

# Our approach is simple - everybody is welcome here.

## Useful Information for our future LGBTQ+ employees and volunteers

At UnitingCare, diversity is at the core of our who we are, our mission and our values. We are committed to providing equal opportunities to all employees no matter their sex, race, culture, sexual orientation, disability or gender identity. We know that when our people feel respected and valued, we empower them to share that within the communities we serve and to provide the very best care. We highly encourage applications from people who identify as Aboriginal and/or Torres Strait Islander.

A key goal of ours is to foster an inclusive culture across our workforce of 16,000 employees. We have a deliberate commitment to recognise and celebrate individual experience and the extent to which each and every employee feels respected in the workplace. It means creating a supportive environment in which our people feel safe to be themselves and inspired to contribute to our mission and purpose.

We recognise that our people need to reflect people who use our services and the people we serve in the community.

This information sheet guides you through specific services and processes that may be helpful to you as a member of the LGBTQ+ community.

## Who you can talk to

UnitingCare has a People Advisory team who are the first point of call for any issue, including:

- disclosure
- support if you are transitioning
- Criminal Record Check (CRCs) if you have changed your legal name
- bullying and harassment
- LGBTQ+-specific resources
- LGBTQ+ related resources

You can also reach out to the Diversity, Equity & Inclusion

Team for support via a confidential discussion.

## Accepting your offer at UnitingCare

When offered a position at UnitingCare you are asked to reconfirm some details as we move you from our recruitment system to our payroll system. We will ask you for demographic information such as gender and whether you identify with the LGBTQ+ community.

If you have a preferred pronoun or name you would like to use while at UnitingCare please let your leader know – or contact one of our LGBTQ+ specialists mentioned in this document.

## Criminal Record Checks

People who have changed their name or gender on legal documents sometimes have trouble with CRCs. If you have concerns with gaining your CRC or revealing your prior name and/or gender, please contact People Advisory who will ensure the process with our recruitment team is undertaken confidentially and as smoothly and sensitively as possible. You can also have a support person call on your behalf.

## Disclosure

UnitingCare has a clearly articulated Privacy Policy for staff, volunteers and our service users and follows the following principles:

- An individual who identifies as being lesbian, gay, bisexual or transgender or is of intersex status can feel proud of their gender identity or sexual orientation.
- Individuals have no responsibility to disclose any aspect of their identity as it is a personal choice, except where it is required by law. Notwithstanding this, disclosure is encouraged and welcomed, as it allows for better, more specialised support to be provided to clients and employees that better reflects their needs.
- Where disclosure occurs, this information will only be recorded with the permission of the individual and only where it is relevant to its purpose, for example, within a care support plan for a client.

- 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).

## Discrimination, harassment, or bullying

At UnitingCare, we have a zero tolerance for bullying, harassment and discrimination. All employees and volunteers follow a Code of Conduct. We also have Diversity, Equity Inclusion policies in place to ensure all of our people are treated equally, in a welcoming and safe environment, including in relation to 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 leader, view the Grievance Procedure on Policy Stat or contact People Advisory on 1300 136 757.

## Uniforms

At UnitingCare, you have the 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 UnitingCare 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. We are also proud to offer Gender Affirmation Leave, for all UnitingCare employees who choose to undergo any factor of affirming their gender including medical, social or legal factors.

At UnitingCare you get to choose your superfund, which means you can choose a superfund that best suits your needs. You get to choose your superfund when you complete your new starter paperwork. The default fund for UnitingCare is NGS, which includes same-sex partners in the definition of spouse.

## Salary Packaging

We offer a range of financial services and banking discounts for our people. As a not-for-profit organisation, one of the biggest perks that we offer our employees is salary packaging.

Our salary packaging benefit program means that you can increase your income by using your income before tax

to pay for everyday expenses such as rent or mortgage, household utilities and insurances. This means you pay less tax, increasing your take-home pay. This benefit also applies to entertainment such as eating out, transport and accommodation. You can even salary package a car!

Salary packaging options are offered to all staff and our provider has confirmed that their definition of "immediate family" includes those in same-sex relationships. Visit Access Pay, or speak to your leader for more information.

## Training

UnitingCare has essential training for leaders to complete to understand the 'what' and 'why' of inclusion. We also offer specific LGBTQ+ training through our online learning platform, Grow, for all employees to complete and deliver intensive face-to-face training.

## 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 permission.

## Get in touch

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

## Key Contacts

### Diversity, Equity & Inclusion Team



[diversity@ucareqld.com.au](mailto:diversity@ucareqld.com.au)

### People Advisory



1300 136 757



[Create a Workday Case](#) > General HR

### Mission Team our Chaplains



[missionteam@ucareqld.com.au](mailto:missionteam@ucareqld.com.au)