

## IS THIS AN LGBT- AND HIV-FRIENDLY WORKPLACE?

### EVALUATING YOUR CURRENT OR PROSPECTIVE EMPLOYER

There are many factors to consider in determining if a workplace is right for you. Use this list of questions to assess your current workplace, or to evaluate a prospective employer. Not all of these factors will be of equal importance to everyone, so feel free to rank them according to what matters most to you.

The following sources can be used to gather information about an employer. Use the methods with which you feel the most comfortable. If you are applying for a job, you might want to wait to ask more probing questions, or those that reveal you as a lesbian, gay man, bisexual, transgender person or as a person living with HIV, until after you are offered the position.

- > job announcements
- > company website
- > human resources department
- > employee resource group
- > policy handbook
- > current and past employees
- > your own impressions
- > internet searches
- > annual reports
- > LGBT professional assoc.
- > interview
- > HRC's website  
([www.hrc.org/placestowork](http://www.hrc.org/placestowork))

*Note: If you are considering taking a job in a new state or city, you may first want to find out what employment laws exist in that area. (See the worksheet Tracking State and Local Laws & Policies.)*

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NAME OF EMPLOYER OR PROSPECTIVE EMPLOYER

POLICIES:	YES	NO	N/A
Is there a nondiscrimination statement or policy that includes sexual orientation?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Is there a nondiscrimination statement or policy that includes gender identity?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Is there a nondiscrimination statement or policy that includes people living with HIV?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Does the employer provide equal health benefits for family members of employees with same-sex partners?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Do benefits that are made available to married employees — such as parental leave, bereavement leave and relocation benefits — also apply to employees with same-sex partners?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

PRACTICES:	YES	NO	N/A
Does the employer regularly train managers and supervisors about how to carry out the nondiscrimination policies?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Is the training for managers mandatory?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Do employees receive diversity, sensitivity or other training that includes information about preventing discrimination of lesbian, gay, bisexual and transgender people?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Is the diversity/sensitivity/other training for employees mandatory?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Does the employer readily make reasonable accommodations for people with disabilities, including people living with HIV?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Is there an active LGBT employee resource group?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Does the employer have any gender-neutral restrooms available for employees and/or clients?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Has the employer participated in any social or political activities in support of the LGBT community or LGBT and HIV rights? (i.e., sponsored Prides, marches, rallies, walks, endorsed legislation)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Do they make charitable donations to LGBT or HIV organizations and/or causes?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Do they make charitable donations to anti-LGBT organizations and/or causes?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
OVERALL IMPRESSION:	YES	NO	N/A
Are you generally comfortable walking through the workplace and interacting with employees?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Is the staff diverse in other ways (e.g. women and people of color well-represented)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Are supervisors and managers comfortable answering questions about their policies and practices?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

MY STATE:	YES	NO
bans workplace discrimination of public employees based on sexual orientation	<input type="radio"/>	<input type="radio"/>
bans workplace discrimination of public employees based on gender identity	<input type="radio"/>	<input type="radio"/>
bans workplace discrimination of private employees based on sexual orientation	<input type="radio"/>	<input type="radio"/>
bans workplace discrimination of private employees based on gender identity	<input type="radio"/>	<input type="radio"/>
makes equal health benefits available to domestic partners of public employees	<input type="radio"/>	<input type="radio"/>
regulates HIV/AIDS notification or confidentiality of people living with HIV that could relate to the workplace <i>If Yes, describe:</i>	<input type="radio"/>	<input type="radio"/>
has pending laws or policies regarding workplace equality <i>If Yes, describe:</i>	<input type="radio"/>	<input type="radio"/>

What group(s) are advocating for these laws?

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MY COUNTY/CITY	YES	NO
bans workplace discrimination of public employees based on sexual orientation	<input type="radio"/>	<input type="radio"/>
bans workplace discrimination of public employees based on gender identity	<input type="radio"/>	<input type="radio"/>
makes equal health benefits available to domestic partners of public employees	<input type="radio"/>	<input type="radio"/>
has an equal benefits ordinance	<input type="radio"/>	<input type="radio"/>
regulates HIV/AIDS notification or confidentiality of people living with HIV that could relate to the workplace <i>If Yes, describe:</i>	<input type="radio"/>	<input type="radio"/>
has pending laws or policies regarding workplace equality <i>If Yes, describe:</i>	<input type="radio"/>	<input type="radio"/>

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