



20 February 2023

[REDACTED]
[REDACTED]
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Ref: OIA-2022/23-0530

Dear [REDACTED]

Official Information Act request for information supporting a gender non-binary, transgender, and gender fluid workforce

Thank you for your Official Information Act 1982 (the Act) request received on 30 January 2023. You requested:

“Under the OIA, can you please provide the following information:

Q1 - Any document and/or information supporting your gender non-binary, transgender, and gender fluid workforce. For example, anything related to pronouns, gender transition policy or guidelines, specific action plans or strategies, survey results, workforce data, gender-neutral bathrooms policies or information, and leave provisions for gender reassignment/affirmation.

Q2 - If you do not have any of these, do you intend to produce this information during 2023? And if not, what is the rationale for not having it?

For context, Dr McMartin and I are researchers working on analysing this topic within the Public Service. We are happy to clarify if these questions are unclear or need some more information”

Please note that this response is on behalf of the Department of the Prime Minister and Cabinet (DPMC), including the National Emergency Management Agency (NEMA), a Departmental Agency hosted by DPMC.

In April 2021 DPMC and NEMA staff formed a Rainbow Network, focusing on creating a safe, inclusive, and supportive space for staff who identify as a part of or ally of the rainbow community. The network supports, connects and advocates for members of the rainbow community across DPMC and NEMA by enabling a space for discussion and helping people navigate available information.

The Rainbow Network has a page on DPMC and NEMA’s intranet which includes information about the Network, as well as links to internal and external information. All staff networks are promoted in induction material for new staff. The Network is also connected to the Cross-Agency Rainbow Network (CARN) and has a membership to Rainbow Wellington which provides greater access to information and support. It is supported by our organisation-wide Culture and Engagement Network, which includes funding for activities. The Rainbow Network has an Executive Leadership Team Board member as a sponsor to assist in providing visibility and commitment across the organisation.

DPMC and NEMA have a diversity and inclusion strategic framework and set an action plan every year. One activity is a regular speaker series which includes issues of diversity and inclusion. In May 2022 DPMC and NEMA held two staff sessions with InsideOUT (a national charity providing resources, education, consulting and support for anything concerning rainbow and takatāpui communities) which focused on the experiences of rainbow and takatāpui people in Aotearoa, and provided practical advice on what can be done to support inclusion and celebrate diversity in our workplace.

The action plan also includes an *Inclusive Language Guidance for DPMC and NEMA*. The guidance was written in consultation with our Rainbow Network and other employee-led networks. I have decided to release this document in full.

Further information about our diversity, equity and inclusion activities is available on pages 27 and 28 of DPMC's Annual Report (which includes NEMA's Annual Report), which is available on the DPMC website:

<https://dpmc.govt.nz/publications/annual-report-2022>

DPMC's Strategic Intentions 2021/21 to 2023/24 (which includes NEMA) describes the aims for the department and workforce including maintaining a "... positive, safe, diverse and inclusive working environment." For further information please refer to pages 8 and 9 of this document on the DPMC website:

<https://dpmc.govt.nz/publications/dpmc-strategic-intentions-2020-2024>

DPMC and NEMA share an online learning system which includes a learning module called *Including the Rainbow Community*. This was created by the Ministry of Business, Innovation and Employment and its Rainbow Network. It is a brief introduction to the rainbow community designed for people to gain a better understanding of sexuality, gender and the best language to use.

Our diversity and inclusion plan has an action for 2023 to expand the learning material on our online learning system about the rainbow community and issues. DPMC and NEMA are also considering providing guidance for gender transitioning in the workplace. Given our connection through the Central Agency Shared Services, we will be using the guide in place at The Treasury as a starting point. Staff who are transitioning have access to leave through sick leave and special leave provisions and all staff are encouraged to add their pronouns into their email signature block.

DPMC and NEMA's staff surveys held in 2022 included demographic questions regarding gender identity. There were not enough results in the "Another gender" category to report on this criteria. However people were also asked if they identified as part of the rainbow community and this provided a large enough group to see results. Overall, the experiences appear similar between those who identify as belonging to the LGBTTTQIA+ community and those who don't.

Te Taunaki The Public Service Census was conducted in 2021 by Te Kawa Mataaho Public Service Commission. There were also not enough results in the "Another or multiple gender" category to report on.

You have the right to ask the Ombudsman to investigate and review my decision under section 28(3) of the Act. This response may be published on DPMC's website during our regular publication cycle. Typically, information is released monthly, or as otherwise determined. Your personal information including name and contact details will be removed for publication.

Yours sincerely



Clare Ward
Executive Director,
Strategy, Governance and Engagement

Inclusive Language

Guidance for DPMC and NEMA

Be inclusive and respectful of sexual and gender diversity - be mindful of the appropriate terms

- Respect the preference of the individuals or groups concerned and let them self-identify.
- Use an individual's self-defined pronouns (eg "he/she/them") if you know them.
- Use gender-neutral terminology by default if you do not know an individual's preference (eg "they/them" pronouns, "parents/guardians/family" instead of "mother and father").
- Use gender-neutral terms (eg "humankind" instead of "mankind", "police officer" instead of "policeman").
- Use neutral terms relating to sexual orientation (eg use the term "spouse/partner" instead of "wife or husband").
- Avoid using gender-specific modifiers (eg "woman lawyer").
- When addressing groups be gender inclusive (eg "distinguished guests" instead of "ladies and gentlemen").

Refer to people by their preferred name and title - ask for clarification if you're not sure

- Use correct job titles.
- Use preferred names even if these differ from their name in our systems.
- Learn how to spell and pronounce names correctly.

Use respectful language that helps create a safe environment

- Words or phrases out of context may be disrespectful to people of faith and to their taonga (words like "God", "kosher", "Jesus" and "Inshallah" should be used mindfully).
- Terms that were once common may now be outdated and can be offensive or trauma-inducing (eg "losing the will to live" when expressing stress).
- Some words may be used casually today but are particularly meaningful for some communities (eg "Nazi").
- Refer to life stages rather than age where possible (eg "beginning employment", "nearing retirement").

When describing people or an individual, use language that emphasises individuality over membership of a group

- Unless relevant to the discussion, avoid labelling people by a country of origin or ethnicity, disability, sexual orientation, sex, gender, appearance or socio-economic status (eg use "the student" instead of "the blind student").
- If group membership is relevant, emphasise individuality (eg "the student who has low vision").

Use broad words and phrases, rather than those that might unnecessarily exclude people in your audience

- Avoid terms promoting an ingroup versus outgroup dynamic (eg "people like us").
- Some people may not understand New Zealand specific references and expressions, so it is important to clarify their meaning.

Recognise the value of people's lived experience and be mindful of expecting them to contribute cultural, rainbow or faith-based expertise on top of their core responsibilities

- Always asking Māori team members to lead karakia or engagement with iwi/Māori communities may not be appropriate.
- Expecting a person to act as a representative for their cultural or faith community - they are one voice.



Remember, making the choice to incorporate inclusive language into your kaupapa is a journey. Using inclusive language is respectful and helps mitigate unconscious bias.

- You may not always get it right. That's okay. It takes practice.
- Be open to feedback and keep trying.

Mahia i runga i te rangimārie me te ngākau māhaki

With a calm mind and a respectful heart we will always get the best results



Be aware of conscious or unconscious stereotypes such as making assumptions based on membership of a group (ie sex, gender, age, disability, ethnicity, cultural identity, faith or sexuality)

- Gender stereotypes (eg asking a female to take notes at meetings or prepare the catering, asking a man to fix a machine).
- Phrases portraying people as victims (eg “despite their disability/age”).
- Assessing performance based on socioeconomic status, ethnicity, ability or age (eg “their results are quite good considering they are....”).
- Equating ethnicity with religion, or vice versa (eg Muslim = middle Eastern, Indian = Hindu)
- “Positive stereotyping” such as suggesting that a defined group is talented in a certain area (eg “[ethnicity/gender] are good at [...]”).

Ask, rather than making assumptions, about cultural identity, ethnicity or citizenship based on appearance, language or accent

New Zealand is a diverse country; many people living here were born overseas and/or identify with more than one ethnicity and/or speak more than one language (eg “what part of North America are you from?” rather than “I can tell you are American”).

Resources



- Rainbow Inclusive Language Guide for the Public Service |
- Resources | InsideOUT | InsideOUT
- The Language about disability – Office for Disability Issues |
- Cross Agency Rainbow Network | Employee Led Networks
Te Puna Māhanga Kaitiaki
- University of Otago Inclusive Language Guidelines | Thanks to University of Otago for permission to use their material in this guidance
- Microsoft Word - InsideOUT rainbow terminology | InsideOUT
- Whaikaha Ministry of Disabled People | Whaikaha
Ministry of Disabled People

Language is powerful. Our choice of words can unite or divide, include or exclude. Using inclusive language promotes a safer, more respectful workplace where everyone feels enabled to contribute and be engaged.

At DPMC and NEMA, we’re committed to creating an inclusive environment.

One practical and effective way to demonstrate inclusive behaviour is to use inclusive language in our mahi.

This document offers some guidance and examples for how to practically use inclusive language.

For more information or if you have any questions, contact Organisation Direction and Development at ODD@dpmc.govt.nz.

Our employee-led and workplace networks can also provide further information and support.

