

Welcoming and inclusive services checklist for your organisation

Safe, welcoming and inclusive environment

- We have a designated LGBTIQ+ champion with lived experience or specialist expertise, to support employees and implement changes that improve workplace inclusiveness?
- We provide regular training and education to employees, which is dedicated to promoting the use of inclusive language and ensuring employees are respectful and celebrate the values and cultures of LGBTIQ+ people?
- We encourage and support our employees to provide LGBTIQ+ specific feedback in supervision or anonymously?
- Our recruitment and employment materials use LGBTIQ+ inclusive language and provide opportunity for employees to indicate sexual orientation, gender identity, preferred pronouns and family affiliations?
- We provide a safe space for LGBTIQ+ employees and allies to gather regularly to network, reflect and support each other?

Promoting diversity and networking

- Our professional relationships include links to LGBTIQ+ communities and organisations who provide targeted services to LGBTIQ+ communities?
- The language and imagery we use on our organisational resources such as the website, printed material and other media inclusive and representative of LGBTIQ+ people?
- Our organisation acknowledges and celebrates local and national significant events and dates in the lives and cultures of LGBT communities?
- LGBT people clearly identify that they are welcome at our organisation through the use of symbols, signs, posters or pamphlets in reception and entry areas and gender neutral facilities?
- We have a screening process to check our partnerships, sponsors, guests and all other affiliates are welcoming and inclusive of LGBT people?
- Our organisation promotes itself directly to LGBTIQ+ communities?

Inclusive organisational policy and procedure

- We have a clear “zero tolerance” policy prohibiting discrimination, bullying and harassment of any kind toward all employees/ volunteers and specifically those of diverse sexual orientations and gender identities?
- Our organisation has robust confidentiality and privacy measures in place which ensures the personal information of our employees/volunteers is protected and remains private?
- Our organisation has a visible inclusion, access and equity policy that specifically references our LGBTIQ+ diverse employees, and copies are easily accessible and readily available to all employees?
- There is a documented procedure in place that ensures prompt action is taken to manage threats to the safety and inclusion of LGBTIQ+ employees/volunteer's?

Equal opportunities

- Our recruitment, employment materials and workplace documents use LGBTIQ+ inclusive language and provide opportunity for potential employees to indicate sexual orientation, gender identity, preferred pronouns and family affiliations?
- We are inclusive of domestic partnerships and families by providing equal access to employee benefits for LGBTIQ+ employees?
- Our workplace openly recognises and includes significant others, partners and spouses of LGBTIQ+ employees on all official records as well as for all events where heterosexual partners are welcome?

