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LGBTQIA+ Inclusive Workplace Practices

Normalize Pronoun Sharing

Sharing pronouns **allows everyone to be recognized as the correct gender.** It can be helpful when you are unsure of cultural norms around naming and any time you have not been told someone's gender. As a first step, consider asking (never requiring) team members to add their pronouns (e.g., she/they) to email signature blocks.

Modify the Dress Code

Dress codes defining what is appropriate to wear in a work setting are often different depending on gender. This encourages gender policing. Consider either eliminating the dress code or modifying it to ensure that it sets the **same expectations for everyone.**

Redefine Professionalism

What is considered professional appearance and behavior can vary. Think about your definition of professionalism. **Consider how factors unrelated to job performance,** such as cultural differences, gender expectations, and neurodiversity, **might influence it.**

Remember LGBTQIA+ Employees

In many organizations, **LGBTQIA+ people** are only considered during Pride month. It is important to remember that they are part of our communities all the time and **need to be considered in all policies, practices, and interactions.** Many LGBTQIA+ people are not out at work because they don't see their identities being valued or respected. Lack of employees who have shared that they identify as LGBTQIA+ may be an indication that the organization is not seen as a safe place.

Normalize Use of the Word "Partner"

Referring to your significant other as your partner instead of husband/wife or boyfriend/girlfriend creates a norm where people who are not comfortable sharing their partner's gender (yet or ever) have a way to talk about them at work. This discomfort could relate to being in a same sex relationship or their partner having a gender identity that doesn't fit into the gender binary (male or female).

Check Your Assumptions

Many people assume others are heterosexual and cisgender (male or female, not transgender or nonbinary) until told otherwise. Instead, assume there are people on your team, in your audience, and all around you who identify within the LGBTQIA+ community and adjust your language accordingly. For example, don't start a speech with "Ladies and gentlemen" because there are likely people that identify as neither in the audience. Use more gender-neutral language like "Friends," "Colleagues," and "Folks." Keep this in mind during individual interactions as well.