Checklist for LGBTQ+ Inclusiveness

Hiring

1. Does your written nondiscrimination policy explicitly cover sexual orientation and gender identity?

2. Are activities relating to LGBTQ+ issues and organizations considered equally when listed on resumes, and given appropriate weight in job interviews? (example: volunteer experience, community involvement, etc.)

3. Do you make your non-discrimination policy clear to new hires as a way to make self-identification as LGBTQ+ more comfortable?

Work Environment

1. Do you hold annual trainings on cultural diversity which include sections on LGBTQ+ issues? If not, please contact the Service Equality Task Force for no cost training options.

2. Do employees know that behavior or actions construed as discriminatory or biased toward LGBTQ+ individuals may be grounds for disciplinary action and/or required continuing education?

3. Are all formal agency communications worded in a gender-neutral and inclusive fashion? (i.e. "Partner" instead of "Spouse")

Board of Directors

1. Have Board members been invited to cultural competency training?

2. Has Board recruitment included outreach to the LGBTQ+ community? (example: the Rainbow Chamber of Commerce)

3. Are LGBTQ+ organizations considered among the possible nominating organizations? If not, please contact the Service Equality Task Force for a list of organizations.

Client Issues

1. Do staff receive annual training on sensitivity to the concerns of LGBTQ+ clients and in recognizing when those issues affect the client's situation?

2. Do you do outreach in LGBTQ+ publications and communities? If not, please contact the Service Equality Task Force for a list of organizations and publications.

3. Does your resource and referral list include organizations that provide support to LGBTQ+ clients?

4. Do you seek funding to address issues of concern to LGBTQ+ clients in the same way that you seek funding for heterosexual issues (as available)?

5. Does the physical environment include displays reflective of sexual orientation diversity (posters, art, magazines, etc.)? If not, do you have a plan in place to work toward this goal?

6. Do your agency publicity materials demonstrate an openness to and acceptance of LGBTQ+ clients (gender neutral language, promotional art reflecting diverse populations, etc.)?

If you answered no, please explain barriers to achieving these goals.