1 Include LGBTQIA+ education in employee orientation materials to highlight workplace inclusion and understanding.

2 Update company forms to include inclusive ways to self-identify.

3 Provide gender-neutral bathroom options.

4 Avoid intrusive questions about gender. When in doubt, always go with how people introduce themselves.

5 When an employee confides in you about their identity, thank them, listen to their story and ask if/how you can help.

6 **Respect a person's pronoun.** Ensure safe use of gender-neutral pronouns like they or ze within the workplace.

7 Inform staff that LGBTQIA+ people are at higher risk for suicide, homelessness, depression, and to be the target of bullying.

8 **Create an Anti-Bullying Policy and Action Plan.** Take all reports of bullying seriously, including employees who purposely use a coworker's incorrect pronoun.

9 Create HR policy around homophobic or trans-phobic comments in the workplace. (e.g.: hearing employees say, "That's so gay!")

10 Ensure that employee health and wellness initiatives are race and LGBTQIA+ informed.

11 Foster a culture of trust and respect; ensure LGBTQIA+ individuals have an equal voice in workplace decisions.

12 Encourage LGBTQIA+ employees to take on leadership roles.

13 Create an anonymous survey to determine the effects of homophobia and trans-phobia and racism in the workplace.

14 Celebrate individual identity and expression; encourage diversity and inclusion committees and/or events.

15 Be an ally; If you see something, say something.