



LGBTQ+ INCLUSIVE ORGANIZATIONAL ASSESSMENT

This assessment supports individuals with identifying gaps in their organizational policies, practices and culture, specifically related to LGBTQ+ inclusion. It is a start point for implementing practices that support a more inclusive and equitable workplace.

Complete the questionnaire to the best of your ability, selecting “yes”, “no”, or “not sure.” Use the space below each section to take notes about ideas for improvement, potential barriers, or questions you may have.

This resource includes sample content from a more expansive learning experience. Contact us at hello@be-equitable.com to learn more about our Identity & Allyship content series and other offerings.

LGBTQ+ INCLUSIVE ORGANIZATIONAL ASSESSMENT



1. Policies	Yes	No	Not Sure
a. Do your employee harassment and discrimination policies include protections for sexual orientation, gender identity and gender expression?			
b. Does your organization affirm employees' gender identity by allowing and supporting them to use facilities that correspond to their gender identity? (e.g., restrooms, locker rooms, events)			
c. Are same gender partners covered in employee benefits, such as healthcare?			
d. Do parental leave policies include non-birth and adoptive parents?			
Notes:			
2. Best Practices	Yes	No	Not Sure
a. Does your organization consider intersections of identity when addressing employee needs? (This includes, but is not limited to: sexual orientation, gender identity, gender expression, race, ethnicity, skin-color, socio-economic background, cultural upbringing, immigration status, family trauma, health or behavioral health diagnoses, disability.)			
b. Is there a standard practice of introducing yourself with your pronouns and including gender pronouns in email signatures?			
c. Are materials displayed, such as posters, signs, and magazines, or communications shared that feature LGBTQ+ individuals, families, and culture.			
d. Are employees encouraged to use non-assumptive, gender-neutral language? (For example, asking about "significant others" or "partners," instead of assuming boyfriend or girlfriend? Or asking employees to take benefit information to their families/spouse, instead of husband or wife.)			
e. Does your organization acknowledge and discuss current events and history that are relevant and inclusive of the LGBTQ+ community?			
Notes:			

LGBTQ+ INCLUSIVE ORGANIZATIONAL ASSESSMENT (CONT'D)



3. Forms and Promotional Materials	Yes	No	Not Sure
a. Does organizational paperwork use inclusive, non-assumptive language? (For example, including Mx. as a gender-neutral form of Ms./Mr., the use of spouse/partner instead of husband/wife)			
b. Do forms include non-binary and open-ended options for gender? (For example, a text box to fill in Gender Identity, instead of only Male or Female boxes.)			
c. Does your informational and marketing materials, such as flyers, brochures, website, social media, include representations that would indicate a welcoming environment for LGBTQ+ people? (This may include explicitly having affirming statements towards LGBTQ+ people and highlighting work of employee resource groups.)			
Notes:			
4. Gender Inclusive Facilities	Yes	No	Not Sure
a. If you have single-stall restrooms, are they labeled as gender neutral?			
b. If you have multi-stalled restrooms, do you have gender-neutral options available?			
Notes:			

LGBTQ+ INCLUSIVE ORGANIZATIONAL ASSESSMENT (CONT'D)



5. People, Culture & Training	Yes	No	Not Sure
a. Does the organization provide employee training on LGBTQ+ workplace inclusion and allyship? <i>Reflect: Are they mandatory or optional? Are they one-time, or ongoing? Are they designed and/or facilitated by individuals who hold the lived experience?</i>			
b. Do employees have access to LGBTQ+/Allyship resources and learning materials to support their colleagues?			
c. Do culture and climate surveys include LGBTQ+ demographic data?			
d. Is there a standard practice of sharing pronouns at staff meetings, in interviews, and other interactions?			
e. When hiring, do leaders actively engage groups and organizations that serve the LGBTQ+ community? <i>Reflect: How does the organization demonstrate a welcoming environment to LGBTQ+ candidates during the recruitment and hiring process?</i>			
f. Are there interview questions in the hiring process that gauge commitment to allyship and inclusion?			
g. Are people leaders encouraged to affirm their commitment to equity and inclusion with their team members?			
h. Is there a culture and supportive practices that invite open and honest feedback around intentional or unintentional harmful, exclusive behaviors?			
Notes:			

Adapted from: Center of Excellence for Children's Behavioral Health (2017). Allyship in Action: Creating a Welcoming Environment for LGBTQ+ Youth in Your Organization – Organizational Allyship Toolkit

Additional notes:



BE EQUITABLE

This assessment is a component of a larger resource developed as part of our Identity & Allyship Learning Series. If this resource was helpful to you or you are interested in the full experience, contact us at hello@be-equitable.com.

Learn more about our offerings at [Be-equitable.com](https://be-equitable.com)