



# Gender Equity Action Plan

Making our workplaces fair for all genders

Easy Read version



**ndis**

[ndis.gov.au](https://www.ndis.gov.au)

## How to use this plan



We are the National Disability Insurance Agency (NDIA).

We wrote this plan.



We wrote some words in **bold**.

We explain what these words mean.

There is also a list of these words on page [24](#).



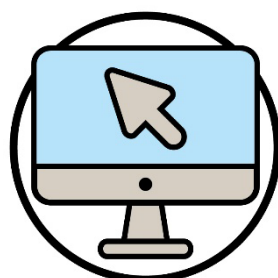
You can ask someone you trust for support to:

- read this plan
- find more information.



This is an Easy Read summary of another plan.

It only includes the most important ideas.



You can find the other plan on our website.

[www.ndis.gov.au](http://www.ndis.gov.au)

# What's in this plan

About our plan	4
Our focus areas	7
Collect and share gender data	9
Our leaders keep our promises about gender equity	11
Support culture and safety	13
Work in inclusive ways	15
Build careers	19
How we will make sure we follow our plan	21
Contact us	22
Word list	24

## About our plan



This is our Gender Equity Action Plan.

In this document, we just call it our plan.



**Gender equity** is when all genders are treated:

- fairly
- equally
- with respect.



Your **gender** is what you feel and understand about who you are as a person.

There are more genders than only men and women.

You can choose the words that are right for you.



Our plan includes **non-binary** people.

When a person is non-binary, they feel like they don't fit the idea of being a man or a woman.



Our plan is about making sure our workplaces are safe and fair for people of all genders.



Our plan helps us make our workplaces **inclusive** for everyone.



When something is inclusive, everyone:

- can take part
- feels like they belong.



Our plan also helps us make our workplaces **accessible**.



When a workplace is accessible, it's easy to:

- find and use services
- get and understand information
- move around.

## Our focus areas



The actions in our plan focus on 5 main areas.

We call these our focus areas.



1. Collect and share gender **data**.

Data includes information and facts we collect to help us learn about something.



2. Our leaders keep our promises about gender equity.

3. Support **workplace culture** and safety.



Workplace culture means:

- what is important to us
- how we work together and treat each other
- the way we communicate.



4. Work in inclusive ways.



5. Build **careers**.

Your career is the type of work you do for a long time.

For example, a teacher or a doctor.



We explain these actions over the following pages.

## Collect and share gender data



We will check how much we pay people of different genders.



This will help us make sure we pay everyone fairly.



We will create a plan to improve how we collect and use data about our staff.



This will help us:

- understand what is working well
- support gender equity.



We will also check the data to see if some genders are working in certain jobs more than others.



This will help us make sure everyone has a fair chance to use their skills in these jobs.

## Our leaders keep our promises about gender equity



We will make sure our leaders are:

- using our plan
- helping staff to use our plan.



This includes choosing a **champion** to focus on improving gender equity in our workplaces.

A champion is one of our leaders who knows a lot about being inclusive.



We will focus on improving gender equity where we need it most.

For example, in jobs that are mostly done by people of one gender.



We will work with other parts of the government on the best ways to support gender equity.



We will also train our leaders and managers about **menopause** at work.



Menopause is when people's menstruation stops as they get older.

Most people go through menopause when they are between 45 and 55 years old.

Menstruation is also called a period.

## Support culture and safety



We will make sure people of all genders can feel safe in our workplaces.



This includes checking the ways staff can report how others treat them because of their gender.



It also includes making sure our staff know what to do about **family and domestic violence**.

Family and domestic violence is when someone close to you hurts you, such as:



- your partner, like your boyfriend or girlfriend
- a member of your family
- someone who takes care of you
- someone you live with.



We will train our staff to do something when they see people being treated differently because of their gender.



We will also train our staff to understand how they might be unfair to different genders without meaning to.



We will create rules about using gender inclusive:

- words
- images.



We will improve the way we support staff to change their details to match their gender.

For example, putting the name they want to use on their keycards.

## Work in inclusive ways



We will provide new tools for our managers.

These tools will:



- help managers support the different needs of their teams



- help staff who need to care for family members.



We will check that we are being fair to all genders when we agree to change parts of our workers' jobs.

We will check how we:



- hire new people



- help our staff learn new skills



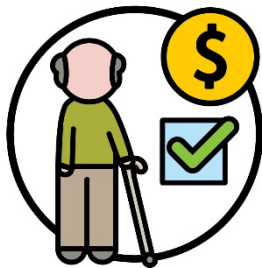
- help our staff try new jobs.



This will help us understand how our rules affect people of different genders.



We will do more to help all our staff understand **superannuation**.



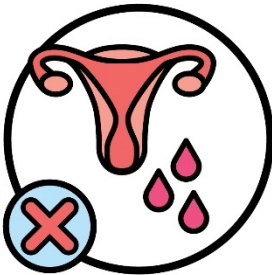
Superannuation is money you save for when you stop working.

For example, when you get older.

We will work with other organisations to become a safe workplace for:

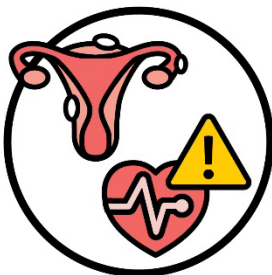


- breastfeeding



- menopause

- **endometriosis.**



Endometriosis is a health condition that causes people to have:

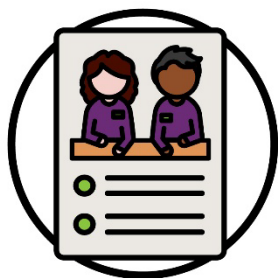
- very bad pain and cramps
- problems getting pregnant.

## Build careers



We will support staff of all genders to work in jobs they are:

- good at
- interested in.



We will make a plan for people from different genders to become leaders.



We will also make a plan to support our leaders to:

- keep learning new skills
- move into more important jobs.



We will create a program to support staff to become leaders.

This program will focus on **intersectionality**.



Intersectionality is about understanding how different parts of a person can affect their experiences.

For example, a person's background or gender.

This program will support:

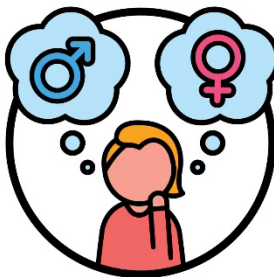


- women with disability



- First Nations women

- **gender diverse** people.



A gender diverse person is someone who feels like they don't fit the idea of being a man or a woman.

The gender they were given when they were born doesn't match the gender they are now.



We will also make sure we hire people from different genders.



This will make the NDIA a better place to work.

## How we will make sure we follow our plan

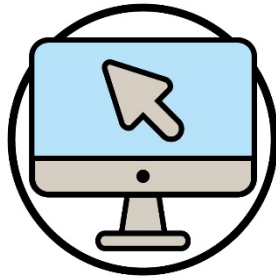


We will keep checking how well we are doing the actions in our plan.



We will write a report about it every 6 months.

## Contact us



You can visit our website.

[www.ndis.gov.au](http://www.ndis.gov.au)



You can call us.

1800 800 110



Follow us on Facebook.

[www.facebook.com/NDISAus](http://www.facebook.com/NDISAus)



Follow us on Instagram.

[@ndis\\_australia](https://www.instagram.com/ndis_australia)



Follow us on LinkedIn.

[au.linkedin.com/company/  
national-disability-insurance-agency](https://au.linkedin.com/company/national-disability-insurance-agency)

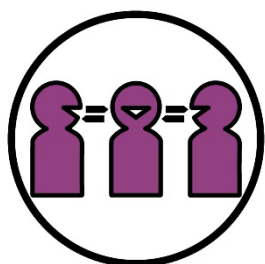
## Support to talk to us



You can talk to us online using our webchat feature at the top of our website.

[www.ndis.gov.au](http://www.ndis.gov.au)

If you speak a language other than English, you can call:



Translating and Interpreting Service (TIS National)

131 450

If you have a speech or hearing impairment, you can call:



TTY

1800 555 677



Speak and Listen

1800 555 727



National Relay Service

133 677

[www.accesshub.gov.au/about-the-nrs](http://www.accesshub.gov.au/about-the-nrs)

## Word list

This list explains what the **bold** words in this document mean.



### **Accessible**

When a workplace is accessible, it's easy to:

- find and use services
- get and understand information
- move around.



### **Career**

Your career is the type of work you do for a long time.

For example, a teacher or a doctor.



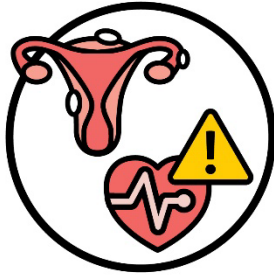
### **Champion**

A champion is one of our leaders who knows a lot about being inclusive.



### **Data**

Data includes information and facts we collect to help us learn about something.



## Endometriosis

Endometriosis is a health condition that causes people to have:

- very bad pain and cramps
- problems getting pregnant.

## Family and domestic violence

Family and domestic violence is when someone close to you hurts you, such as:



- your partner, like your boyfriend or girlfriend
- a member of your family
- someone who takes care of you
- someone you live with.

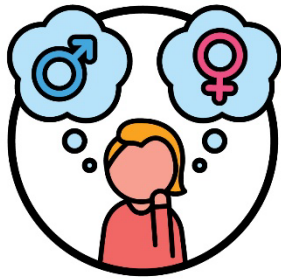
## Gender

Your **gender** is what you feel and understand about who you are as a person.



There are more genders than only men and women.

You can choose the words that are right for you.



### Gender diverse

A gender diverse person is someone who feels like they don't fit the idea of being a man or a woman.

The gender they were given when they were born doesn't match the gender they are now.



### Gender equity

Gender equity is when all genders are treated:

- fairly
- equally
- with respect.



### Inclusive

When something is inclusive, everyone:

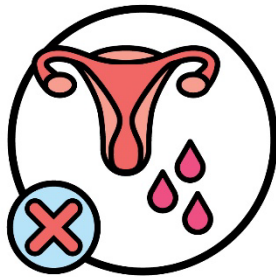
- can take part
- feels like they belong.



## Intersectionality

Intersectionality is about understanding how different parts of a person can affect their experiences.

For example, a person's background or gender.



## Menopause

Menopause is when people's menstruation stops as they get older.

Most people go through menopause when they are between 45 and 55 years old.

Menstruation is also called a period.



## Non-binary

When a person is non-binary, they feel like they don't fit the idea of being a man or a woman.



## Superannuation

Superannuation is money you save for when you stop working.

For example, when you get older.



## Workplace culture

Workplace culture means:

- what is important to us
- how we work together and treat each other
- the way we communicate.



---

The Information Access Group created this Easy Read document using stock photography and custom images.

The images may not be reused without permission.

For any enquiries about the images, please visit

[www.informationaccessgroup.com](http://www.informationaccessgroup.com).

Quote job number 6444.

**ndis**

**[ndis.gov.au](https://www.ndis.gov.au)**