

20 February 2023

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Personal details removed for proactive
release

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OIA 28500

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I refer to your email of 31 January 2023 in which you request the following under the Official Information Act 1982 (OIA):

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?

The Ministry captures and monitors workforce data on gender. Employees are asked to confidentially disclose their gender in our Human Resources Information System, selecting from options to identify as female, male, or gender diverse, or to define their gender identity in their own words. Alternatively, they can choose to not disclose this information at all if they prefer.

The Ministry is Rainbow Tick Accredited and supports, and provides data and funding to our employee *Rainbow Network* to advocate for, and represent the interests of our gender diverse/non-binary Ministry employees. Further information can be found at:

- [mfat.go https://www.mfat.govt.nz/en/about-us/who-we-are/diversity-and-inclusion/vt.nz](https://www.mfat.govt.nz/en/about-us/who-we-are/diversity-and-inclusion/vt.nz)
- <https://www.rainbowtick.nz/>
- <https://www.publicservice.govt.nz/guidance/pronoun-use-in-email-signatures/>
- [Rainbow inclusive language guide - Te Kawa Mataaho Public Service Commission](#)

The Ministry also:

- Offers *Rainbow Inclusion* training through an e-learning module available to all staff, which aims to provide a foundational understanding of LGBTTTQIA+ communities in Aotearoa and an introduction to LGBTTTQIA+ inclusion in the workplace.
- Provides gender inclusive bathrooms within some of our work environments and will continue to include these in the planning and development of any new work spaces, where possible.
- Has drafted Gender Transition Guidelines for our employees in consultation with our Rainbow Network, which will be finalised and implemented in 2023.

- Encourages the use of pronouns in email signatures by all Ministry employees.
- Has developed a comprehensive Diversity and Inclusion training programme for staff and leaders, which includes a focus on leading diverse and inclusive teams, unconscious bias, and gender equality.
- Has a flexible by default approach and continues to embed a culture of flexible working across the Ministry.
- Ensures there is diversity on all selection decision-making panels for rotations, progressions, and appointments within the Ministry as much as practically possible, and all job vacancy advertisements are written using gender neutral and inclusive language.
- Ensures that bias free criteria based on the capabilities identified in the position description, is used when shortlisting candidates for Ministry positions.

The information supplied relates to the Ministry's New Zealand employed staff. Our High Commissions and Embassies across the world employ staff locally and information relating to these staff is not recorded in New Zealand. Some countries in which we operate prevent the recording of a range of diversity data points.

Please note that we may publish this letter (with your personal details redacted) on the Ministry's website.

If you have any questions about this decision, you can contact us by email at: DM-ESD@mfat.govt.nz. You have the right to seek an investigation and review by the Ombudsman of this decision by contacting www.ombudsman.parliament.nz or freephone 0800 802 602.

Nāku noa, nā

A handwritten signature in black ink, appearing to be 'SC', written in a cursive style.

Sarah Corbett
for Secretary of Foreign Affairs and Trade