate family" includes those in same sex relationships. Visit the [Advantage Salary Packaging site](#) for information and forms.

Transitioning

Uniting has a Gender Transitioning in the Workplace guide to support our people and their managers and colleagues, through this journey



while employed at Uniting. Should you begin your transition while at Uniting, you will be supported.

Privacy

The Australian Privacy Principles apply to us and the way we manage personal and sensitive information about individuals such as clients, potential clients, employees, job applicants, donors and volunteers.

We respect the privacy and confidentiality of that information and handle it according to our legal obligations, never releasing such information without proper authorisation.

Get in touch

If you have any questions that aren't addressed here, or you'd just prefer a chat that is confidential, please get in touch with any of the contacts listed above.

