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2 March 2023

s 9(2)(a)

By email: s 9(2)(a)
Ref: H2023019801

Tēnā koe s 9(2)(a)

Response to your request for official information

Thank you for your request under the Official Information Act 1982 (the Act) to Manatū Hauora (the Ministry of Health) on 1 February 2023. You requested:

- 1. 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.*
- 2. 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?*

Manatū Hauora is committed to supporting diversity across the organisation and enabling a culture of inclusion in everything we do. All our people are treated fairly and inclusively, regardless of individual differences such as disability, ethnic origin, age, gender, sexual orientation, marital status, ethical or religious beliefs, or family responsibilities. Some of the ways our agency puts diversity and inclusion into practice are listed below:

- The Ministry uses selection and appointment processes designed to ensure the person who can best demonstrate competence for the job is the person appointed.
- Employees are provided with equitable terms of employment, opportunities for development, training, and promotion.
- The Ministry will not tolerate harassment of any type in the Ministry workplace, either by a Ministry employee or any other person associated with the Ministry.
- Managers are accountable for ensuring diversity and inclusion principles are applied in their area of responsibility. Their day-to-day practices must integrate and demonstrate these principles.
- Diversity and inclusion principles and practices are integrated into management and leadership training and development programmes.
- The Ministry benefits from diversity of thinking and inclusiveness, helping us achieve the New Zealand Health Strategy.

The Ministry is guided by Te Kawa Mataaho (Public Service Commission) and the Papa Pounamu Programme that runs across the Public Service. Papa Pounamu was established in 2017 to bring together diversity and inclusion practices across the Public Service and to support Public Sector Chief Executives to meet their diversity and inclusion obligations and objectives

Our Whiria te Tangata | Culture and Inclusion Strategy has the Papa Pounamu diversity and inclusion work programme at its foundation. We are implementing Whiria te Tangata over 3 years. Work is already well under way to create a safe and inclusive environment where all our people can thrive and do their best work.

Employee-led networks (ELN) play an integral part in developing a shared organisational culture and way of doing things at Manatū Hauora. They also increase the understanding of diverse cultures and the issues that face different communities.

Manatū Hauora employees are welcome to join the employee-led Rainbow Network which is a staff network for members and allies of the rainbow community from Manatū Hauora and Te Aho o Te Kahu (Cancer Control Agency). The network provides advocacy and organises semi-regular events for rainbow kaimahi and the annual pride week. Manatū Hauora supports members of the Rainbow Network to attend the CARN Rainbow conference which is a professional development and networking opportunity with a focus on mana enhancing intersectionality.

Leaders at Manatū Hauora are provided with resources to support networks. Resources include:

- Te Kawa Mataaho's Rainbow inclusive language guide: www.publicservice.govt.nz/guidance/rainbow-inclusive-language-guide/.
- Guide for supporting employee-led networks: <https://employeenetworks.govt.nz/tools-and-resources/view/45/Me+p%C4%93hea+ng%C4%81+kaiwhakahaere+e++tautoko+ai+ng%C4%81+t%C5%ABhononga+e+k%C5%8Dkiritia++ana+e+ng%C4%81+kaimahi+%7C+How+can+people+leaders+support+employee-led+networks%3F>
- A Ministry internal employee-led network guide

We also collaborate with and draw on resources from across Government Networks.

The Communication Standards for Manatū Hauora contain information for all staff on inclusive language (including gender-inclusive language). The relevant excerpt of the Communications Standard is attached to this letter as Appendix 1. This respectfully acknowledges and values all people as they are and the words that they use to describe themselves. It also helps to increase the visibility of diversity and to prevent bias or discrimination from occurring.

Te Whare, the Ministry's intranet, also has an email signature template for staff which includes the use of pronouns.

I trust this information fulfils your request. Under section 28(3) of the Act, you have the right to ask the Ombudsman to review any decisions made under this request. The Ombudsman may be contacted by email at: info@ombudsman.parliament.nz or by calling 0800 802 602.

Please note that this response, with your personal details removed, may be published on the Manatū Hauora website at: www.health.govt.nz/about-ministry/information-releases/responses-official-information-act-requests.

Nāku noa, nā



Celia Wellington
Deputy Director-General
Corporate Services | Te Pou Tiaki

Gender-inclusive language

Gender-inclusive language is more welcoming and promotes gender equality.

About gender identities

Gender identities refer to a sense of one's own gender, regardless of what may be expected of a person per their sex as assigned at birth.

Non-binary is an umbrella term for gender identities that are neither male nor female.

About the terms Rainbow and Rainbow communities

'Rainbow' is an umbrella term that covers a diversity of sexual orientations as well as gender identities and expressions, and sex characteristics.

Rainbow-inclusive language embraces the spectrum of sexual orientations, gender identities and expressions and sex characteristics.

Using gender-inclusive language

When using gender pronouns and referring to gender identity consider that:

- Your readers are a diverse group of people from across the gender spectrum.
- Labelling people as male or female can reinforce outdated stereotypes and influence how men and women are perceived.
- Gender-exclusive language — for example 'man-made', can alienate people who do not identify as male.

Tips

Do not reference gender unless absolutely necessary.

- Use gender-neutral pronouns (they, them) by default, especially if you're writing about a hypothetical person or do not know a person's pronouns.
- Respect a person's pronouns when referring to that person.
- Do not ask people for their title or gender unless absolutely necessary.
- Avoid words that are gender exclusive. For example, say:
 - spouse or partner – not husband, wife
 - parent – not mother, father
 - 'police officer' not 'policeman, policewoman'.

For more information about using inclusive language, please refer to Te Kawa Mataaho Public Service Commission's Rainbow inclusive language guide (publicservice.govt.nz/our-work/diversity-and-inclusion/rainbow-inclusive-language-guide).