



# Creating LGBTQIA Inclusive Workplaces





**Founded in 2006  
as a Chamber of  
Commerce**

**Education  
Foundation  
formed in 2008**

**The only LGBTQ +  
Allied business  
group in NEO**

**Affiliate chamber  
of National Gay &  
Lesbian Chamber  
of Commerce**

**290 members  
strong**



**Build**

Business Networking Events: build professional networks

**Expand**

Expand LGBTQ business interests: promote business development

**Provide**

Provide education programs: LGBTQ cultural competency, business development skill building, business owner resources

**Advance**

Advance non-discrimination in the workplace: HR policy assessments, welcoming practices, current legal landscape

# Allyship in Action

## takes practice

Avoid assumptions.

Treating people how they want to be treated.

Be familiar with words, culture, challenges.

Get comfortable with being uncomfortable.

### **Make time.**

Create safe spaces and protect privacy.

Know the policies and have lists of relevant resources.

Be active. Be visible. Speak Up.

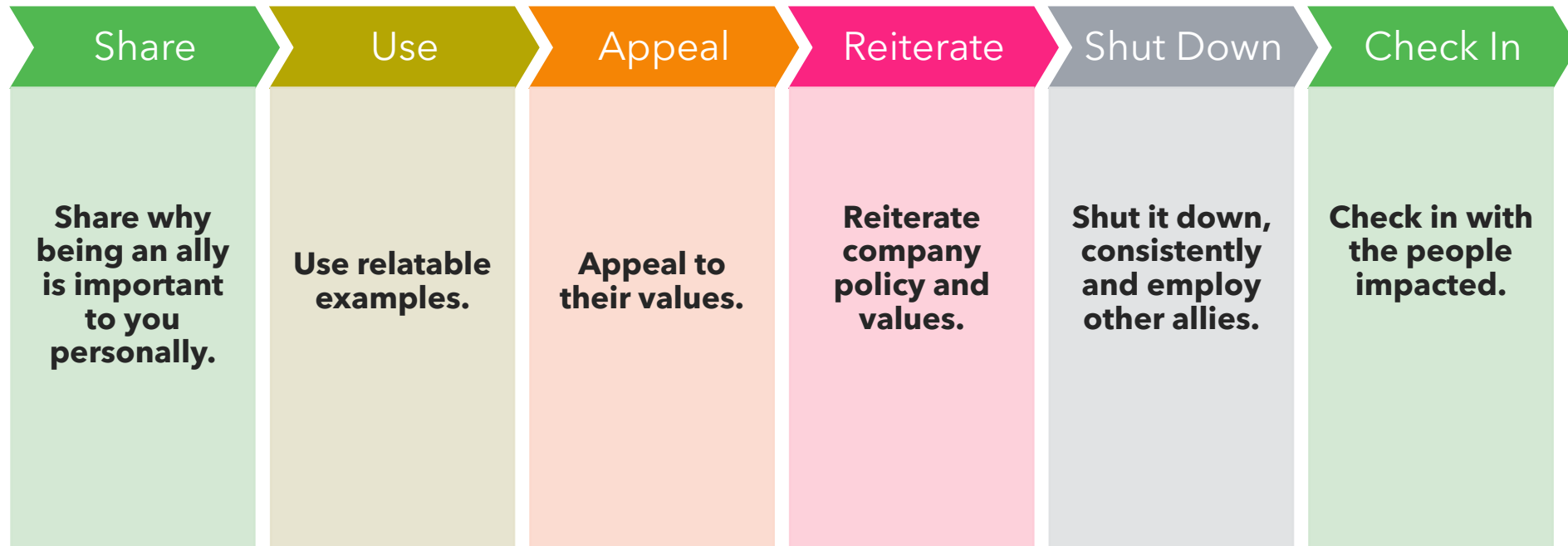
Use gender-neutral language.

Provide resources; be a safe space.

Research; learn; adjust.

Support LGBTQ+ business & social causes.

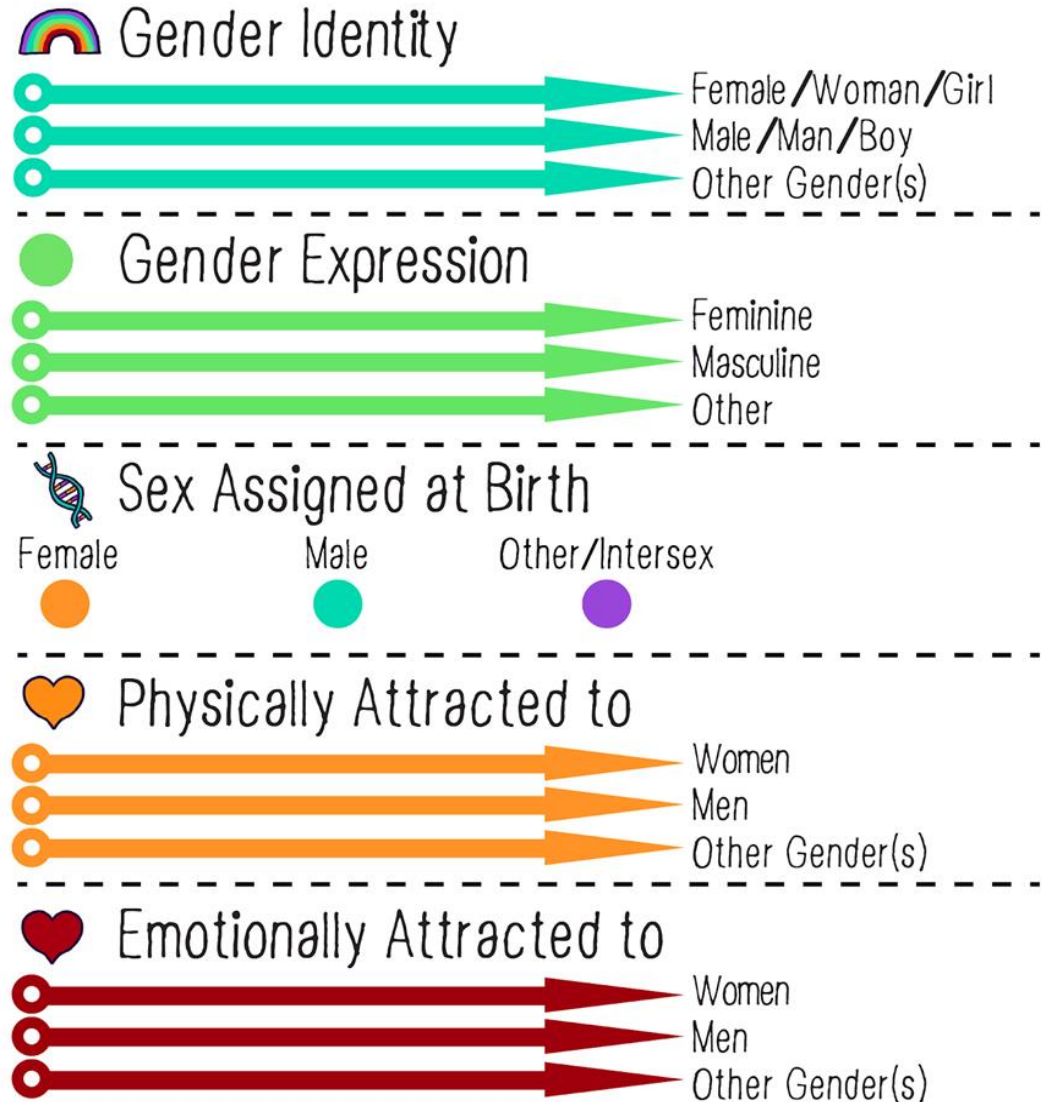
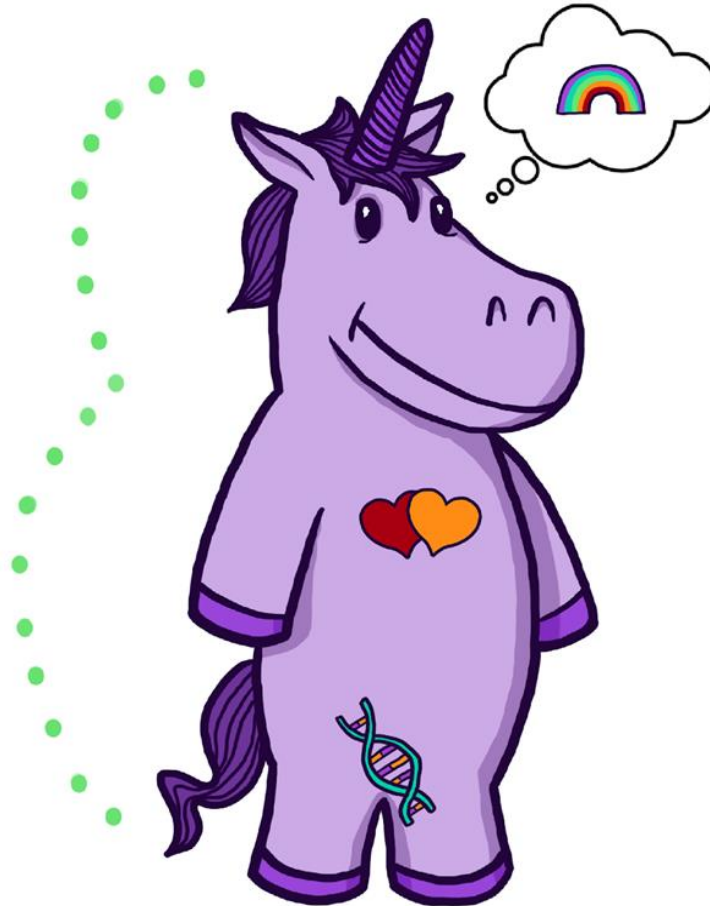
**Two-thirds (67.5%) of LGBT employees reported that they have heard negative comments, slurs, or jokes about LGBTQ people at work.**



Source: [williamsinstitute.law.ucla.edu/publications/lgbt-workplace-discrimination/](https://williamsinstitute.law.ucla.edu/publications/lgbt-workplace-discrimination/)

# The Gender Unicorn

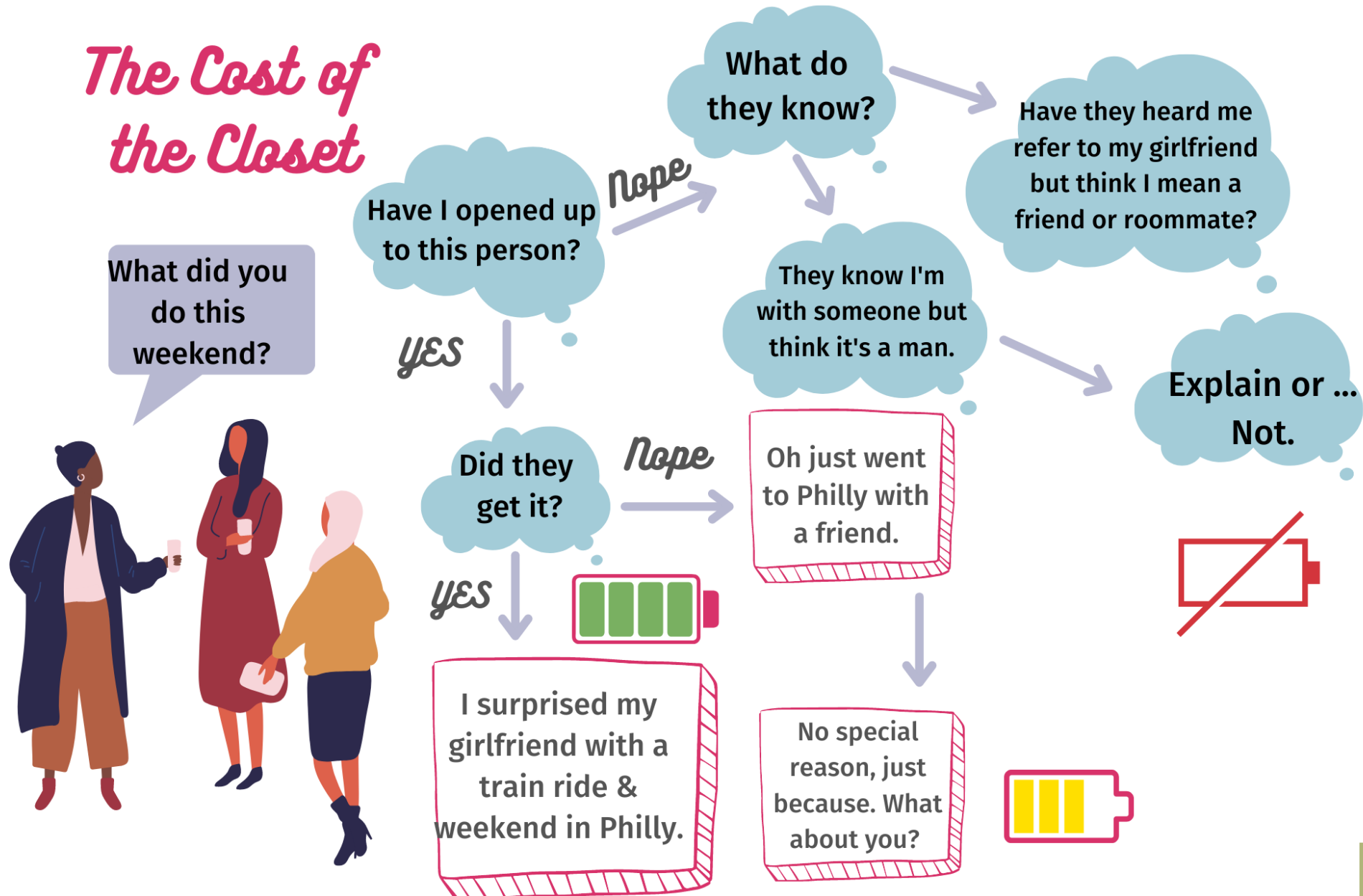
Graphic by:  
**TSER**  
Trans Student Educational Resources



To learn more, go to:  
[www.transstudent.org/gender](http://www.transstudent.org/gender)

Design by Landyn Pan and Anna Moore

# The Cost of the Closet



- Having people celebrate your marriage
- Paid leave from your job when grieving the death of your partner
- Inheriting from your partner automatically after their death
- Having multiple positive TV role models
- Ease of access to affirming doctors and medical treatments
- Able to easily find leaders in your field of the same orientation or gender identity
- Trusting your identity is not a barrier to promotions
- Being able to adopt children
- Not worrying when you are pulled over by police because your identity
- Able to obtain child custody
- Showing affection in public without threat or punishment
- Freely being able to discuss your relationship with others
- Have access to multiple family planning options
- Reading books or seeing movies about a relationship you wish you could have
- Being able to lease or buy a home without concern about discrimination
- Raising children without worrying about state intervention
- Being a foster parent
- Knowing your children will learn about your history and see families like them reflected in curriculum
- Being employed as a teacher without people accusing you of "grooming" children
- Dating the person you desired in your teens
- Have not lost family support because of who you are
- Living openly with your partner
- Receiving validation from your religious community
- Being accepted by your neighbors, colleagues, and new friends
- Having people use your pronouns correctly all the time
- Sponsoring your partner for citizenship
- Able to find a retirement home supportive of your identity









Helps everyone  
feel included

Avoids  
assumptions about  
identity

Shows  
allyship/awareness

Ensures folks get it  
right

Pronouns are as  
important as your  
name



## WHY GENDER PRONOUNS MATTER

Hello, my name is Angela. I use she/her pronouns!

Hello, my name is Jeremiah. I use he/him pronouns.

What are yours?

Hello, my name is Jamie, I use he/she/they pronouns.

### What if I am unsure?

Usually, it is safe to use they/them/theirs unless that person tells you otherwise. Try to introduce yourself with your own pronouns so that everyone you meet knows that you are aware and that you will not assume a person's pronouns.

### What is offensive?

There are many terms that are offensive for people that identify as transgender or any other form of gender non-conforming. Some of these would be "it" "he-she" or adding "the" "ed" or "s" to the word transgender

### What if I make a mistake?

It happens to everyone. Do not make a big deal about it. Acknowledge, apologize, correct, move on.

# Workplace Culture

## the basics

### **Create Internal Checks**

- ✓ Surveys include LGBTQ box
- ✓ Analyze for sense of safety, job security, instances of discrimination

### **Express Commitment Externally**


- ✓ Involvement in area Pride festivals
- ✓ Networking & professional development opportunities
- ✓ Blogs, LinkedIn, spotlights

### **Offer Diverse Benefits**













- ✓ Provide domestic partner benefits
- ✓ Expand definition of family for leave time
- ✓ Be conscious of the use of gendered language in benefits

# Talent Acquisition & Retention

- ✓ Actively recruiting candidates in places that welcome the LGBTQ community
- ✓ Adopting policies and procedures that support employee's gender transition
- ✓ Promoting mentorship programs
- ✓ Consulting with advocacy and affinity groups on best practices and strategies
- ✓ Provide ally and LGBTQ+ supportive backgrounds, swag
- ✓ Paying attention to gendered language, such as the use of appropriate and accurate pronouns



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# Interviewing

## questions on the interviewees mind

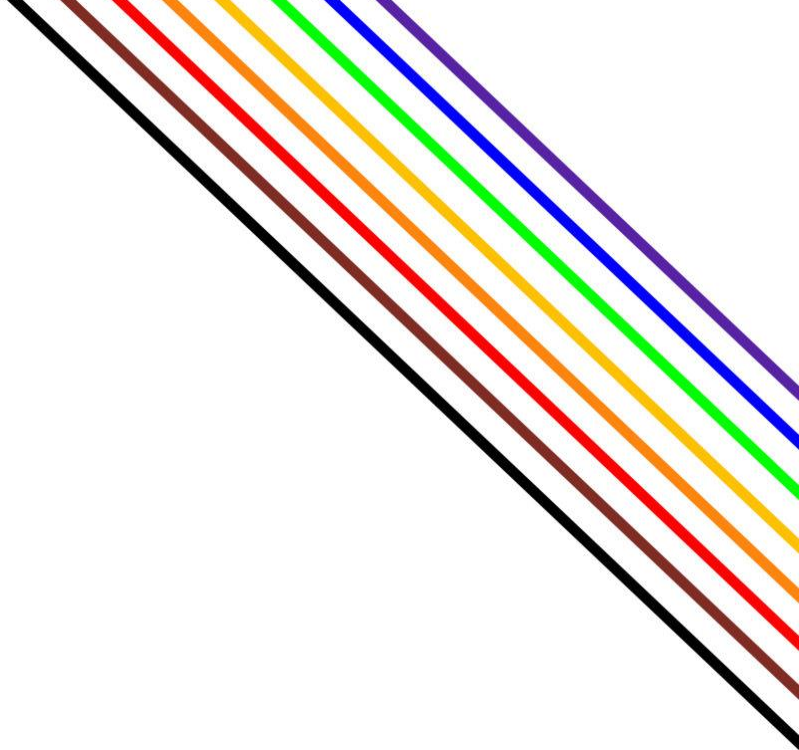
- ✓ What is addressed in the equal employment opportunity statement, are identities listed explicitly in the non-discrimination policy?
- ✓ What identities are represented in company leadership?
- ✓ What type of training is required for HR, managers, executive team, and all staff?  
How long have they had this practice in place?
- ✓ Do you have healthcare options that are trans-inclusive same-sex couples?
- ✓ What is your dress code, and how does it gender people?
- ✓ Does your application, background check, email systems, and logins, business cards allow for legal and chosen names?
- ✓ What are the restroom and locker room policies? Can employees use the restroom/locker rooms congruent with their gender identities?
- ✓ Are there guidelines for employee pronouns in email signatures, introductions?





# YOU BELONG HERE.

OUT & EQUAL  
WORKPLACE ADVOCATES



# Day to Day

## challenges and opportunities

### Appearance Standards

- + Apply the same standards equally.
- + Address any concerns 1:1.
- + Shut down gossip.
- + Have patience and allow for growth.

### Restrooms and Locker Rooms

- + Handle with sensitivity, understand danger.
- + People use the bathroom that aligns with their gender. Plain and simple.
- + Know where single-occupancy facilities are.
- + Cisgender employees uncomfortable with using locker room or bathroom with transgender person should have a conversation with manager.
- + The employee having an issue may travel to a different floor or work area NOT the transgender or nonbinary employee.

# Day to Day

## challenges and opportunities

### Name and Gender Changes

- + How does the process look externally?
- + All efforts to align on all documentation.
- + Be familiar with internal processes and timelines.
- + Use name and pronouns in everyday interactions **when they are ready.**
- + Have a plan for redirection and correction.

### Pronouns

- + Unsure? Use their name or “they”. Once informed, use those pronouns.
- + Mistakes happen. Acknowledge, Appreciate, Move On.
- + Impacts of consistent or purposeful misgendering.
- + Use gender inclusive language more often.
- + Support the transgender and non-binary employee when they are frustrated. Believe their experiences, provide support, encourage patience, address repeat offenders.

# Day to Day

## challenges and opportunities

### Leave Benefits

- + They may not know what the plan will look like or leave time required.
- + Be flexible.
- + Medical appointment and mental health visits are to be granted on the same basis.
- + Check in regularly regarding their needs, schedule, etc.

### Medical Care

- + Again, they may not know what the plan or needs will be.
- + Be informed about common medical care your employee may wish to access.
- + You need to be as, if not more, familiar with company health insurance coverage.
- + Plans need to be discussed, held in privacy, and communicated **only** with affected parties with great care and intention.
- + Shut down gossip. Be aware of boundaries.





**Thank you**

**Amanda Cole (she/her)**

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### **PFLAG Straight For Equality Resources**

[straightforequality.org](https://straightforequality.org)

### **PFLAG How to be an Ally Guide**

[pflag.org/publication/guidetobeingastraightally](https://pflag.org/publication/guidetobeingastraightally)

### **PFLAG Guide to being a Trans Ally**

[pflag.org/publication/guidetobeingatransally](https://pflag.org/publication/guidetobeingatransally)

### **Story Corps OutLoud Project**

[storycorps.org/discover/outloud/](https://storycorps.org/discover/outloud/)

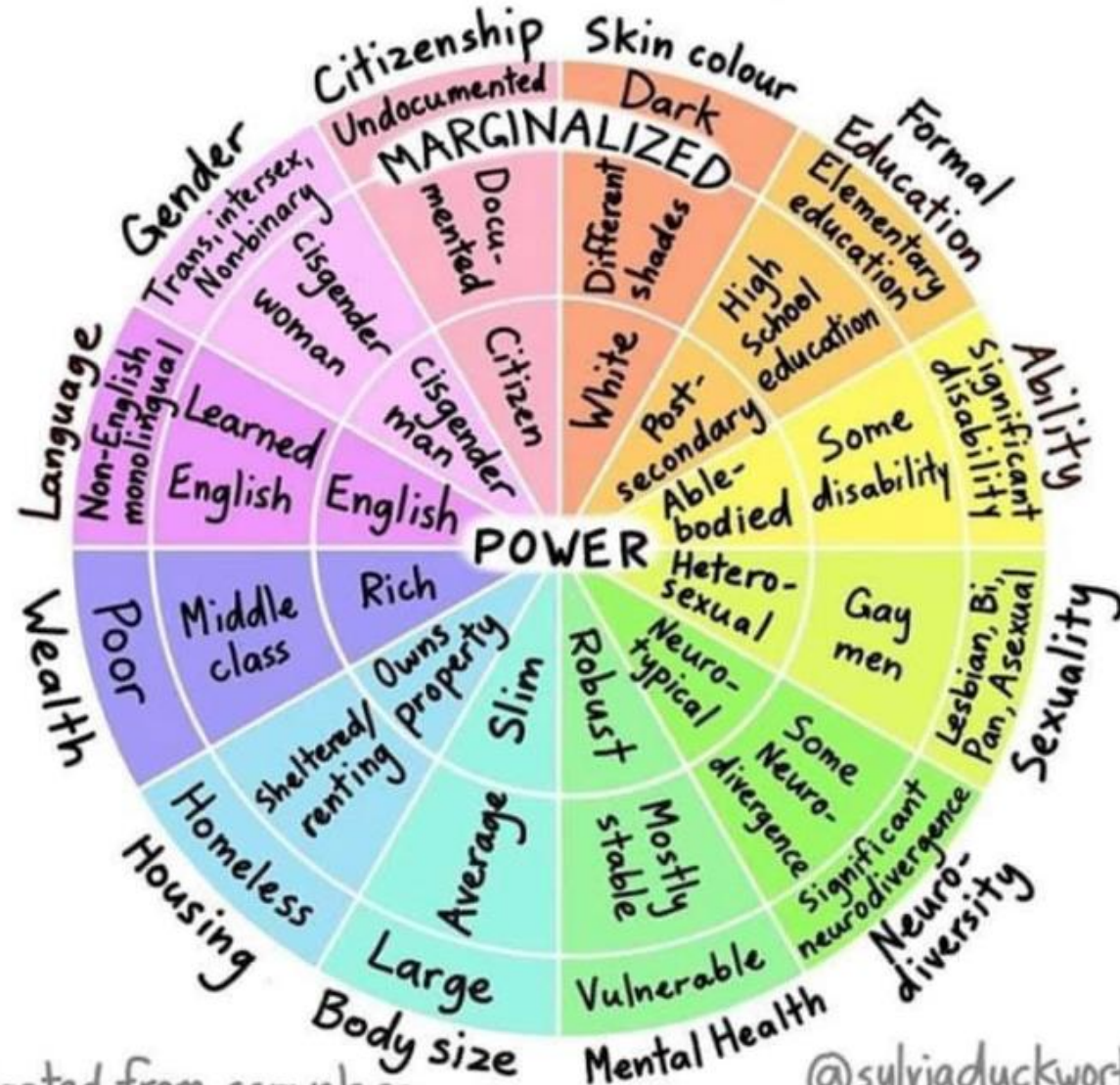
### **HRC Glossary of Terms**

[www.hrc.org/resources/glossary-of-terms](https://www.hrc.org/resources/glossary-of-terms)

# Listen. Learn. Lead.

- Get outside of binary thinking
- Talk with your medical providers about how they support LGBTQ+ patients
- Talk to your friends, your place of worship, and community organizations about how they treat and interact with LGBTQ people
- Support legislation which protects people and oppose laws which seek to harm or marginalize the community
- Support transgender and equality organizations
- Speak out about injustices to your family and friends
- Be an ally even when no one is looking!

# WHEEL OF POWER/PRIVILEGE



Adapted from ccrweb.ca

@sylviaaduckworth

# Leveraging Employee Groups



**Partner with LGBT Centers & Chambers to provide career readiness, internships & mentorship programs.**



**Engage ERG members to volunteer at organizations in need. LGBTQ specific & direct service orgs.**



**Use holidays & LGBT visibility days to fundraise for LGBTQ+ nonprofits, engaging across ERGs & allies.**



**Encourage executive sponsors to join LGBTQ boards. Leverage corporate giving for sponsorship & grants.**



FOR EVERY GIRL WHO IS TIRED OF ACTING WEAK WHEN SHE IS STRONG, THERE IS A BOY TIRED OF APPEARING STRONG WHEN HE FEELS VULNERABLE. **FOR EVERY BOY WHO IS BURDENED WITH THE CONSTANT EXPECTATION OF KNOWING EVERYTHING, THERE IS A GIRL TIRED OF PEOPLE NOT TRUSTING HER INTELLIGENCE. FOR EVERY GIRL WHO IS TIRED OF BEING CALLED OVER-SENSITIVE, THERE IS A BOY WHO FEARS TO BE GENTLE, TO WEEP. FOR EVERY BOY FOR WHOM COMPETITION IS THE ONLY WAY TO PROVE HIS MASCULINITY, THERE IS A GIRL WHO IS CALLED UNFEMININE WHEN SHE COMPETES. FOR EVERY GIRL WHO THROWS OUT HER E-Z-BAKE OVEN, THERE IS A BOY WHO WISHES TO FIND ONE. FOR EVERY BOY STRUGGLING NOT TO LET ADVERTISING DICTATE HIS DESIRES, THERE IS A GIRL FACING THE AD INDUSTRY'S ATTACKS ON HER SELF-ESTEEM. FOR EVERY GIRL WHO TAKES A STEP TOWARD HER LIBERATION, THERE IS A BOY WHO FINDS THE WAY TO FREEDOM A LITTLE EASIER.**



**When were  
you first aware  
of your  
gender?  
What was the  
experience?**