TE TAI ŌHANGA
THE TREASURY

Reference: 20190302

26 June 2019

s9(2)(a)

Dear s9(2)(a)

Thank you for your Official Information Act request, received on 28 May 2019. You requested the following:

> *...any internal correspondence regarding the use of personal pronouns in email signatures.*

Information Being Released

Please find enclosed the following documents:

Item	Date	Document Description	Decision
1.	7 March 2019	Email: Use of pronouns in email signatures	Release in part
2.	8 March 2019	Email: New Outlook signatures are here!	Release in part
3.	4 June 2019	Updating your Outlook signature_Mar2019	Release in part
4.	4 June 2019	Huihui story on Pride Week	Release in part

I have decided to release the documents listed above, subject to information being withheld under one or more of the following sections of the Official Information Act, as applicable:

- personal contact details of officials, under section 9(2)(a) – to protect the privacy of natural persons, including that of deceased natural persons,
- direct dial phone numbers of officials, under section 9(2)(k) – to prevent the disclosure of information for improper gain or improper advantage.

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https://treasury.govt.nz

Direct dial phone numbers of officials have been redacted under section 9(2)(k) in order to reduce the possibility of staff being exposed to phishing and other scams. This is because information released under the OIA may end up in the public domain, for example, on websites including Treasury's own website.

In making my decision, I have considered the public interest considerations in section 9(1) of the Official Information Act.

Please note that this letter (with your personal details removed) and enclosed documents may be published on the Treasury website.

This reply addresses the information you requested. You have the right to ask the Ombudsman to investigate and review my decision.

Yours sincerely

David Bowden
Chief of Staff

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From: Jacqui Bridges [TSY]
Sent: Thursday, 7 March 2019 6:33 PM
To: Candy Gray [TSY]
Subject: FW: Use of pronouns in email signatures

Hi Candy – I am putting together a new signature template for people to follow. Can I ask you to take a look at this and let me know if you think I have dealt appropriately with the pronoun idea? The how-to steps are yet to be done ☺

Updating your Outlook signature_Mar2019 (Treasury:4082674) Add to worklist

Cheers
Jacqui

From: Jacqui Bridges [TSY]
Sent: Thursday, 14 February 2019 9:23 AM
To: Candy Gray [CASS] <Candy.Gray@cass.govt.nz>
Subject: RE: A polite question, if I may ask it?

Thanks Candy – good idea to provide guidance on how people can incorporate into our signatures. We are about to launch our new Maori name and revised logo (in line with wharenui reawakening), so I will look to include this update along with the new Maori name in a new signature template & guideline.

Let's catch up in the next couple of weeks to come up with some wording around its use; the way s9(2)(a) has used it below is probably the best way I can think of to represent it in the signatures, but I'm open to other suggestions!

Cheers
Jacqui

Jacqui Bridges | Manager Communications and Engagement | The Treasury – Kaitohutohu Kaupapa Rawa
Tel: s9(2)(k) | Mobile: s9(2)(a) | Email/IM: Jacqui.Bridges@treasury.govt.nz
Visit us online at https://treasury.govt.nz/ and follow us on Twitter and LinkedIn

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From: Candy Gray [TSY] <Candy.Gray@cass.govt.nz>
Sent: Thursday, 14 February 2019 8:15 AM
To: Jacqui Bridges [TSY] <Jacqui.Bridges@treasury.govt.nz>
Subject: Re: A polite question, if I may ask it?

Hi Jacqui, this is how people are identifying their preferred personal pronouns. Some people in the Trans community refer to themselves as they/them when use in the singular. We will be seeing this more and more. When I attended a meeting the other day the lady speaking said her name and then said I use she/her.
I think that as an organisation we may need to explore how we will indicate this in a consistent format in our signatures. It's timely to have this conversation.
Thank you for asking. More than happy to chat in person about it. I will be in the office about 8:30.
With kindest of regards
Candy

Sent from my iPhone

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On 13/02/2019, at 2:49 PM, Jacqui Bridges [TSY] <Jacqui.Bridges@treasury.govt.nz> wrote:

[IN-CONFIDENCE]

I'm wondering what the inclusion of she/her is intended to convey in s9(2)(a) email signature?

s9(2)(a) *(she/her)* s9(2)(a)
The Treasury - Kaitohutohu Kaupapa Rawa

Thanks ☺
Jacqui

Jacqui Bridges | Manager Communications and Engagement | The Treasury – Kaitohutohu Kaupapa Rawa
Tel: s9(2)(k) | Mobile: s9(2)(a) | Email/IM: Jacqui.Bridges@treasury.govt.nz
Visit us online at https://treasury.govt.nz/ and follow us on Twitter and LinkedIn

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From: Jacqui Bridges [TSY] on behalf of Tane Whakapiri [TSY]
Sent: Friday, 8 March 2019 6:46 PM
To: @TSY All Staff (Consider using intranet news)
Subject: New Outlook signatures are here!

[UNCLASSIFIED]

Hi everyone. Please take the time today to update your email signature with our new logo. The instructions and template are here:

Updating your Outlook signature_Mar2019 (Treasury:4082674) Add to worklist

You can read more about our new reo Māori name in Gabs' 1 March update.

Ngā mihi nui!
Jacqui

TE TAI ŌHANGA
THE TREASURY

Jacqui Bridges (she/her) **| Manager Communications and Engagement | Te Tai Ōhanga – The Treasury**
Tel: s9(2)(k) | Mobile: s9(2)(a) | Email/IM: jacqui.bridges@treasury.govt.nz
Visit us online at https://treasury.govt.nz/ and follow us on Twitter, LinkedIn and Instagram

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Updating your Outlook signature

With the launch of our new reo Māori name, we have an opportunity to ensure everyone is representing the Treasury in a consistent way in their email signatures.

Please copy the template below into your Outlook Signature file *(see how-to instructions below)* and replace with your own details.

Please delete the mobile number if you do not have a Treasury-issued mobile, and please note that the Confidentiality disclaimer is automatically added by our email server, so you do not need to add it yourself.

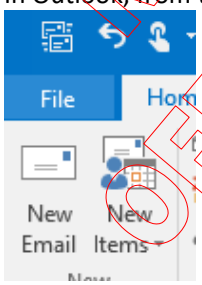
If you're wondering about the use of the pronouns she/her on this signature, read this article about how sharing pronouns in this way can help create a safe environment for transgender and nonbinary colleagues. If you'd like to use this option, just replace she/her with the pronouns that you identify with.

TE TAI ŌHANGA
THE TREASURY

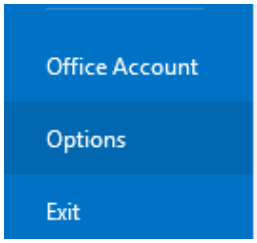
[Your Name] (she/her) **| [Your Title] | Te Tai Ōhanga – The Treasury**
Tel: +64 4 XXX XXXX | Mobile: +64 XX XXX XXX | Email/IM: [Your Email Address]
Visit us online at https://treasury.govt.nz/ and follow us on Twitter, LinkedIn and Instagram

How to update your signature step-by-step

1. In Outlook, from the menu at the top left of the screen click on **File:**



2. From the menu that slides out from the left, click on **Options:**



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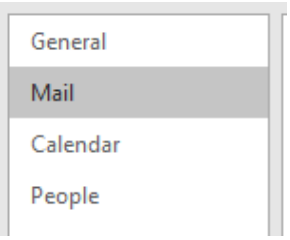
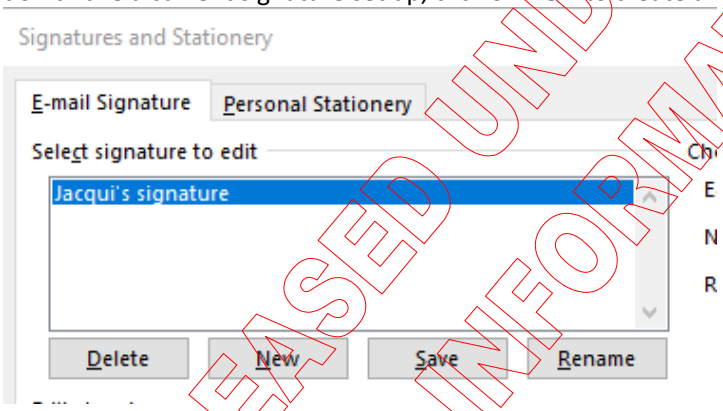
3. The Outlook Options screen will pop up. On the left-hand menu, click on **Mail:**

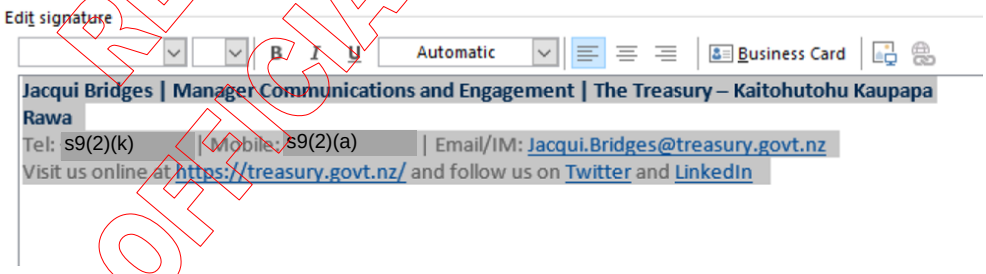


4. Look to the right-hand side of the screen and click on **Signatures**:

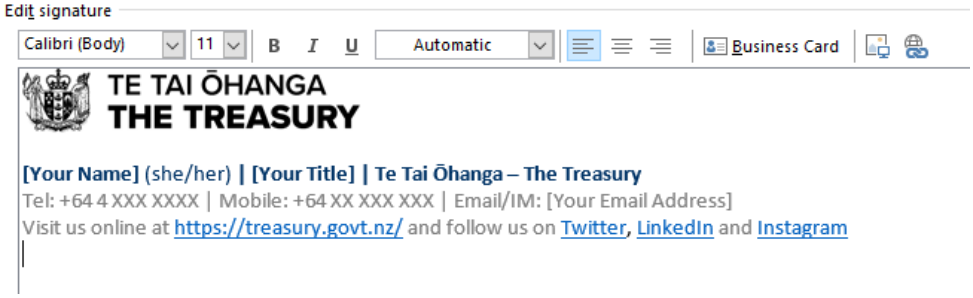
5. The **Signatures and Stationery** window will pop up. Select your existing signature to edit it, or if you don't have a current signature set up, click on **New** to create a new one:



6. If you're editing a current signature, use your mouse to select the text in the **Edit signature** box, then use your **Delete** key to remove the signature:



7. Use your mouse to select the template text on page one of this document, then click into the Edit signature field and use the Ctrl-V keys to paste the new text into your signature:



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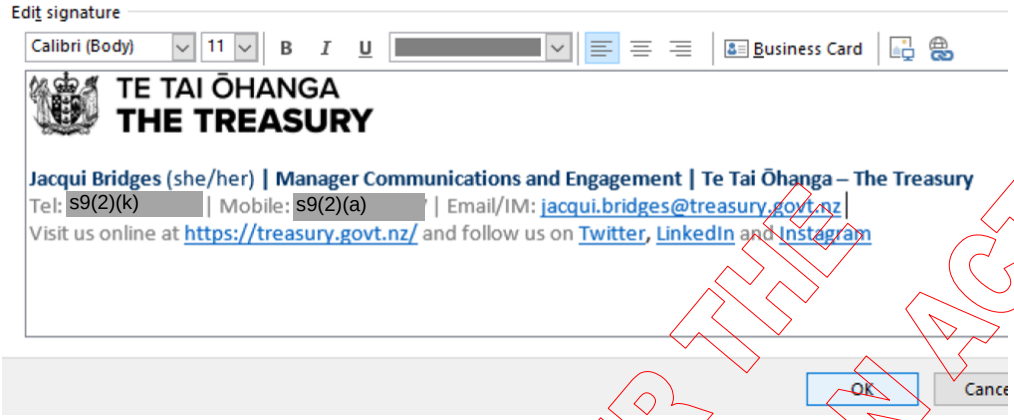
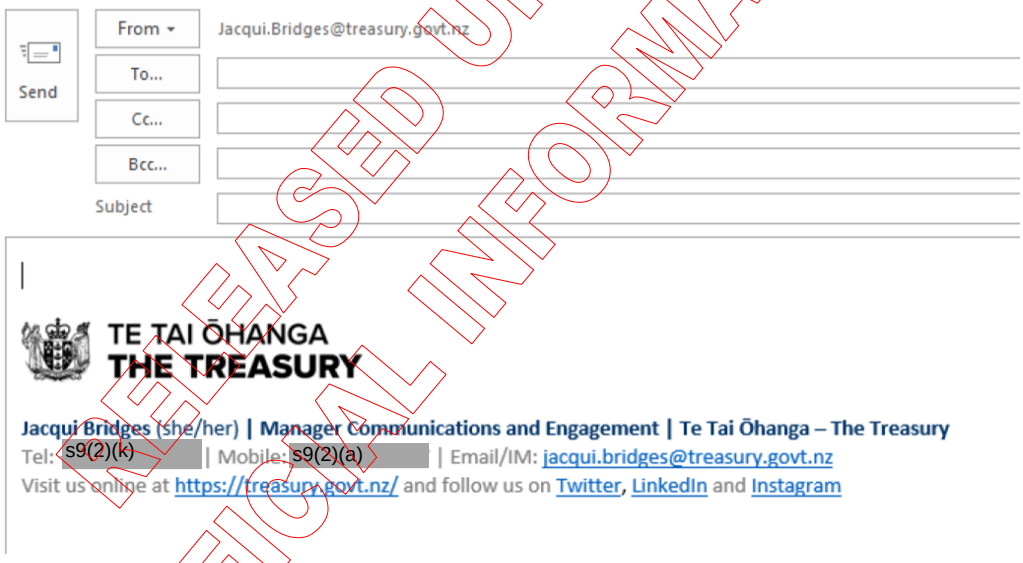
8. Update your information details *without changing the template font, size, colour or spacing etc.*
   Tip: enter a space after your email address to turn it into a clickable link:



9. Click on **OK** and you're done! Then click on **OK** at the bottom of the Outlook Options screen to close it (or just close the window using the **X** at the top-right of the screen).

10. Open a new email and check out your great NEW signature ☺



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Happy Pride Week to all Rainbow Community Members and Allies!

Thursday 14 March 2019

What is Pride?

Pride is an annual event where rainbow communities and allies come together to celebrate our unique mix of cultures, sexualities and gender identities in Aotearoa New Zealand! It is a chance to discuss ideas, ask questions and get to know our communities better!

Things you could do this week to celebrate:

- s9(2)(a) and s9(2)(a) are hosting a casual get-together for any Treasury members who want to celebrate Pride together – it will be this Friday (15 March) from 5pm at Cuckoo Cocktail Emporium. (http://www.cuckoococktailemporium.co.nz/)
- Please email s s9(2)(a) if you would like to come along, or get yourself on the Pink Dollar mailing list to p up to date with any further events. Note: this mailing list is private.
- Head along to one of the Wellington Pride events (https://www.wellingtonpridefestival.org.nz/) near you, which highlights the incredible talent, hard work, and creativity of Wellington's queer community.
- As per recent communications about Treasury D&I (https://huihui/Key-Initiatives/Diversity-Inclusion/Pages/default.aspx) - familiarise yourself with the reasons why it is important to add pronouns to your email signature, and consider adding them to yours. It is an easy way to help create a safe environment for transgender and nonbinary colleagues.

  Not sure how? See updating your Outlook signature. (http://imanage/?number=4082674)

Take 5 minutes and read this article about why you should include pronouns on your email signature and LinkedIn profile (https://medium.com/gender-inclusivit/why-i-put-pronouns-on-my-email-signature-and-linkedin-profile-and-you-should-too-d3dc942c8743).

Comments

Add Comment

Do you have a story idea? Email it to communications@treasury.govt.nz (mailto:Communications@treasury.govt.nz?Subject=Story%20submitted%20by%20Jacqui%20Bridges%20[TSY]%20Please%20review%20and%20publish)

(https://treasury.govt.nz/)

Feedback (mailto:communications@treasury.govt.nz;web.publishing@cass.govt.nz?Subject=TSY%20Intranet%20Feedback)

(http://www.facebook.com/nztreasury) (http://twitter.com/nztreasury) (https://www.linkedin.com/company/new-zealand-treasury) (http://www.youtube.com/nztreasury)

Happy-Pride-Week-to-all-Rainbow-Community-Members-and-Allies (https://huihui/news/Pages/Happy-Pride-Week-to-all-Rainbow-Community-Members-and-Allies.aspx) Happy Pride Week to all Rainbow Community Members and Allies!