**Ideas for taking action on gender and disability equity**

Here are some ideas to get you started on how you can take action towards gender and disability equity in the workplace.

You can support your workplace to:

1. Put in place gender and disability equitable policies and procedures
   * Gender equality and disability equality policies outline that discrimination, stereotyping, demeaning/devaluing language, jokes and behaviour are not tolerated and will be taken seriously with offenders disciplined.
   * All policies and procedures consider how gender and disability are reflected within them, and have had an intersectional lens applied to them.
   * All policies and procedures are evidence based and draw on the use of data disaggregated by sex, gender, age, disability, culture and other relevant social stratifications.
   * Everyone has a voice in planning and organisational direction.
2. Build gender and disability equity into the budget
   * Budgets have had a gender lens applied to ensure awareness of any unconscious bias in the allocation of funds.
   * Budgets allow for any special measures required to meet specific needs of people with disabilities
   * Budgets allow for all people regardless of gender or ability to contribute to important planning and decision-making processes.
3. Communicate gender and disability equity
   * Promote gender equality principles in promotional and marketing materials produced.
   * Challenge disability stereotypes in marketing materials
   * Use clear, inclusive and accessible language and communication practices
   * Ensure images and language in publications portray gender and disability in a manner that does not reinforce stereotypes.
4. Develop the workforce capacity and capability to support gender and disability practices
   * Plan (and budget) for all staff to receive training in gender and disability equity and to understand how it applies to their role.
   * Employ people with disabilities
   * Have women and people with disabilities in leadership roles
   * Deliver gender equity training.
5. Review human resource management practices
   * Provide equal access for all people in the workplace, ensure all people have equal access to advertised positions, interviews, equipment, office accommodation, staff training and promotion.
   * Ensure formal and informal duties carried out by staff are not gender stereotypical
   * Have recruitment practices that enable the recruitment and employment of women, men and gender diverse people with disabilities
   * Support a gender balance in the workforce that is distributed evenly throughout all levels of the organisation.
6. Deliver safe and equitable services
   * Ensure that gender and disability specific needs and concerns are addressed in all service provision
   * All people accessing services are equally encouraged to participate in all activities (avoiding gender stereotypes) with due consideration for individual needs and interests.
   * Ensure that the workspace is free from violence, disrespect, explicit content and sexist or ableist jokes.
   * For each program, service or work area, plans and practices are based on the different perspectives, priorities, needs and experiences of women, men and gender diverse people with disabilities
   * A trauma informed approach is used in service delivery.
7. Look inwardly at leadership practices
   * That the board is made up of a diversity of members with regard to gender, age, culture, sexuality and disability.
   * That gender issues are discussed openly and taken seriously in our organisation
   * All people regardless of gender or ability have a genuine voice in organisational decision-making and governance
   * Strategies are in place to encourage employment and representation of women at senior levels
   * Managers and senior staff role-model inclusive and gender-sensitive behaviour
   * All staff are encouraged to report disrespectful, abusive or violent behaviour towards clients and staff by workers or other clients and clear policies are in place to support this.