

Rubric: Assessing LGBTQ+ Friendly Policies and Procedures

(created by Dr. Jim Mohr)

Please respond to all of the items below. Each category has a statement with a Yes, No, Unknown response followed by a short-answer question. You can also expand on your answers to the statements. Add in statements or categories that align with your specific organization.

Category 1: Non-discrimination Policies, Reporting, and Support

- Explicit prohibition of discrimination based on sexual orientation and gender identity. Yes No Unknown
- Anti-harassment policies addressing homophobic or transphobic behavior. Yes No Unknown
- Clear channels for reporting discrimination or harassment. Yes No Unknown
- Support provided to individuals affected by discrimination or harassment. Yes No Unknown

Short answer: In what ways does the organization actively communicate and promote its non-discrimination policies to ensure all employees are aware of their rights and protections? How does the organization encourage reporting of discrimination or harassment based on sexual orientation or gender identity and create a safe and supportive environment for individuals to come forward?

Category 2: Equal Benefits

- Health Insurance coverage for same-sex partners including domestic partners. Yes No Unknown
- Health insurance coverage for gender-affirming hormone therapies. Yes No Unknown
- Health insurance coverage for gender-affirming surgeries Yes No Unknown
- Parental leave is inclusive of adopting a child. Yes No Unknown

Short answer: How does the organization ensure that equal benefits are extended to all employees, regardless of sexual orientation or gender identity? What specific policies, practices, or programs are in place to address any gaps or disparities that may exist in access to benefits? How does the organization engage LGBTQ+ employees to identify their unique needs regarding benefits?

Category 3: Gender Identity Inclusion

- People can self-identify their gender. Yes No Unknown
- Workplace accommodations during transition. Yes No Unknown
- Confidentiality and privacy during the transition process. Yes No Unknown
- Gender inclusive restrooms. Yes No Unknown
- Dress code policy aligning with gender identity. Yes No Unknown

Short answer: What specific initiatives or measures are in place to promote respect, dignity, and inclusion for employees of all genders and all employees more generally. In what ways does the organization actively involve transgender and gender diverse employees in decision-making processes related to policies and practices that impact their gender identity and expression? How is their input sought and incorporated in decision-making?

Category 4: Training and Education

- Comprehensive training programs on LGBTQ+ policies. Yes No Unknown
- Inclusive language and behavior promotion. Yes No Unknown
- Addresses unconscious biases related to sexual orientation and gender identity. Yes No Unknown

Short answer: How does the organization promote ongoing learning and development opportunities related to LGBTQ+ issues beyond initial training programs?

Category 5: Employee Resource Groups

- Existence of LGBTQ+ employee resource groups or affinity networks. Yes No Unknown
- Opportunities for networking, support, and advocacy. Yes No Unknown

Short answer: How does the LGBTQ+ employee group intersect with other employee groups? How does the organization support intersectional collaboration?

Category 6: External Partnerships and Community Engagement

- Engages with LGBTQ+ advocacy groups. Yes No Unknown
- Participates in Pride events or community initiatives. Yes No Unknown
- Evaluates the effectiveness and impact of partnerships in advancing equality. Yes No Unknown

Short answer: How does the organization actively engage and collaborate with LGBTQ+ community organizations to amplify their voices and address the specific needs and concerns of the LGBTQ+ community. How does the organization ensure that these partnerships are mutually beneficial and promote sustainable change?

Category 7: Leadership Commitment

- Visible support for LGBTQ+ inclusion from organizational leaders. Yes No Unknown
- Holding themselves and others accountable for inclusivity. Yes No Unknown
- Resources are committed to support LGBTQ+ inclusion, employee groups, education. Yes No Unknown

Short answer: How do organizational leaders actively serve as role models by openly supporting LGBTQ+ inclusivity, challenging heterosexism, genderism, and homo/bi/trans-phobia, and advocating for policies and practices that create a safe and inclusive environment for LGBTQ+ employees?

Category 8: Measurement and Evaluation

- Data collection on LGBTQ+ employee satisfaction. Yes No Unknown
- Climate surveys to gauge inclusivity. Yes No Unknown
- Periodic review of policies and procedures. Yes No Unknown

Short answer: In what ways does the organization engage with employees to gather feedback and insights regarding LGBTQ+ inclusivity? How does the organization utilize this feedback to drive improvements and make informed decisions regarding LGBTQ+ policies and initiatives?

Category 9: Recruitment and Hiring Practices

- Existence of diversity and inclusion initiatives in the recruitment and hiring process, specifically targeting LGBTQ+ candidates. Yes No Unknown
- Promotes equal opportunities and non-discrimination for LGBTQ+ individuals during recruitment and hiring. Yes No Unknown

Short answer: What are the inclusive recruitment and hiring practices that actively promote diversity and equal opportunity for LGBTQ+ individuals? How does the organization ensure biases against LGBTQ+ candidates are recognized and eliminated?

Category 10: Supplier Diversity and Procurement

- Evidence of policies or initiatives promoting supplier diversity and inclusion, specifically focused on LGBTQ+ owned businesses or businesses prioritizing LGBTQ+ inclusivity? Yes No Unknown
- Integration of LGBTQ+ inclusivity criteria in the organization's procurement process and supplier selection. Yes No Unknown

Short answer: Does the organization prioritize supplier diversity by actively seeking out and partnering with LGBTQ+ owned businesses or businesses that prioritize LGBTQ+ inclusivity? How does the organization ensure that its procurement practices align with its commitment to LGBTQ+ equality?

Category 11: External Communications and Marketing

- Demonstration of inclusive and diverse representation of LGBTQ+ individuals in external communications and marketing materials. Yes No Unknown
- Evidence of intentional efforts to promote LGBTQ+ visibility and inclusion in the organizations branding and advertising, including the website. Yes No Unknown

Short answer: How does the organization represent and portray LGBTQ+ individuals in its external communications and marketing materials? Does the organization actively promote LGBTQ+ visibility and inclusion in its branding and advertising?

Category 11: Organizational Accountability and Reporting

- Regular reporting on progress, challenges, and initiatives related to LGBTQ+ inclusivity. Yes No Unknown
- Transparency and accountability regarding organization's commitment to LGBTQ+ inclusion such as public statements or published diversity and inclusion reports. Yes No Unknown

Short answer: How does the organization hold itself accountable for LGBTQ+ inclusivity? Does the organization regularly report on its progress, challenges, and initiatives related to LGBTQ+ equality and inclusion?