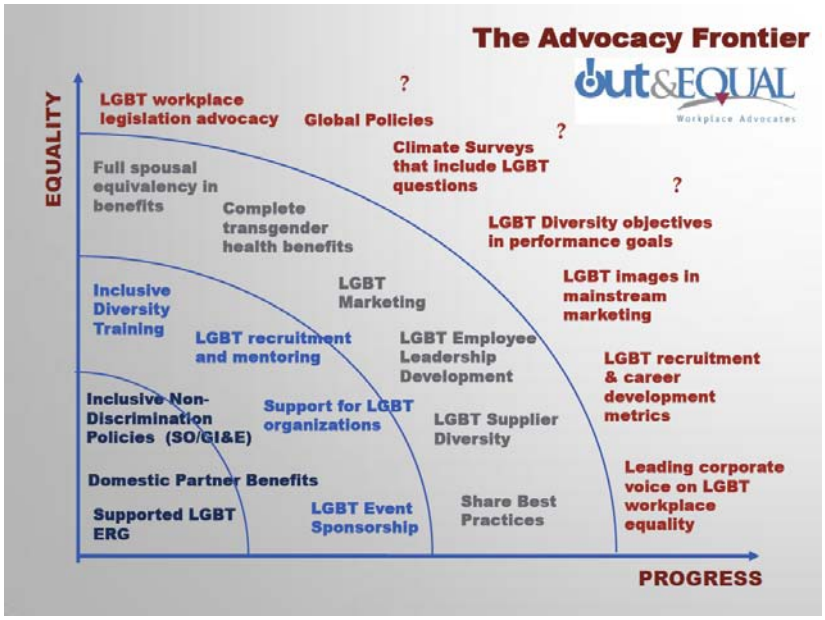
20 Steps to an Out & Equal Workplace Steps & Resources Toolkit

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** (below). If you need additional information, contact Pat Baillie, Associate Director of Training & Professional Development at Out & Equal Workplace Advocates, pbaillie@outandequal.org or 415-694-6521.

The Advocacy Frontier



20 Steps to an Out & Equal Workplace

1. EQUAL POLICIES & 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.

- Resource Links (Equal Policies & Benefits cont'd):
  - **Building Bridges Law & Policy Module Introduction**. http://outandequal.org/law-and-policy-module
  - **Unequal Taxes on Equal Benefits: The Taxation of Domestic Partner Benefits**. Badgett, M.V. Lee, The Williams Institute, UCLA School of Law, December 1, 2007, http://escholarship.org/uc/item/25c0n9rx
  - **Frequently Asked Questions About Providing Domestic Partner Benefits**. Badgett, M.V. Lee; Ash, Michael A, The Williams Institute, UCLA School of Law, October 1 2006, http://escholarship.org/uc/item/7sj4m0ts
  - **Benefits for Transgender Employees and Dependents**. http://www.hrc.org/issues/workplace/benefits/4815.htm

2. TALENT MANAGEMENT & PROFESSIONAL DEVELOPMENT

- Establish and support LGBT employee resource groups.
- Recruit, hire, and offer mentoring to LGBT employees through tools such as LGBTCareerLink.com.
- Provide leadership development experiences specifically for LGBT employees.
- Track recruitment and career development metrics for LGBT employees who choose to self identify.
- Resources:
  - **Employee Resource Groups (ERGs).** http://www.outandequal.org/resources/groups
  - **LGBT CareerLink.** http://lgbtcareerlink.com/
  - **Out & Equal Workplace Summit.** http://outandequal.org/summit-2010
  - **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, May 4, 2009, http://outandequal.org/documents/LGBTSelfIdentificationReport.pdf

3. 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.

- Resources (Workplace Climate cont'd):
  - **Building Bridges toward LGBT Diversity**. http://outandequal.org/BuildingBridgesTraining
  - **Best Practices for Asking Questions about Sexual Orientation on Surveys.** Badgett, M.V. Lee, The Williams Institute, UCLA School of Law, November 4, 2009, http://escholarship.org/uc/item/706057d5
  - **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, May 4, 2009, http://outandequal.org/documents/LGBTSelfIdentificationReport.pdf
  - **Gay & Lesbian Pride Month – LGBT Career Management Resources**. http://www.diversityintelligence.com/wordpress/?p=53#more-53
  - **Corporate Equality Index**. http://www.hrc.org/issues/workplace/cei.htm

4. 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.
- Resources:
  - **Business of Change**. Gill Foundation; Weber Shandwick, 2010, http://www.gillfoundation.org/what-we-do/engage-donors/
  - **The Gay & Lesbian Market in the United States**. Witeck-Combs Communications Inc, February 1, 2007, http://www.packagedfacts.com/Gays-Lesbian-1259124/
  - **Community Marketing Inc**. http://communitymarketinginc.com/
  - **LGBT Supplier Diversity Programs**. http://www.hrc.org/issues/7012.htm

5. 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!
- Resources:
  - **Business of Change**. Gill Foundation; Weber Shandwick, 2010, http://www.gillfoundation.org/what-we-do/engage-donors/
  - **Business Coalition for Workplace Fairness.** http://www.hrc.org/issues/business_coalition_workplace_fairness.htm
  - **Out & Equal Workplace Summit.** http://outandequal.org/summit-2010