Creating a Safe LGBTQIA+ Workplace

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 transphobia 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.