

Steps & Resources Toolkit

Out & Equal Workplace Advocates has developed a comprehensive list of tools and best practices to create equality in the workplace for Lesbian, Gay, Bisexual and Transgender (LGBT) employees. These 20 steps are listed below and grouped into 5 key sections: Equal Policies & Benefits, Talent Management & Professional Development, Workplace Climate, Community Commitment, and Advocacy & Corporate Responsibility. At the end of each section is a resource listing to learn more about each of the steps.

Is your corporation or organization including LGBT employees at all levels of your business? You can see what the next steps for your organization are by looking at The Advocacy Frontier graphic below. If you need additional information, contact Pat Baillie, Director of Training & Professional Development at Out & Equal Workplace Advocates, pbaillie@outandequal.org or 415-694-6521 or Daniel Lawrence Smith, Associate Director of Training & Professional Development, dsmith@outandequal.org, 415-694-6508.



20 Steps to an Out & Equal Workplace

1. Equal Policies and Benefits

- Include sexual orientation, gender identity and expression in global non-discrimination and anti-harassment policies.
- Global Recognition of same-sex couples and their families with full, equal access to all company benefits.
- Ensure that global health coverage includes complete health benefits for transgender employees.

- Access for all LGBT employees to complete benefit package and programs provided by your company.

Resource Links

- Building Bridges LGBT Cultural Competency Podcast
<https://www.youtube.com/watch?v=2tc4MubHOO8>
- ENDA Resources (US Based - this bill was not introduced in 2015 – please check the Equality Act Congressional Bill Tracker for current status on this new non-discrimination law – Seante Bill 1858 - <https://www.govtrack.us/congress/bills/114/s1858> and House Bill 3185 - <https://www.congress.gov/bill/114th-congress/house-bill/3185>
- <http://www.outandequal.org/resources/university/employment-non-discrimination-act-enda>
- *Broken Bargain*. Discrimination, Fewer Benefits and More Taxes for LGBT Workers – Movement Advancement Project, June 2013 <http://www.lgbtmap.org/policy-and-issue-analysis/a-broken-bargain-full-report>
- The Economic Cost of Homophobia & Exclusion of LGBT People: A Case Study of India, Badgett, M.V.Lee, PhD; February 2014
<http://www.worldbank.org/content/dam/Worldbank/document/SAR/economic-costs-homophobia-lgbt-exclusion-india.pdf>
- We now pronounce you...What to do with domestic partners? (US Based) Out & Equal Town Call, June 2015, <http://www.outandequal.org/resources/university/town-calls-archive/#JUN1>
- The Cost of Inconsistency: Quantifying the Economic Burden to American Business from the Patchwork Quilt of Marriage Laws, Out & Equal Town Call, April 2015, The Cost of Inconsistency: Quantifying the Economic Burden to American Business from the Patchwork Quilt of Marriage Laws
- Workplace Gender Identity and Transition Guidelines (WGITG)
 - <http://www.outandequal.org/wp-content/uploads/2014/12/Out-Equal-Workplace-Transition-Guidelines-Full-Edition.pdf>
 - <http://www.outandequal.org/wp-content/uploads/2014/12/Out-Equal-Workplace-Transition-Guidelines-Executive-Summary.pdf>
 - World Profession Association for Transgender Health (WPATH) guidelines - http://www.wpath.org/site_page.cfm?pk_association_webpage_menu=1351

2. Talent Management & Professional Development

- Establish and support global LGBT employee/business resource groups or diversity councils.

- Recruit, hire, and offer mentoring to LGBT employees through tools such as [LGBT Careerlink](#).
- Provide leadership development experiences specifically for LGBT and ally employees through in house training or attending the [Out & Equal Workplace Summit](#).
- Track recruitment and career development metrics for LGBT employees who choose to self-Identify through HR records.

Resource Links

- Employee Resource Groups (ERGs)
<http://www.outandequal.org/resources/community/employee-resource-groups-erg-registry/>
- LGBT Self Identification: Then & Now, Out & Equal Town Call, May 2015,
<http://www.outandequal.org/resources/university/town-calls-archive/#MAY1>
- Where are our LGBT Employees? Best practices for counting your workforce's gender identity and sexual orientation for recruitment, retention and productivity purposes and to maximize employee privacy. LGBT Self Identification Community of Practice -
<http://www.outandequal.org/wp-content/uploads/2014/12/2009-Self-ID-report.pdf>

3. Workplace Climate

- Provide diversity training with specific reference to LGBT issues, such as [Out & Equal's Bridges Training](#) for all employees.
- Use anonymous climate surveys to measure effectiveness of LGBT diversity policies and programs.
- Include LGBT diversity objectives in management performance goals.
- Communicate routinely to all employees about how the organization supports its LGBT workforce.

Resource Links

- Where are our LGBT Employees? Best practices for counting your workforce's gender identity and sexual orientation for recruitment, retention and productivity purposes and to maximize employee privacy. LGBT Self Identification Community of Practice
<http://www.outandequal.org/wp-content/uploads/2014/12/2009-Self-ID-report.pdf>
- Corporate Equality Index - <http://www.hrc.org/corporate-equality-index/>
- Stonewall Equality Index, Stonewall UK, 2015, www.stonewall.org.uk



- The Cost of the Closet and the Rewards of Inclusion, Human Resources Campaign, 2015 - <http://www.hrc.org/resources/entry/the-cost-of-the-closet-and-the-rewards-of-inclusion>
- National Transgender Discrimination Survey, National Center for Transgender Equality, 2015 – <http://transequality.org/issues/national-transgender-discrimination-survey>

4. Community Commitment

- Partner with nonprofit groups/NGOs and government agencies around the world working for LGBT equality.
- Sponsor and encourage visible participation in LGBT cultural events such as [Pride](#).
- Include LGBT images on your web, in marketing and advertising strategies.
- Include LGBT owned businesses in supplier diversity program objectives and ensure all contractors include explicit protections based on sexual orientation, gender identity and expression in the own non-discrimination policies.

Resource Links

- Business of Change. Gill Foundation; Weber Shandwick, 2010
<http://www.lgbtbusinessofchange.org/>
- LGBT Marketing Information. Witeck Communications Inc
<http://www.witeck.com/gay-and-lesbian-marketing/>
- Community Marketing & Insights
<http://www.communitymarketinginc.com/gay-lesbian-market-intelligence/>
- NGLCC LGBT Supplier Diversity Programs
<http://www.nglcc.org/what-we-do/diversity-inclusion>
- Executive Order on LGBT Workplace Discrimination (US Based), April 2015,
<https://www.whitehouse.gov/blog/2015/04/08/another-step-toward-equality-lgbt-workers>
- The Clorox Journey: LGBT Marketing and Innovation, Out & Equal Town Call, March 2015,
<http://www.outandequal.org/resources/university/town-calls-archive/#MAR1>

5. Advocacy & Corporate Responsibility

- Use corporate reputation and leverage to be a visible role model for LGBT workplace equality in the communities where your company is located.
- Support public policy efforts on a local, state, national level, global that protect LGBT workplace equality.

- Oppose actively any attempts that would limit or restrict LGBT workplace equality in the community and within your company.
- Ensure global policies and benefits apply to all LGBT employees.
- Share leading practices on LGBT workplace equality by supporting the [Out & Equal Workplace Summit](#)

Resource Links

- Understanding why Indiana's RFRA clears the way to discriminating against LGBT Americans (US based) Forbes, March 2015, <http://www.forbes.com/sites/rickungar/2015/03/30/understanding-why-indianas-rfra-clears-the-way-to-discriminating-against-lgbt-americans/>
- Business of Change. Gill Foundation - <http://www.lgbtbusinessofchange.org/>
- Business Coalition for Workplace Fairness <http://www.hrc.org/resources/entry/business-coalition-for-workplace-fairness-members>
- International LGBT Workplace Considerations <http://www.hrc.org/resources/entry/international-lgbt-workplace-considerations>
- LGBT United Nations Resolutions, 2015 https://en.wikipedia.org/wiki/LGBT_rights_at_the_United_Nations