

				03/11/2015	Gap
Value of the section		F = Foundations; NS = Next Steps; BP = Best Practice	Total of 52	21	31
Questions:				Y	N
1	6%	EMPLOYEE POLICY			
1.1	F	Does the organisation have a policy that explicitly bars discrimination on the grounds of sexual orientation and gender identity?		✓	
1.2		Does the organisation have a policy against bullying and harassment on the grounds of sexual orientation and gender identity that communicates a zero tolerance approach? This policy should explicitly include examples of bullying and harassment on the grounds of sexual orientation and gender identity.			
1.3		Does the organisation have a policy in place which includes transitioning at work?		✓	
1.4		Does the organisation have a team or post in place whose remit covers issues relating to sexual orientation and gender identity diversity and inclusion		✓	
		Name the individual or team and describe the reporting structure to the board (max 100 words)			
1.5	NS	Are there any sexual orientation and gender identity specific targets, objectives or milestones in the organisations board level agreed diversity and inclusion strategy?		✓	
		List the sexual orientation and gender identity specific milestones (max 200 words)			
1.6		Does the organisation use terminology that is explicitly inclusive of lesbian, gay, bisexual and trans employees in its benefits policies?		✓	
		Submit copies of any two of the following policy: paternity, adoption or compassionate/emergency leave policy.			
1.7	BP	What are the advertised routes available for employees to report homophobic, biphobic and transphobic bullying and harassment incidents? These reporting routes should explicitly indicate that they are applicable to incidents of bullying and harassment on the grounds of sexual orientation and gender identity. tick all that apply: HR/Employee Network group/ dedicated points of contact in every division, department and or region/confidential hotline or messaging service/other/none of the above			
		Submit copies of any communications listing the various routes available to report homophobic biphobic and transphobic bullying and harassment incidents			
		Describe how you promote reporting channels to staff. If you chose the 'other' option please describe this (max 200 words)			
2	11%	TRAINING			
2.1	F	Which of the following training topics do you offer to all staff? Tick all that apply			
		Training that specifically covers sexual orientation and gender identity in the context of:			
		Organisational policy and legislation		✓	
		language stereotypes and assumptions		✓	
		challenging inappropriate behaviour		✓	
		Faith, sexual orientation and gender identity			
		multiple identities			
		distinct issues faced by lesbians			

		distinct issues faced by bisexual people		
		distinct issues faced by trans people	✓	
		For each option selected submit any relevant supporting evidence (e.g. training slides or a screenshot of the training web page highlighting sexual orientation and gender identity content)		
		Describe how you estimate completion rates (max 200 words)		
2.2	NS	Have 90 percent or more of staff who deal with bullying and harassment complaints undergone training that specifically covers incidents of homophobic, biphobic and transphobic bullying and harassment?		
		Submit any relevant supporting evidence (e.g training slides or a screenshot of the training web page highlighting sexual orientation and gender identity content)		
		Describe how you estimate completion rates (max 50 words)		
2.3		Which of the following have been completed by 90 percent or more of staff with recruitment responsibilities? Tick all that apply		
		Training that specifically covers sexual orientation and gender identity in the context of:		
		Business benefits and organisation strategy on diversity and inclusion		
		discrimination during the recruitment process	✓	
		unconscious bias	✓	
		maintaining confidentiality of diversity data		
		none of these		
		Submit any relevant supporting evidence (e.g. training slides or a screenshot of the training web page highlighting sexual orientation and gender identity content)		
		Describe how you estimate completion rates (max 50 words)		
2.4	BP	Which of the following have been completed by 90% or more of staff with management responsibilities Tick all that apply		
		Training that specifically covers sexual orientation in the context of:		
		Business benefits and organisation strategy on diversity and inclusion		
		Challenging discrimination within teams		
		Sensitively handling complaints of homophobic, biphobic and transphobic bullying and harassment	✓	
		unconscious bias		
		Supporting Trans staff		
		None of the above		
		Submit any relevant supporting evidence (e.g. training slides or a screenshot of the training web page highlighting sexual orientation and gender identity content)		
		Describe how you estimate completion rates (max 50 words)		
3	11%	STAFF NETWORK GROUP		
3.1	F	Does the organisation have a network group for lesbian, gay, bisexual and trans employees? Tick one		
		Yes and the network has formal recognition and a defined role	✓	
		No, but we have a formal agreement with an external support network in our region or sector		
		No and we do not have an external agreement (go to Section 4)		

			Submit a copy of the network's terms of reference or business plan if you have a formal agreement with an external support network, name the network and the sector or region in which it operates (max 50 words)		
3.2			Does the employee network provide all staff with confidential support and advice on lesbian, gay, bisexual and trans issues at work? Submit evidence demonstrating that this service is available to all staff not just members of the network group.		
3.3			Does the organisation recognise contributions to the employee network group during staff performance appraisals (e.g. the annual performance review process)? Describe how contributions are rewarded? (max 200 words)		
3.4	NS		In the past year, which of the following activities has the network engaged in or facilitated? Tick all that apply		
			Social networking events for members		
			Sexual orientation awareness raising events for all staff		
			Gender identity awareness raising events for all staff		
			Collaborated with other lesbian, gay, bisexual and trans employee network groups		
			Collaborated with other internal employee network groups		
			Mentoring or coaching programme		
			Reverse mentoring programme		
			None of the above		
			Describe each activity, event or programme in no more than a few lines each (max 200 words)		
3.5	BP		In the past year, which of the following strategic interventions has the lesbian, gay, bisexual and trans employee network group engaged in? Tick all that apply.		
			The network was consulted on improving internal policies and practices		
			The network advised the organisation on business development or service delivery		
			None of the above		
			Describe the actions taken and the resulting impact (max 200 words)		
3.6			In the past year, has the network held initiatives, seminars or events on topics specific to (tick all that apply)		
			Lesbians		
			Bisexual people		
			Transpeople		
			Black and Minority ethnic lesbian, gay, bisexual and trans people		
			Disabled lesbian, gay, bisexual and trans people		
			lesbian, gay, bisexual and trans people of faith		
			None of the above		
			Describe the initiative(s) in no more than a few lines each (max 200 words)		
3.7			At present what is the gender representation in the network group's membership?		
			Provide a gender breakdown of your network's membership including those that identify as male, female, non-binary, etc. (max 100 words)		

4	13%		ALL STAFF ENGAGEMENT		
4.1		F	In the past year, which of the following messages have appeared in internal communications to all staff? Tick all that apply (each message qualifies for one option only)		
			Statement of the organisations commitment to sexual orientation and gender identity equality		
			Statement that benefits are inclusive of lesbian, gay, bisexual and trans staff		
			Promoting IDAHoBIT, LGBT History month, Pride, Transgender Day of Remembrance or other similar events		
			Promoting the lesbian, gay, bisexual staff and trans network group	✓	
			Promoting a gender identity awareness raising event		
			Promoting a sexual orientation awareness raising event		
			None of the above		
			Submit a copy of each of the messages you are claiming marks for		
			Detail when the messages were sent and describe how the organisation targets all staff in no more than a few lines each (max 200 words)		
4.2			What information on sexual orientation and gender identity is included during staff induction? Tick all that apply		
			Message from senior leader on the organsiation's commitment to sexual orientation and gender identity equality		
			Information on the lesbian, gay, bisexual and trans staff network gorup		
			None of the above		
			Submit relevant section of induction materials illustrating the selected options		
4.3			Is there a staff counselling service that is advertised as being explicitly inclusive of sexual orientation and gender identity issues?		
			Submit a copy of any materials used to advertise the service as lesbian, gay, bisexual and trans friendly highlighting relevant sections		
4.4		NS	In the past year, which of the following activities have members of the board or CEO equivalent engaged in? Tick all that apply		
			Communicated a strong message to all staff on sexual orientation and gender identity equality		
			Engaged with board and management to promote sexual orientation and gender identity equality	✓	
			Met periodically with the lesbian, gay bisexual and trans employee network group		
			Spoken at an internal sexual orientation awareness raising event		
			Spoken at an internal gender identity awareness raising event		
			None of the above		
			Submit copies of any communication selected		
			Name the senior champions, provide their job titles and describe the options selected in no more than a few lines each (max 200 words)		
4.5			In the past year, which of the following activities have members of the senior management team engaged in? Please note that this cannot be the same individuals mentioned in question 4.4 Tick all that apply		
			Communicated a strong message to all staff on sexual orientation and gender identity equality		
			Engaged with board and management to promote sexual orientation and gender identity equality		

			Met periodically with the lesbian, gay bisexual and trans employee network group		
			Spoken at an internal sexual orientation awareness raising event		
			Spoken at an internal gender identity awareness raising event		
			None of the above		
			Submit copies of any communication selected		
			Name the senior champions, provide their job titles and describe the options selected in no more than a few lines each (max 200 words)		
4.6	BP		Do you have a formal allies programme or initiative to engage all colleagues (including those who do not identify as lesbian, gay, bisexual or trans) in sexual orientation and gender identity equality?		
			Name the programme, the number of allies present and the date the programme was launched (max 50 words)		
4.7			In the past year, have allies engaged in the following activities as part of the allies programme or initiative? Tick all that apply		
			Visibly signal their commitment to sexual orientation and gender identity equality		
			Participated in lesbian, gay, bisexual and trans employee network group events		
			Held an all staff event on gender identity equality		
			Held a recruitment drive for more allies or their equivalent		
			None of the above		
			Describe the options selected in no more than a few lines each (max 200 words)		
4.8			In the past year, has the organisation actively and formally profiled visible role models from the following communities (e.g. hosting profiles on the organisations intranet page?) Tick all that apply		
			Lesbians		
			gay men		
			Bisexual people		
			Transpeople		
			Older lesbian, gay, bisexual and trans people		
			Disabled lesbian gay bisexual and trans people		
			Black and Minority ethnic lesbian, gay, bisexual and trans people		
			lesbian gay, bisexual and trans people of faith		
			None of the above		
			Submit evidence demonstrating their visibility (e.g. screenshots of the web pages hosting their profiles)		
5	7%		CAREER DEVELOPMENT		
5.1	F		Does the organisation monitor existing talent or career development opportunities to specifically make sure lesbian, gay, bisexual and trans staff participate in these programmes? Tick all that apply		
			Name the programmes, how participation of LGBT staff is reviewed and how this information is kept confidential (max 50 words)		
5.2			In the past year, which of the following career development opportunities has the organisation specifically promoted and supported lesbian, gay, bisexual and trans staff to participate in? Tick all that apply.		
			General leadership and professional development programmes		

			Sexual orientation and gender identity specific leadership/professional development programmes		
			Sexual orientation and gender identity specific seminars and conferences		
			None of the above		
			Describe how these programmes are promoted to lesbian, gay, bisexual and trans staff and outline the support offered (max 200 words)		
5.3	NS		In the past year, has the organisation undertaken a targeted initiative or programme to specifically advance sexual orientation and gender identity diversity within senior management tiers?		
			Describe the initiative(s) in no more than a few lines each (max 200 words)		
5.4	BP		At present, is there at least one visible and out lesbian, gay, bisexual or trans person at board level in the organisation?	✓	
5.5			At present, which of the following groups are represented at senior management level in the organisation? Tick all that apply		
			At least one visible and out lesbian	✓	
			At least one visible and out gay man	✓	
			At least one visible and out bisexual person		
			At least one visible and out trans person		
			None of the above		
			Provide details and job titles of the individuals. Please ensure you have their permission to provide this information (max 50 words)		
5.6			At present, are there any openly trans members of staff represented at different levels in the organisation?		
			This information will remain confidential and is for reference only		
			Provide details job titles of the individuals. Please ensure you have their permission to provide this information (max 50 words)		
6	8%		LINE MANAGERS		
6.1	F		When recruiting line managers, does the organisation actively scrutinise the candidates diversity and inclusion knowledge and achievements? This scrutiny can be on broad diversity criteria that are inclusive of sexual orientation and gender identity. Tick all that apply.		
			Yes, during all internal appointments for management roles		
			Yes, during all external appointments for management roles		
			None of the above		
			Describe how you scrutinise the candidates diversity and inclusion knowledge and achievements during internal and/or external appointments (max 200 words)		
6.2	NS		How are line managers held accountable for their teams broad diversity and inclusion outcomes? Tick all that apply		
			Managers diversity achievements are assessed during their performance appraisals		
			Managers are accountable for their team completing diversity monitoring data		
			Managers are formally accountable for their team completing diversity training		
			None of the above		
			Describe the options selected in no more than a few lines each (max 200 words)		

6.3	BP	In the past year, how has the organisation engaged with line managers to promote sexual orientation and gender identity diversity and inclusion? Tick all that apply		
		Provide managers with resources other than training on managing diverse staff groups		
		Provide managers with specific resources on supporting trans staff	✓	
		Encourage line managers to sign up to the allies programme		
		Encourage lesbian, gay, bisexual and trans managers to act as role models within the organisation		
		Ask line managers to encourage their teams to participate in network group activities		
		None of the above		
		Describe the options selected in no more than a few lines each (max 200 words)		
7	11%	MONITORING		
7.1	F	In the past year, have there been all staff communications outlining why the organisation monitors sexual orientation and gender identity, what will be done with the data and the confidentiality of monitoring exercises? Tick one.		
		Submit a copy of the communication.		
7.2		In the last three years, which of the following have been scrutinised by monitoring sexual orientation and gender identity? Scrutiny involves collecting and analysing sexual orientation and gender identity data as part of equalities monitoring. Tick all that apply		
		Fairness in recruitment and selection from application to appointment		
		Career Progression of lesbian, gay, bisexual and trans staff by pay or grade		
		Job satisfaction rates of lesbian, gay, bisexual and trans staff		
		Exit rates by sexual orientation and gender identity		
		None of the above		
		Submit analysis reports for the options selected		
		Describe the selected options in no more than a few lines each and include information on when the monitoring exercise took place (max 200 words)		
7.3	NS	In the last three years to whom have the results of monitoring exercises and subsequent actions been reported? Tick all that apply.		
		Board level or CEO equivalent		
		Regional/divisional managers		
		All staff		
		General public and/or external stakeholders		
		None of the above		
		Submit a copy of the report or communication for each of the options selected		
		OR If the reports submitted to the board or regional/divisional managers are confidential, briefly highlight what the report contains in relation to sexual orientation and gender identity (max 200 words)		
7.4	BP	What proportion of your overall workforce have declared their sexual orientation through a human resources system which allows for detailed analysis of data as set out in question 7.3?	✓	
		Provide the percentage of staff that have declared and describe how this is estimated (max 200 words)		

7.5		Does your organisation monitor those that identify as trans and how do you ensure this information is kept confidential?	✓	
		Describe how this is collected and give completion rates (max 400 words)		
8	9%	PROCUREMENT (Existing and potential suppliers)		
8.1	F	When awarding contracts, does the organisation consider whether potential suppliers have a policy that explicitly bars discrimination on the grounds of sexual orientation		
		Yes for all contracts		
		Yes for contracts relating to client customer employee or service relations		
		Copy and paste the section of your procurement policy relating to sexual orientation and gender identity (max 200 words)		
8.2		When awarding contracts does the organisation consider whether the potential suppliers' diversity training is inclusive of sexual orientation and gender identity? Tick one		
		Yes for all contracts		
		Yes for contracts relating to client customer employee or service relations		
		None of the above		
		Describe how this is assessed during the tendering process (max 200 words)		
8.3	NS	Are diversity and inclusion issues a standing item in contract monitoring meetings with existing suppliers? Tick one		
		Yes for all contracts		
		Yes for contracts relating to client, customer, employee or service relations		
		None of the above		
		Describe how diversity and inclusion issues are monitored with existing suppliers (max 200 words)		
8.4		For contracts pertaining to client customer employee or service relations, does the organisation monitor existing supplier's sexual orientation and gender identity related complaints and customer feedback?		
		Describe how this is monitored.		
8.5	BP	In the past year, what initiatives has the organisation undertaken in collaboration with existing suppliers to encourage best practice in sexual orientation and gender identity diversity and inclusion? Tick all that apply		
		Joint sexual orientation and gender identity diversity and inclusion training sessions for staff.		
		Invite supplier's staff to take part in lesbian, gay, bisexual and trans network group		
		Joint community outreach initiative targeting lesbian gay bisexual and trans people		
		Share best practice policy and guidance on sexual orientation and gender identity diversity and inclusion		
		Ask suppliers about participation in sexual orientation and gender identity diversity programmes or assessments		
		None of the above		
		Describe selected options in no more than a few lines each (max 200 words)		
9	15%	COMMUNITY ENGAGEMENT		
9.1	F	How does the organisation promote its commitment to sexual orientation and gender identity equality externally? Tick all that apply		
		Explicit statement on the website stating commitment to sexual orientation and gender identity equality	✓	
		Active and regular use of social media platforms to promote sexual orientation and gender identity equality		
		None of the above		

			Submit evidence to support your claim		
9.2		NS	In the past year, which of the following community outreach activities has the organisation engaged in? Tick all that apply.		
			Advertised or placed articles in lesbian, gay, bisexual and trans media		
			Advertised or placed articles in mainstream media emphasising commitment to sexual orientation and gender identity equality		
			Sponsored or supported staff participation in a lesbian, gay, bisexual or trans community event		
			Sponsored or materially supported lesbian gay bisexual or trans community groups		
			Supported campaigns or training to tackle hate crime, or homophobic, biphobic and transphobic bullying		
			Held or attended a recruitment event targetting lesbian, gay bisexual and tran people		
			Senior staff spoke at an external sexual orientation or gender identity seminar, conference or event		
			Other		
			None of the above		
			Submit any advertisements or articles you are claiming points for		
			Describe the options selected in no more than a few lines each (max 200 words)		
9.3			Has the organisation engaged in targeted initiatives in collaboration with other organisation in your sector or region that have had an impact specifically on lesbian, gay, bisexual or trans people in the wider community?		
			Describe these initiatives (200 words)		
9.4c		BP	In the past year, which of these have taken place? Tick all that apply		
			Consulted with lesbian, gay, bisexual and trans service users and tailored our services to their needs		
			Promoted our service as being specifically inclusive of lesbian, gay, bisexual and trans service users	✓	
			Monitored the feedback of lesbian, gay, bisexual and trans service users	✓	
			Trained staff who deal with service users on the needs of lesbian, gay, bisexual and trans people	✓	
			None of the above		
			Describe the selected options in no more than a few lines each (max 200) words		
9.4d			In the past year, which of these have taken place? Tick all that apply		
			Promoted sexual orientation and gender identity diversity within our sector	✓	
			Encouraged our partners to take part in diversity programmes or assessments		
			None of the above		
			Describe the selected options in no more than a few lines each (max 200 words)		
10	4%		ADDITIONAL WORK AND OPTIONAL AWARDS		
10.1			Please identify any further work you have done in the past year to improve the working environment for your lesbian, gay, bisexual and trans staff	✓	
			Use this space to illustrate your answer (max 500 words)		
10.2			Please identify any further work you have done in the past year to promote sexual orientation and gender identity equality in the wider community	✓	
			Use this space to illustrate your answer (max 500 words)		
10.3			Please identify any further work you have done in the past year to support trans staff or the wider trans community	✓	

		Use this space to illustrate your answer (max 500 words)		
		OPTIONAL AWARDS		
		Can nominate:		
		Senior Champion		
		Network Group of the Year		
		LGBT Role model of the year award		