

WORKSHEETS



RATE YOURSELF AS A WORKPLACE ALLY

Which of the following supportive actions have you already taken, and where do you need to improve as an ally? After answering these questions, identify one to three ways you plan to be a more vocal and supportive workplace ally in the coming year.

SUPPORTIVE ACTIONS	YES	NEEDS IMPROVEMENT
I have educated myself about the forms of social, political, legal and economic discrimination that LGBT people and people living with HIV face every day.	<input type="radio"/>	<input type="radio"/>
I try to use gender-neutral terms such as “partner” or “spouse.”	<input type="radio"/>	<input type="radio"/>
I respectfully ask transgender co-workers which pronoun they prefer.	<input type="radio"/>	<input type="radio"/>
I interrupt homophobic and transphobic remarks and actions by making simple statements such as “Please don’t use that language around me,” “I find that disrespectful” or “I don’t agree with that.”	<input type="radio"/>	<input type="radio"/>
I speak up proactively for LGBT and HIV rights in the workplace.	<input type="radio"/>	<input type="radio"/>
I try to be a supportive witness. If I see discrimination or harassment occurring in my workplace, I document and protest it.	<input type="radio"/>	<input type="radio"/>
I encourage my employer and union to present workplace diversity workshops on sexual orientation, gender identity or expression and HIV.	<input type="radio"/>	<input type="radio"/>
I support LGBT co-workers’ right to form an employee resource group.	<input type="radio"/>	<input type="radio"/>
I support the right of differently abled co-workers to obtain reasonable accommodations. I do not complain that a co-worker is getting “special treatment” for an accommodation that is allowing them to work.	<input type="radio"/>	<input type="radio"/>
I am familiar with employee policies at my workplace and the mechanisms for changing them.	<input type="radio"/>	<input type="radio"/>
I welcome the partners, dates and families of LGBT people to all social events (company picnics, holiday parties, etc).	<input type="radio"/>	<input type="radio"/>
I actively advocate for change by fighting for the rights of LGBT co-workers and co-workers living with HIV at my workplace.	<input type="radio"/>	<input type="radio"/>
I actively advocate for change by fighting for the rights of LGBT co-workers and co-workers living with HIV on the city, state and federal level.	<input type="radio"/>	<input type="radio"/>

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)

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.)

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"/>

DOCUMENTING HARASSMENT AND DISCRIMINATION

INCIDENT SHEET

Use this sheet to keep a written record of any instances of discrimination, whether you are subjected to it yourself or are a witness. Make a copy of this sheet and write down your experience as soon as possible. If there is a legal claim, other people will be able to read what you wrote, so don't say anything that is inaccurate or that you wouldn't want others to read later.

Keep all of your Incident Sheets and supporting documentation in a safe place away from your workplace.

DATE AND TIME OF INCIDENT

LOCATION

PEOPLE INVOLVED:

NAME

POSITION

NAME

POSITION

NAME

POSITION

In your own words, write a description of what took place, including:

- What was said, who said it, when and where it was said, who was in the room or vicinity or heard it
- Any different treatment (i.e., if heterosexual employees were treated differently in a similar situation)
- Any procedures or policies that weren't followed
- Any reasons the employer gave for what happened
- Timing (for example, if problems seemed to start after you came out to your boss or co-workers)

(Attach additional sheets, if needed.)

SIGNATURE

DATE COMPLETED

WITNESSES:

NAME POSITION

HOME ADDRESS

HOME PHONE CELL PHONE

NAME POSITION

HOME ADDRESS

HOME PHONE CELL PHONE

NAME POSITION

HOME ADDRESS

HOME PHONE CELL PHONE

What attempts have you or others made to address the situation and when did these attempts take place?

Attach supporting documentation, including:

- Copies or photographs of any offensive material
- Statements of co-workers who may have witnessed discriminatory treatment against you and other LGBT or HIV-affected employees
- Copies of any correspondence you sent to your employer to notify them of the incident or ask them to take corrective action
- Copies of any responses from your employer
- Copies of any relevant employment policies
- If you are fired, documentation from your employer stating the reason you were fired
- Copies of your employment record, including evaluations and disciplinary actions
- Copies of any paperwork you are asked to sign such as a severance agreement

TRACKING STATE AND LOCAL LAWS & POLICIES

There is no federal law that expressly forbids workplace discrimination against lesbian, gay, bisexual and transgender people, and state and local protections vary greatly. Follow these four steps to research and record the protections that do exist where you work.

STEP 1
ARE THERE STATEWIDE NONDISCRIMINATION LAWS? Some states have banned discrimination based on sexual orientation and gender identify for public sector (state) employees. More than one third of all states specifically ban workplace discrimination in the private sector based on sexual orientation. And only a handful of states ban discrimination based on gender identity in the private sector.

FIND OUT IF YOUR STATE HAS PUBLIC AND/OR PRIVATE SECTOR EMPLOYMENT PROTECTIONS BY USING THE "IN YOUR STATE" FEATURE ON LAMBDA LEGAL'S WEBSITE AT WWW.LAMBDALLEGAL.ORG/OUR-WORK/STATES.

STEP 2
ARE THERE CITY AND COUNTY NONDISCRIMINATION LAWS AND/OR EQUAL BENEFITS POLICIES? A growing number of city and local governments have enacted additional policies and laws to provide protections for LGBT employees. Some cities and counties have passed laws that ban discrimination based on sexual orientation and gender identity. In some cases, local government entities have made equal health benefits available to domestic partners of all public employees. A smaller number of municipal governments have passed equal benefits ordinances requiring contractors to offer equal health insurance benefits to the domestic partners of their employees.

FIND OUT IF THERE ARE CITY AND/OR COUNTY PROTECTIONS WHERE YOU LIVE AND WORK BY USING THE HUMAN RIGHTS CAMPAIGN'S COUNTY AND CITY INTERACTIVE SEARCH TOOL IN THE "WORKPLACE" SECTION OF HRC'S WEBSITE AT WWW.HRC.ORG

STEP 3
ARE THERE STATE-SPECIFIC HIV LAWS? Many states have laws that regulate who must be notified about HIV/AIDS cases and how the privacy of people living with HIV must be protected.

TO FIND OUT WHAT LAWS IN YOUR STATE MAY IMPACT CONFIDENTIALITY AND PRIVACY IN THE WORKPLACE FOR PEOPLE LIVING WITH HIV, ENTER YOUR STATE OR CITY'S NAME AND "HEALTH DEPARTMENT" IN YOUR INTERNET SEARCH ENGINE. THE WEBSITE WWW.FINDLAW.COM ALSO HAS INFORMATION IN ITS STATE LAWS SECTION.

STEP 4
WHAT LAWS HAVE BEEN PROPOSED? There may be efforts to enact laws or policies in your state, county or city related to workplace rights.

TO LEARN ABOUT PENDING LEGISLATION OR POLICIES, CONTACT YOUR LGBT STATE ADVOCACY ORGANIZATION (WWW.EQUALITYFEDERATION.ORG) TO LEARN ABOUT PENDING EMPLOYMENT LEGISLATION AND ACTIVISM IN YOUR REGION.

MY STATE:

YES

NO

bans workplace discrimination of public employees based on sexual orientation

bans workplace discrimination of public employees based on gender identity

bans workplace discrimination of private employees based on sexual orientation

bans workplace discrimination of private employees based on gender identity

makes equal health benefits available to domestic partners of public employees

regulates HIV/AIDS notification or confidentiality of people living with HIV that could relate to the workplace

If Yes, describe:

has pending laws or policies regarding workplace equality

If Yes, describe:

What group(s) are advocating for these laws?

MY COUNTY/CITY

YES

NO

bans workplace discrimination of public employees based on sexual orientation

bans workplace discrimination of public employees based on gender identity

makes equal health benefits available to domestic partners of public employees

has an equal benefits ordinance

regulates HIV/AIDS notification or confidentiality of people living with HIV that could relate to the workplace

If Yes, describe:

has pending laws or policies regarding workplace equality

If Yes, describe:

What group(s) are advocating for these laws?



Lambda Legal is a national organization committed to achieving full recognition of the rights of lesbians, gay men, bisexuals, transgender people and those with HIV through impact litigation, education and public policy work.

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