



Tips for Creating an LGBTQ+ Inclusive Work Environment



Personal Practices

The first step to ensuring inclusivity is to first make sure that you're being inclusive yourself.

- Treat and refer to all people as members of their affirmed gender identity at all times
Use gender-neutral language when addressing a group (team, friends, folks)
- Include LGBTQ+ examples when facilitating trainings & simulations
- When starting meetings or meeting a new person when you share your name include your pronouns. Ask that others do the same.
- Include your pronouns in your email signature and next to your name on virtual meeting platforms
- If (and when) you make a mistake with names or pronouns, apologize, correct yourself, and move on. Then, practice so that you don't make the same mistake
- Do not out anyone or allow anyone else to do so
- Be comfortable correcting others and accepting corrections when mistakes are made

Institutional Practices

An inclusive workplace requires organizations to ensure inclusivity on a structural level.

- Make your online presence (website and social media) explicit in its support for current and potential LGBTQ+ employees.
- Include resources for LGBTQ+ applicants on your website
- Provide support and/or transition plans and offer a point-person for employees with questions, concerns, or resource needs
- Reflect LGBTQ+ individuals in your internal and external marketing materials
- Offer resources on LGBTQ+ inclusivity (to clients, colleagues, and collaborators) to ensure supportive encounters for your trans and non-binary staff
- Implement inclusive hiring practices and proactive outreach to the LGBTQ+ community
- Ensure that gender-affirming care is covered by your organization's health insurance policy
- Focus on Team Building that includes everyone. Promotional items should not be gendered.

Building an inclusive workplace is an ongoing, intentional process, that requires you, your colleagues, and your organization to continually consider your own current practices, accept feedback, and be proactive. For additional information and examples on how to develop effective workplace inclusivity policies, please review the following resources:

- [Mozilla's Workplace Transition Policy Guidelines](#)
- [Lambda Legal' Workplace Rights and Wrongs](#)
- [The Human Rights Campaign's Toolkit for Employers](#)

