



# EMPLOYER CHECKLIST

## First Steps in Creating an LGBTQ+ Inclusive Workplace

### WORKPLACE POLICIES: LGBTQ+ INCLUSION

- Equal Employment Opportunity, Non-Discrimination, and Non-Harassment policies include sexual orientation, gender identity, and gender expression
- Gender-neutral dress codes/grooming standards
- Employee access to restrooms/facilities consistent with their gender identity
- Review of benefits for inclusion issues. (Parental leave, health coverage, prescription benefits, family/medical leaves, etc.)
- Support of and collaboration with employee transitions
- Employee privacy issues (no “outing”)

### WORKPLACE PRACTICES: LGBTQ+ INCLUSION

- Gender-neutral HRIS systems
- Use of correct employee names and pronouns
- Review of forms: are they gender-neutral?
- Avoid stereotypes
- Ensure equitable mentoring and promotion opportunities (avoid the “old boys’ club”)

### WORKPLACE TRAINING: LGBTQ+ INCLUSION

- Develop comfort and regularity in using key terms relating to LGBTQ+ employees
- LGBTQ+ topics included in non-discrimination trainings
- Specific LGBTQ+ issues competency training for supervisors, managers, Human Resources, and leadership personnel
- Ongoing and regular training

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