



## 20 Steps to an Out & Equal Workplace

### **EQUAL POLICIES AND BENEFITS**

- Include sexual orientation in global non-discrimination and anti-harassment policies.
- Include gender identity and expression in global non-discrimination and anti-harassment policies.
- Recognize 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.

### **TALENT MANAGEMENT AND PROFESSIONAL DEVELOPMENT**

- Establish and support LGBT employee resource groups.
- Recruit, hire, and offer mentoring to LGBT employees through tools such as [LGBTCareerLink.com](http://LGBTCareerLink.com).
- Provide leadership development experiences specifically for LGBT employees.
- Track recruitment and career development metrics for LGBT employees who choose to self identify.

### **WORKPLACE CLIMATE**

- Provide diversity training with specific reference to LGBT issues – such as Out & Equal’s Building 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.

### **COMMUNITY COMMITMENT**

- Support nonprofit groups working for LGBT equality.
- Sponsor and encourage visible participation in LGBT cultural events.
- Include LGBT images in marketing and advertising strategies .
- Include LGBT owned businesses in supplier diversity program objectives.

### **ADVOCACY & CORPORATE RESPONSIBILITY**

- Be a visible role model for LGBT workplace equality in the community.
- Support public policy efforts that protect LGBT workplace equality.
- Oppose actively any attempts that would limit or restrict LGBT workplace equality.
- Share leading practices on LGBT workplace equality by supporting the Out & Equal Workplace Summit!