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.
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:
     o Employee Resource Groups (ERGs). http://www.outandequal.org/resources/groups
     o Out & Equal Workplace Summit. http://outandequal.org/summit-2010

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

- Resources (Workplace Climate cont’d):
  - Building Bridges toward LGBT Diversity. http://outandequal.org/BuildingBridgesTraining

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:

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