



## 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!



## Out & Equal Action Plan

### As an individual...

What is my goal?

How I will accomplish my goal?

Who will help me accomplish my goal?

What I need to accomplish my goal?

How will I know when I have achieved my goal?

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### As a team member at my workplace...

What is our goal?

How we will accomplish our goal?

Who will help us accomplish our goal?

What we need to accomplish our goal?

How will we know when we have achieved our goal?