**India Workplace Equality Index 2020**

**: Second Draft**

**THIS DOCUMENT IS FOR REFERENCE PURPOSES ONLY.**

All submissions should be made online through IWEP Submit at: [www.workplaceequalityindex.in](http://www.workplaceequalityindex.in)

This document shows you all the questions asked, and answers/evidence required on the IWEP Submit portal for the 2020 Workplace Equality Index submission.

For any queries about the Workplace Equality Index, write to [contact@workplaceequalityindex.in](mailto:contact@workplaceequalityindex.in)

**Section 1: Policies and Benefits**

This section comprises of 7 questions and examines the policies and benefits the organisation has in place to support LGBT employees. The questions scrutinize the policy audit process, policy content and communication.

* 1. **Does the organisation have an audit process to ensure relevant policies (for example, HR policies) are explicitly inclusive of LGBT employees, use gender neutral language and same-sex couples?**

**GUIDANCE**: The audit process should be systematic in its implementation across all relevant policies. Relevant policies include HR policies, for example leave policies.

Yes

No

State when the process last happened (Max 30 words).

Describe the audit process (Max 500 words).

Describe any previous outcomes of the audit process (Max 500 words).

* 1. **Does the organisation have a policy (or policies) which includes the following? Tick all that apply.**

**GUIDANCE**: The policy/policies should clearly state that the organisation will not tolerate discrimination against employees on the grounds of sexual orientation or gender identity and/or trans identity. These may be listed along with other protected characteristics. The policy/policies should also demonstrate, through careful wording, a zero-tolerance approach to homophobic, biphobic and transphobic bullying and harassment. They should explicitly include examples of what homophobia, biphobia and transphobia in the workplace may look like.

* 1. Explicit ban on discrimination based on sexual orientation
  2. Explicit ban on discrimination based on gender identity and gender expression
  3. None of the above

Name the policy and paste the relevant policy excerpt (Max 500 words per excerpt).

* 1. **Does the organisation provide healthcare insurance to same-sex partner of employees?**

Yes

No

Describe how you ensure that the healthcare insurance is inclusive of all LGBT identities. Max 500 words.

* 1. **Does the organisation have a policy (or policies) in place to support trans employees? Tick all that apply.**

**GUIDANCE**: Policies submitted should include clear information around how the organisation supports all trans employees. Guidance on dress code should be offered regardless of whether an organisation has a uniform or dress code policy.

1. A clear commitment to supporting trans people
2. Information on language, terminology and different trans identities
3. Guidance on facilities and dress code for people
4. Access to restroom of gender identity or gender-neutral restroom.
5. None of the above

Upload the selected policies.

Provide a brief description of the policy/policies you have uploaded (Max 150 words).

* 1. **Does the organisation provide its employees with healthcare insurance which covers gender transition (Sex Reassignment Surgery / Gender Affirmation Surgery)?**

Yes

No

Describe the details of the policy/ coverage description and what all is covered in this. Max 500 words.

* 1. **Does the organisation have a policy (or policies) which support employees who are transitioning to cover? Tick all that apply.**

**GUIDANCE**: Evidence submitted should demonstrate how information around organizational support for people transitioning is tailored to different employee groups.

1. Work related guidance for an employee who is transitioning
2. Work related guidance on the process for an employee to change their name and gender marker on workplace systems
3. Work related guidance for HR employees on how to support an employee who is transitioning
4. Work related guidance for managers on how to support an employee who is transitioning
5. Work related guidance for employees on how to support a colleague who is transitioning
6. None of the above

Upload the selected policies.

Provide a brief description of the policy/policies you have uploaded (Max 200 words).

* 1. **In the past two years, has the organisation communicated that its policies are LGBT inclusive to all employees?**

**GUIDANCE**: The communication uploaded should demonstrate the organisation has informed employees that policies are LGBT inclusive. This may be on a post on an intranet system, but any file or screenshot must demonstrate the reach of the communication.

Yes

No

Upload a communication from the past two years highlighting the relevant content.

Provide a brief description of the communication you have uploaded (Max 150 words).  
Provide the date that the communication was shared.

**Section 2: The Employee Lifecycle**

This section comprises of 9 questions and examines the employee lifecycle within the organisation, from attraction and recruitment through to development. The questions scrutinize how you engage and support employees throughout their journey in your workplace.

**2.1 When advertising for external appointments, how does the organisation attract LGBT talent? Tick all that apply.**

**GUIDANCE**: This question examines the ways in which you attract external LGBT candidates to apply for roles within your organisation.

A. Advertise or recruit from LGBT/diversity websites/diversity recruitment fairs and events

B. Include a statement around valuing diversity, explicitly inclusive of LGBT people in job posts and pages

C. Supply potential applicants with information about your LGBT employee resource group or LGBT inclusion activities

D. Incentivizes diverse candidate hiring program (Internal Referral and/or external placement agencies)

E. Other

F. None of the above

Upload evidence for the selected options.

Describe the evidence uploaded (Max 200 words).

**2.2 Does the organisation offer training to those with recruitment responsibilities on reducing bias and discrimination towards LGBT people in the recruitment cycle?**

**GUIDANCE**: The training should reach as many employees who recruit as possible. Training content should explicitly mention examples of discrimination and bias towards LGBT people. Content should also include the steps recruiters can take in eliminating this discrimination and bias. Examples of content you could upload are case studies, e-learning screenshots, or PowerPoint presentations.

1. Yes
2. No

Describe the format of the training and share supporting content from the training. (max 300 words)

Upload training content.

**2.3 What information does the organisation supply to all new employees (external appointments) when being inducted in to the organisation? Tick all that apply.**

**GUIDANCE**: The message should explicitly call out LGBT inclusion. The content of all options given can be either in person, online, through a video or post, or on paper.

A. Explicit message from senior leader on their commitment to LGBT inclusion

B. Information on the LGBT employee resource/allies’ program or initiative

C. Information on LGBT inclusive policies

D. None of the above

Briefly describe the induction process and at what point the new starter receives the above information (Max 500 words).

Upload evidence for the selected options.

**2.4 Does the organisation provide equality and diversity training which includes the following topics, explicitly covering LGBT people?**

**GUIDANCE**: The training should reach as many employees as possible across your organisation. Training content should explicitly mention LGBT people and cover lesbian, gay, bi and trans. Examples of content you could upload are case studies, e-learning screenshots, or PowerPoint presentations.

1. Leadership
2. People Managers
3. All employees
4. Contract Employees for Support Function (Housekeeping/ Security etc.)

Describe the format of the training and the content you have uploaded (Max 300 words).

Upload evidence for selected options.

**2.5 In the past year, which of the following messages have appeared in internal communications to all employees? Tick all that apply.**

**GUIDANCE**: Communications uploaded should have been sent or made available to all employees (or as many as geographically possible through the specific communication method). Evidence could include emails and screenshots of intranet posts. IDAHoBiT refers to the International Day Against Homophobia, Biphobia and Transphobia. In your uploaded evidence, make clear who/how many employees the communication reached.

A. Information about LGBT Pride Month, and/or IDAHoBiT or any other day of significance like 6th Sept.

B. Information about Transgender Day of Visibility, Transgender Day of Remembrance and/or Trans Pride

C. Information about the LGBT Employee Resource Group and its activities

D. None of the above

Upload evidence for selected options.  
  
Provide date for option A:

Provide date for option B:

Provide date for option C:

**2.6 In the past year, which of the following career development opportunities has the organisation specifically communicated to LGBT employees? Tick all that apply.**

**GUIDANCE**: Communications here can either be specific communications to LGBT people through the employee resource group OR an all-employee communication making it clear you welcome LGBT employees on the programs/opportunities.

A. General leadership and development programs

B. LGBT specific leadership/professional development programs

C. LGBT specific seminars and conferences

D. None of the above

Describe the programs and how these programs are promoted to LGBT employees (Max 100 words per options).  
  
A. Provide a date on which these opportunities were communicated:

1. Provide a date on which these opportunities were communicated:
2. Provide a date on which these opportunities were communicated:

**2.7 Does the organisation proactively recognize contributions to the LGBT employee resource group(s) during employee performance appraisals?**

**GUIDANCE**: The onus should be on the employer/manager to make explicit that network group activity links in with organizational values and count towards diversity goals. Please note, the recognition does not have to be financial, but should be systematic and applied to all performance appraisals, not just those of the network leads.

Yes

No

Describe how contributions are recognized (Max 300 words).

**Section 3: LGBT Employee resource Group**

This section comprises of 7 questions and examines the activity of your LGBT employee resource group. The questions scrutinize its function within the organisation.

**3.1 Does the organisation have an LGBT employee resource group for LGBT employees?**

A. Yes, with a defined role and terms of reference

B. Yes but not a formal ERG

C. No

Upload the LGBT employee resource group’s terms of reference.

**3.2 Does the LGBT employee resource group have clearly defined yearly objectives?**

**GUIDANCE**: Examples could include holding a certain number of events or campaigns, engaging with different groups of employees across the organisation and collaborating with other organization’s network groups.

Yes

No

List examples of some of your most recent objectives and progress towards achieving them (Max 500 words).

**3.3 Which of the following support activities does the LGBT employee resource group facilitate? Tick all that apply.**

**GUIDANCE**: The individual support the network offers should be available and advertised to all employees. Consultation on internal policies and practices should be considered as policies which impact upon employee welfare, for example, reviewing an updated leave policy. Consultation on the organisations broader work refers to organizational outcomes, for example being consulted on a LGBT media marketing campaign.

1. Visible support & source of information for LGBT and allies within the organization
2. Provide confidential support to all employees on LGBT issues

C. Provide support to enable employees to report homophobic, biphobia and transphobic bullying and harassment

D. Have been consulted on improving internal policies and practices

E. Have been consulted on business development, organizational priorities and/or the organisation broader work

F. None of the above

Describe the options selected (Max 200 words per option).

**3.4 In the past two years, which of the following activities has the LGBT employee resource group undertaken? Tick all that apply.**

**GUIDANCE**: ‘Awareness raising events’ here refers to activities which serve to educate or inform the wider organisation about different sexual orientation, gender identity and/or trans issues, for example panel discussions, lunch and learns or stalls during diversity events. ‘Reverse mentoring’ here refers to a formal process whereby senior employees are reversed mentored by more junior LGBT employees.

A. Social networking event for members

B. LGBT equality awareness raising event

C. Collaborated with other LGBT external network groups

E. Collaborated with other internal network groups

F. Mentoring or coaching program

G. Other

H. None of the above

Describe the activities selected and when they occurred (Max 200 words per option). Please provide specific dates or time periods within the last two years.

**3.5 In the past two years, has the LGBT employee resource group held campaigns, initiatives, seminars, or events engaging with the following diversity strands? Tick all that apply.**

**GUIDANCE**: ’Initiatives’ and 'campaigns' here refer to specific programs or projects – online or offline – undertaken to achieve LGBT specific aims in the near-term. For example, creating a series of blog posts during Pride Month to highlight homophobia, biphobia, and transphobia.

Examples include raising awareness of the specific mental health challenges faced by LGBT people during mental health awareness week and profiling prominent trans women on International Women's Day.

This question is looking at how your network group engages with the intersections between LGBT identities and other diversity strands, work on LGBT identities that does not clearly engage one of these other diversity strands will not be accepted for this question.

Please provide specific dates or time periods within the last two years.

A. Mental health

B. Disability

C. Women

D. Other

Describe the campaigns, initiatives, seminars, or events and when they occurred (Max 200 words per option).

**Section 4: Allies and Role Models**

This section comprises of 9 questions and examines the process of engaging allies and promoting role models. The questions scrutinize how the organisation empowers allies and role models, then the individual actions they take.

**Allies**

**4.1 Does the organisation have a formal program or initiative to engage all non-LGBT employees to become allies?**

**GUIDANCE**: The program should be a formal mechanism to engage non-LGBT people with LGBT equality.

A. Yes, as part of our LGBT employee resource group

B. Yes, through another initiative

C. No

Describe the allies’ program or initiative (Max 500 words).

Upload a communication advertising the allies’ program or initiative.

**4.2 In the past two years, has the organisation held internal awareness raising sessions, campaigns, or initiatives specifically for allies which cover the following? Tick all that apply.**

**GUIDANCE**: Content/activity should be tailored for non-LGBT people and run through mechanisms that engage allies. Content should cover all LGBT identities (lesbian, gay, bi and trans).

A. The importance of allies

B. Discrimination towards LGBT people

C. Personal stories from LGBT people

D. Actions they can take to be effective allies

E. None of the above

Provide a brief description of the content you have uploaded (Max 200 words).

Upload content covering the selected options.

Provide date for option A:

Provide date for option B:

Provide date for option C:

Provide date for option D:

**4.3 Does the organisation enable allies to visibly signal their commitment to LGBT equality?**

**GUIDANCE**: Examples include visual signals such as email signatures, badges, lanyards, and mugs.

Yes

No

Describe how allies can visibly signal their commitment to LGBT equality (Max 200 words).

**4.4 In the past year, which of the following activities have allies engaged in? Tick all that apply.**

**GUIDANCE**: 'Helped organize' here, refers to allies taking an active involvement in the planning and execution of events. It does not mean allies simply turning up to events.

A. Participated in LGBT network group activities

B. Helped organize a lesbian, gay, bi and trans equality awareness raising event

C. Recruited other allies

D. Coached or mentored other allies

E. Other

F. None of the above

Describe the activities selected (Max 200 words per option). Please include specific dates or time periods.

**LGBT Role Models**

**4.5 Does the organisation support LGBT employees at all levels to become visible role models through training, programs and/or resources?**

**GUIDANCE**: Examples can include role model and information booklets, programs, or training, but must focus specifically on steps LGBT people can take to become active role models.

Yes

No

Describe the training, programs and/or resources (Max 500 words). What workplace protections (if any) are available to support employees. [Safety & Security]

**4.6 In the past two years, have any visible LGBT role models at senior management level from the organisation been profiled? Tick all that apply.**

**GUIDANCE**: For information about what is meant by senior management level, see here. Within the profiling opportunity, the person's sexual orientation, gender identity and/or trans identity must be clear. It should not be left up to the reader or viewer to make assumptions.

A. Lesbian

B. Gay

C. Bi

D. Trans

E. None of the above

Submit evidence where you have profiled the person/s in the last two years (For each option selected).

1. Provide the date on which this profile was shared
2. Provide the date on which this profile was shared
3. Provide the date on which this profile was shared
4. Provide the date on which this profile was shared

**Section 5: Senior Leadership**

This section comprises of 4 questions and examines how the organisation engages senior leaders. The questions scrutinize how the organisation empowers senior leaders at different levels, then the individual actions they take.

**5.1 How does the organisation support senior management to understand the issues that affect LGBT people? Tick all that apply.**

**GUIDANCE**: The support given should be systematic in its implementation.

A. Reverse mentoring opportunities for senior management level employees

B. Promote LGBT specific conferences or seminars to senior management level employees

C. Resources for education/awareness about LGBT

D. None of the above

Describe each option selected (Max 200 words).

**5.2 In the past two years, which of the following activities have senior management engaged in? Tick all that apply.**

**GUIDANCE**: Messages communicated should explicitly reference sexual orientation and trans equality. Meetings with the LGBT employee resource group should be systematic and not ad hoc.

A. Communicated a strong message on LGBT equality

B. Met regularly with the LGBT employee resource group

C. Reviewed top line LGBT initiatives & programs

D. Spoken at an internal LGBT event

E. Spoken at an external LGBT event

F. Engaged with senior management (their peers) to discuss LGBT equality

G. Reviewed and/or approved an LGBT inclusion strategy

H. Attended an external LGBT event, for example Pride Events/Marches etc.

I. Other

J. None of the above

Describe each option selected (Max 200 words per option). Please include specific dates or time periods.

Please list the names and job titles of the individuals named above. Please ensure you have strict permission from them for their name to appear in this submission.

**5.3 In the past two years, have any visible ally role models at senior management level from the organisation been profiled? Tick all that apply.**

**GUIDANCE**: For information about what is meant by senior management level, see here. Within the profiling opportunity, the person's sexual orientation, gender identity and/or trans identity must be clear. It should not be left up to the reader or viewer to make assumptions.

A. CXO

B. Director/President

C. Vice President

D. None of the above

Submit evidence where you have profiled the person/s in the last two years (For each option selected).

1. Provide the date on which this profile was shared
2. Provide the date on which this profile was shared
3. Provide the date on which this profile was shared

**Section 6: Monitoring**

This section comprises of 7 questions and examines how the organisation monitors its employees. The questions scrutinize data collection methods, analysis, and outcomes.

**Please ensure that no personally identifiable information is contained in your answers or evidence.**

**6.1 Does the organisation provide opportunity to self-id for LGBT employees?**

**GUIDANCE**: Self-Id could be anonymous where just data on number of LGBT employees is captured without their personal identifier or could be way to display on workday or any other platform used.

Yes

No

Briefly describe the self-id process and how it was executed (Max 500 words).

**6.2 Does the organisation provide opportunity to identify their gender beyond binary male/ female i.e. transgender/ third gender/ etc. on all forms requiring gender marker?**

**GUIDANCE**: Forms where “gender” is captured should provide a person the opportunity to identity beside male & female.

Yes, in all forms

In some form

No

Briefly describe the method of data collection on gender and the options besides male & female. Please upload a picture of any of these forms where such options are clearly visible.

**6.3 Does the organization effectively communicate the purpose of the self-ID program and the measures for data privacy & protection?**

**GUIDANCE**: Self-ID is highly sensitive information and it is imperative to inform the employees on the purpose of data collection and the measures in place for data privacy, the communication should explicitly stress on these points.

Yes

No

Please share the communication sent for self-ID where such points are called out.

**Non-scoring:**

**6.4 When running employee’s satisfaction surveys, does the organisation break down and analyze the satisfaction of LGBT employees?**

**GUIDANCE**: This can be through collecting diversity data on an employee’s satisfaction survey.

Yes

No

Upload the most recent employee’s satisfaction data.

Describe who the analysis is seen by and action taken (Max 500 words).

**Section 7: Procurement**

This section comprises of 4 questions and examines how the organisation affects change in its supply chain. The questions scrutinize the steps taken to ensure LGBT inclusive suppliers are procured and held to account.

**7.1 Does the organisation train or give guidance to the person/team responsible for procurement around diversity and inclusion outcomes, inclusive of LGBT equality?**

**GUIDANCE**: Examples can include information booklets, programs, or training, but must explicitly mention LGBT equality in relation to procuring services.

Yes

No

Describe the role or team responsible for procurement (Max 200 words).

Describe the diversity and inclusion training or guidance they receive (Max 500 words).

**7.2 Before awarding a contract, does the organisation scrutinize the following in the tender process? Tick all that apply.**

**GUIDANCE**: Although it would be best practice, these criteria do not need to be deciding factors when awarding contracts. They should however still be scrutinized, and appropriate action taken if the contract is awarded.

A. Whether the potential supplier has a policy which explicitly bans discrimination/bullying and harassment based on sexual orientation or gender identity

B. Whether the potential supplier has equality training which is explicitly inclusive of sexual orientation and gender identity

C. None of the above

Describe the options selected below (Max 500 words per option).

**7.3 In the past two years, how has the organisation engaged or collaborated with its suppliers? Tick all that apply. Tick all that apply.**

**GUIDANCE**: Joint LGBT diversity and inclusion training can also include sharing training with your suppliers.

A. Joint LGBT diversity and inclusion training

B. Invite suppliers' employees to take part in LGBT employee resource group events

C. Joint community outreach projects targeting LGBT people

D. Share best practice and policy around LGBT inclusion

E. None of the above

Describe the options selected below (Max 500 words per option). Please include specific dates or time periods.

**7.4 Does the organization has a Supplier Diversity program that encourages engagement with LGBT owned businesses?**

**GUIDANCE**: Preference or additional support to LGBT owned business

Yes

No

**Section 8: Community Engagement**

This section comprises of 3 questions and examines the outreach activity of the organisation. The questions scrutinize how the organisation demonstrates its commitment to the wider community and the positive impact it has.

**8.1 In the past two years, has the organisation utilized its social media accounts and online presence to demonstrate its commitment to LGBT equality?**

**GUIDANCE**: The social media accounts here should be the ones with the widest reach. This question examines how you demonstrate to the largest possible audience that your organisation is committed to LGBT equality. The two social media posts uploaded (for example tweets), should be across last two years and not concentrated on one event. The evidence can be an LGBT employee resource group being re-posted by an account with bigger reach.

Yes

No

Describe the activity (Max 500 words).

Upload two screenshots of social media activity.  
Provide the date of the activity for both screenshots.

**8.2 Which of the following outreach activities has the organisation taken part in the last two years? Tick all that apply.**

**GUIDANCE**: Sponsored or supported can include in-kind gifts and donations, for example providing a meeting room for a group, and does not have to be directly financial (i.e. giving money). The support of a campaign to tackle homophobia, biphobia and transphobia needs to be externally facing and not an internal awareness raising event.

A. Sponsored or supported LGBT community group/s  
B. Sponsored or supported LGBT community event/s

C. Supported campaign/s to tackle hate crime or homophobic, biphobic and transphobic bullying

F. None of the above

Describe each option selected (Max 250 words per option). Please include specific dates or time periods.

**8.3 In the past two years, have you collaborated with other organisations on an initiative to promote LGBT equality in the wider community?**

**GUIDANCE**: The initiative can be a one-off or on-going project.

Yes

No

Please include specific dates or time periods.

Name the organisation/s you collaborated with (Max 200 words).

Describe the collaboration or initiative (Max 500 words).

Describe the impact of the collaboration or initiative (Max 500 words).

**Section 9: Additional work**

This section is your opportunity to tell us about any additional work the organisation has carried out over the past year.

**9.1 Has the organisation done any further work in the past two years to improve the working environment for LGBT employees?**

**GUIDANCE**: The activity detailed here should not have been mentioned anywhere else in the submission.

Yes

No

Describe the activity and impact (Max 500 words). Please include specific dates or time periods.