

ADFA STAFF LGBTI GUIDE 2017



ADFA
AUSTRALIAN DEFENCE FORCE ACADEMY

*Cover Page: ADFA TOs at Mardi Gras 2017
marching with the DEFGILIS Contingent*

COMMAND INTENT

BRIG Cheryl Pearce, COMDT ADFA 2017

The Australian Defence Force Academy (ADFA) is Australia's premier military officer training academy providing foundation and specialist education and training for Australian Defence Officers, together with a tri-service ceremonial capability.

Being a military professional in the 21st century requires a breadth of skills and knowledge. Future leaders will be required to make ethically based military decisions guided by an appreciation of the capability and strength that diversity brings to the future fighting force and understand how to harness this asset in the people they lead.

To meet the challenge of leadership and military professionalism the learning environment and culture at ADFA must be inclusive and diverse. It is my intent to ensure that all ADFA staff are provided with the knowledge and skills required to manage, train and support an increasingly diverse workforce. This guide will provide a valuable resource with general information that serves to enable ADFA staff so they are better informed when making decisions regarding the lesbian, gay, bisexual, transgender, and/or intersex (LGBTI) community.

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INTRODUCTION

Background

Personnel who identify as LGBTI have proudly served within the ADF throughout its history, despite many legal and social challenges. Today, the ADF recognises that we can “enhance Defence capability through diversity and inclusive practice” (Defence Diversity and Inclusion Strategy 2012-2017). The guide is intended to develop a broad understanding of diversity in the ADFA Tri-Service ab initio training environment.

Purpose

This guide has been developed to provide information to staff across all ADFA colleges, about issues pertaining to the management and support of LGBTI members, including Trainee Officers (TOs) who are posted to ADFA Officer Training College (OTC). It draws on the principles of diversity and inclusion and recognises the importance of comprehensive education to enable staff to effectively understand, manage and work with LGBTI members, irrespective of whether they are staff, students on course or TOs training as future leaders of the ADF. The information in this guide will improve the support provided to LGBTI members in an inclusive learning and working environment.

Scope

- Provision of definitions regarding key concepts to ensure that staff have access to factual explanations when managing LGBTI members
- An overview of the current ADF policy
- The role of staff in the implementation of relevant policy
- Guidance for managing and supporting members with issues that may relate to their LGBTI identities
- Incident management and unacceptable behaviour
- Provision of practical support strategies to assist in interactions with LGBTI members including common shortfalls
- The internal and external support services available to staff if they have any concerns relating to the management and support of LGBTI members.

DEFINITIONS

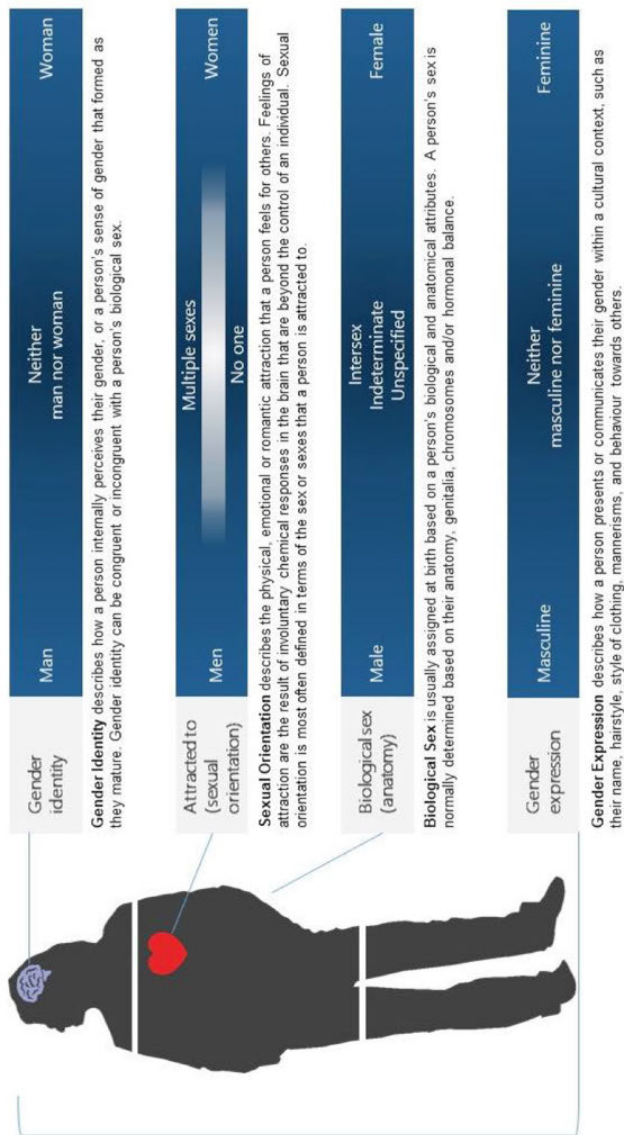
Ally	A person outside the LGBTI spectrum who actively supports the community.
Androgynous	Describes possessing expressive qualities (normally relating to appearance) which are traditionally associated with both, neither, or in-between masculine and feminine.
Asexual/aromantic	Not experiencing sexual/romantic attraction respectively. An individual may be both, only one, or neither. Some individuals who experience only a little attraction or very rarely may also identify on the asexual/aromantic spectrums.
Assigned sex	Refers to the chromosomal, gonadal, and anatomical characteristics associated with biological sex as determined by a doctor at birth.
Bisexual	Being attracted to two (or sometimes more) genders.
Cisgender	A term used to describe a person for whom their gender identity matches the social expectations for their assigned sex; opposite of transgender.
Dysphoria	The disjunction between a transgender individual's assigned sex and gender identity can lead to significant distress, known as dysphoria. Whilst different ways between individual, it is normally a combination of both social dysphoria (wherein the person is distressed by the social norms and expectations placed on them that reflect their assigned sex, not gender identity), and physical dysphoria (wherein the person is distressed by the physical characteristics of their body which do not align with their gender identity).
Gay	Describes a person attracted to people of the same gender, often used to describe a man attracted to other men (also: homosexual).
Gender expression	Refers to the ways that people demonstrate gender identity externally, and normally through a combination of typically masculine, feminine or androgynous traits. It can include clothing, hair styles, make-up choices, preferred pronouns (he/she/they/etc), mannerisms and speech where applicable.

Gender identity	This is the gender-related identity of a person, as it may relate to appearance, mannerisms, personality or other gender-related characteristics of a person. Individuals may identify as a man, woman, or another gender identity within the non-binary spectrum.
Genderqueer	Describes people who identify as outside the gender binary. See also: Non-binary.
Intersex	A simple term for a broad range of physical characteristics that lie between the typical categories of male or female regarding sex; i.e. hormonal, chromosomal or anatomical features that are sexually atypical.
Lesbian	A woman who is attracted to other women (also: gay, homosexual).
Misgendering	Describing or addressing someone using personal pronouns or language that does not match a person's gender identity. Misgendering can have a significant effect on transgender individuals as it is often an expression of a lack of understanding or acceptance of that person's identity.
Non-binary	A term used to describe people who identify outside the binary structures of male and female. Similar to transgender, it is an umbrella term used to describe people whose gender identity differs from their assigned sex AND that of the "opposite" sex.
Norms	A set of behaviours or experiences that society deems typical or expected. LGBTI identifying individuals may defy norms of sexuality and/or gender norms
Pansexual	Being capable of attracted to individuals based on their qualities, regardless of genders.
Queer	An 'umbrella term' used to describe an individual who feels that their sexuality or gender identity does not conform to society's norm. It was originally used as a slur against the LGBTI community, and as such it is normally only used and reclaimed by individuals to describe themselves or their communities as queer.
Questioning	Being unsure of your sexuality or gender identity.

DEFINITIONS

Sexual orientation	Refers to the emotional and physical attraction an individual feels towards other people of the same and/or different genders.
Straight	A person attracted to people of the 'opposite' gender, e.g. a man who is attracted to women (also: heterosexual).
Transgender	A term used to describe a person for whom their gender identity does not match the social expectations for their assigned sex; opposite of cisgender.
Transition	Describes both a public act and a gradual process that transgender individuals go through in affirming their gender identity. This may include change of name, pronouns, style of dress, and sometimes medical intervention if the individual and their medical support staff deem it important in affirming their gender.
Transman	An individual who identifies as male, however he may have been assigned 'female' at birth (also: 'FtM').
Transwoman	An individual who identifies as female, however she may have been assigned 'male' at birth (also: 'MtF').
'+'	The plus symbol may sometimes be added to a variation of the LGBTI acronym (e.g. LGBTQIAP+) to include individuals who are not heterosexual/straight but whose identity falls outside of the specific letters indicated.

Understanding the different aspects of a person's sexual identity can be confusing with the number of terms in use. It is important to remember that sexual orientation, gender identity, gender and sex are not binary. The following diagram will provide some clarity regarding gender diversity and should be read in conjunction with the above definitions.



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ADF POLICY

The foundation of this guide is based on the key elements outlined in various Defence publications dedicated to the promotion of diversity in the ADF. Key ADF policy is listed below:

DI(G) PERS 35-3 Management and Reporting of Unacceptable Behaviour (AMDT NO 6)

<http://drnet.defence.gov.au/People/ComplaintResolution/UB/Pages/Unacceptable-Behaviour.aspx>

DI(G) PERS 50-1–Equity and Diversity in the Australian Defence Force

[http://drnet.defence.gov.au/ARMY/DLE/Documents/DI\(G\)_PERS_50-1_Equity_and_Diversity_in_the_ADF.pdf](http://drnet.defence.gov.au/ARMY/DLE/Documents/DI(G)_PERS_50-1_Equity_and_Diversity_in_the_ADF.pdf)

Defence Diversity and Inclusion Strategy 2012-2017: This tri-service strategy aims to illustrate how diversity and inclusive practices enhance Defence capability, and outlines the goals for the ADF in relation to this.

<https://objective/id:R25308645>

Navy Diversity & Inclusion Strategy 2014-2019: Single-service Navy guide identifying the principles and goals for Navy diversity and inclusion generally.

<http://drnet.defence.gov.au/navy/DDI/Documents/Diversity%20and%20Inclusion%20Strategy.pdf>

Army LGBTI Strategy 2016-2020: Single-service Army guide which aims to provide support and education to Army personnel to achieve an inclusive work environment and enhance capability to Army.

<http://drnet.defence.gov.au/Army/DWSA/Documents/161027%20-%20Army%20LGBTI%20Strategy%202016-2020.pdf>

Air Force Transitioning Gender Guide: This guide provides comprehensive information and guidance for personnel with gender dysphoria who seek to transition gender in Defence. The guide includes suggested letter templates for communicating gender transition, and contains information to help commanders and managers understand how they can contribute to workplace productivity by assisting the member with their transition.

<https://objective/id:AF21670763>

Air Force Diversity Handbook for Lesbian Gay Bisexual Members: This guide aims to provide information to personnel who are coming to terms with their sexual orientation. The guide also helps commanders, managers and supporters understand specific requirements of same-sex attracted personnel and how they can support LGBTI members.

<https://objective/id:AF21657081>



LGBTI Committee 2016 at the Wear It Purple Day

GENERAL GUIDANCE FOR ADFA STAFF

In general, the role and responsibilities of staff regarding the management and support of LGBTI members is the same as for non-LGBTI members. Whilst there are some unique circumstances that have to be managed, staff should not feel as though they need to act any differently towards LGBTI members in the ADFA environment. Available policy is clear in its focus on equity, diversity and inclusion and applies to all ADF personnel. Staff are responsible for ensuring that equity, diversity and inclusion principles are respected and adhered to at all times, especially when unique situations arise and there is little other information or guidance available.

There may be occasions where staff are unsure about LGBTI issues or are worried about offending members by saying something inappropriate. Staff are encouraged to respectfully ask questions to clarify these issues, and are welcome to contact any of the support services identified in this guide.



IDAHOT Dinner 2017

PRACTICAL STRATEGIES & SUGGESTIONS

‘Coming Out’

- A person’s gender identity or sexuality is considered Sensitive Personal information and should not be shared without their permission.
- Many people do not ‘come out’ in a workplace setting throughout their entire careers, and it is important to be respectful of any member whom you know or suspect may be LGBTI, but does not wish to come out.
 - There is rarely a need to approach a member asking if they identify as LGBTI. If a member deems it important to inform their staff, they will generally approach you first.
 - Staff can create an environment that is safe and supportive for members to come out by making LGBTI topics a non-controversial part of discussion, such as through acknowledging same-sex relationships and ensuring they use the right pronouns for transgender members.
- In the event that a member does come out to you as a staff member, it is advised that you listen carefully to the information they provide, avoid stereotyping based on their gender or sexuality, and remain respectful and calm towards the individual throughout the conversation.

LGB+

- For members identifying as same-sex attracted (LGB+), it is unlikely that there will be a significant number of immediate issues which require management from a staff perspective. Creating a supportive and inclusive learning environment must remain the focus for staff. However, staff may be required to assist with:
 - Complaints of Unacceptable Behaviour
 - Recognition of a relationship
 - Mental health issues, as there is a higher incidence among LBGTI people than other sectors of the population.

TI+

- For members identifying as sex or gender diverse (TI+), there could be a number of issues which require the member's chain of command to become involved in order to support and manage the member's expectations. Staff may be required to assist with:
 - Name or gender change documentation
 - Medical transition process
 - Coming out to other division members (especially emphasising the importance of correct pronoun use)
 - Accommodation or ablutions arrangements
 - Mental health issues, as there is a higher incidence among LGBTI people than other sectors of the population.

Language and Behaviour

- It is important to be mindful of respectful and disrespectful behaviours or language in relation to LGBTI members. In the event that you make a mistake, the best course of action is to apologise, listen to anything the member wishes to say in response, and then move on with the conversation. Considerations for staff include:
 - Avoiding stereotyping
 - Use the correct pronouns and preferred name of sex or gender diverse members wherever possible
 - Use gender neutral language when referring to relationships or gender identities
 - The mental health and welfare of members.
- Additionally, as ADFA OTC is the largest tri-service ab initio training establishment in Australia, it is important that staff maintain an inclusive culture and good example for TOs to observe and take into their future careers.

MANAGEMENT OF UNACCEPTABLE BEHAVIOUR

- While all ADFA personnel (staff, TOs and students) alike are encouraged to promote an inclusive environment, there are times in which incidences of unacceptable behaviour will occur. While these are mainly due to a lack of education, the management of any unacceptable behaviour incidents is IAW DI(G) PERS 35-3 Management and reporting of Unacceptable Behaviour AMDT No. 6. All trainees at ADFA are provided with regular information and training sessions on unacceptable behaviour to ensure awareness and currency of all ADFA personnel.
- Unacceptable behaviours are not tolerated and are to be dealt with immediately to ensure that ADFA maintains an inclusive learning and working environment. Staff will be expected to manage any complaints or claims by any member of unacceptable behaviour IAW Defence policy and ADFA Standing Orders. ADFA has 12 staff trained as Equity Advisors to provide guidance and advice to trainees and staff on the management of unacceptable behaviour.
- All ADFA personnel need to appreciate that the deliberate use of non-inclusive language, exclusion and bullying due to gender diversity are some of the behaviours which can affect LGBTI members.

ADFA PRINCIPLES

In addition to Defence values, Service values and ADFA values, the following principles are applied to all ADFA personnel, irrespective of gender identity.

- **Respect.** All members have the right to be respected and are expected to respect their colleagues, community and the values of Defence, Service and ADFA.
- **Safety.** All members have the right to a safe and supportive learning and working environment free from harassment and discrimination.
- **Inclusion.** All members should be permitted the opportunity to fully participate in their training and contribute to maintaining an inclusive learning environment at ADFA.
- **Understanding.** The chain of command acknowledges that gender diverse members deserve the same respect afforded to any other ADFA member and their specific needs and administrative requirements may fall outside the scope of extant policy and procedures in some instances.
- **Consistency.** Whenever possible and appropriate, gender-specific policies are applied consistently to members once a decision has been made on which gender is to be applied to a member for the purpose of application of a gender-specific policy.



ADFA TOs at Mardi Gras 2017 marching with the Defence LGBTI Information Service (DEFGLIS) Contingent

SERVICES & FURTHER RESOURCES

ADFA OTC Contacts

- Diversity Domain
 - Supervising Officer
 - President/Vice President
 - LGBTI CIC
 - Will be able to provide relevant contacts
- LGBTI Community
 - Where members have identified they are willing to be contacted
- Equity Adviser Network

Defence Contacts:

- Defence LGBTI Information Service (DEFGLIS)
Available at: <https://defglis.com.au>
- Defence People Group
- Defence Pride Network
- Defence Diversity Directorate

External Contacts:

- AIDS Council of NSW's (ACON's) Pride inclusion programs: ACON was established in 1985 and is now Australia's largest LGBTI health organisation. The pride inclusion programs offer a range of services to assist employers, sporting organisations and service providers with all aspects of LGBTI inclusion.

Available at: <http://www.prideinclusionprograms.com.au>

- Pride in Diversity
 - 'Please Explain' training
 - Active Allies
 - Train the LGBTI Trainer

- Publications – All available to Defence due to membership in Pride in Diversity
 - Anti-Discrimination Law & Practice – A Legal Guide to LGBTI Workplace Inclusion
 - Let's Talk Gender
 - 'Allies at Work'
 - Managers Guide to LGBTI Inclusion
 - Establishing and Maintaining Successful LGBT Networks in Australian Workplaces
 - Sexual Orientation and Gender Identity in the Workplace
- The Gender Centre is a NSW-based organisation that is committed to developing and providing services and activities to gender diverse people. They also provide education, support and training to other organisations and service providers.

Available at: <https://gendercentre.org.au>

External Stakeholder Consultation:

LEUT John Cole, Deputy Director, Diversity and Inclusion - Navy

LTCOL Colin Thomas, SO1 Diversity and Inclusivity – Army

WGCDR Cheryl Neal, Deputy Director, Diversity and Inclusion – Air Force

Ms Barbara Phelan, Director of Diversity, DPG

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