LGBTQ+ Friendly Employer Award 2026

Questionnaire for the LGBTQ+ Friendly Employer 2026 Award

Obtaining at least 5 points **in each category** is necessary to achieve at least bronze.

The questionnaire is divided into seven parts:

1. Basic information
2. Regulations and benefits
3. Support for trans and gender diverse employees
4. Employee recruitment and collaboration
5. LGBTQ+ internal employee groups
6. The role of leadership
7. Impact monitoring and other activities

1. Basic information

1. Company name
2. Legal form
3. VAT ID
4. Website
5. Contact person
6. E-mail address
7. Phone number
8. Number of employees

2. Regulations and employee benefits:

1. **Are these contained in your internal regulations? Mark the relevant:**

   a) Explicit prohibition of discrimination based on sexual orientation
   b) Explicit prohibition of discrimination based on gender identity
   c) Explicit prohibition of homophobic/biphobic bullying or harassment
   d) Explicit prohibition of transphobic bullying or harassment
   e) The internal regulations do not contain any of these

Provide the document title and relevant passage (max. 1000 characters). Please note that without this information, the question cannot be scored.

2. **What measures does your organization take for reporting incidents of discrimination, bullying, or harassment based on sexual orientation or gender identity?**
a) **Anonymous reporting** — Employees can report incidents anonymously via internal or external platforms (e.g., a confidential hotline or an online form)
b) **Reporting outside the direct supervisory line** — Incidents can be reported to a person or department other than the direct supervisor (e.g., HR department, ombudsperson, external advisor)
c) **Proactive support and awareness** — The organization informs employees about reporting processes and provides regular training on handling discriminatory behavior
d) None of the above

Provide the document title and relevant passage (max. 1000 characters). Please note that without this information, the question cannot be scored.

3. **Do you have measures in place for situations that do not involve direct discrimination or overt harassment but rather manifestations of microaggressions and stereotyping of LGBTQ+ individuals?**
a) **Guidelines** — We have clearly defined guidelines that explain what microaggressions and stereotyping of LGBTQ+ individuals entail
b) **Reporting option** — There is a confidential channel for reporting microaggressions, allowing employees to feel safe and supported in addressing subtle yet harmful behavior
c) **Regular training and awareness programs** — We conduct regular training sessions for employees to raise awareness about unconscious biases, microaggressions, and the impact of stereotyping comments
d) None of the above

Provide the document title and relevant passage (max. 1000 characters). Please note that without this information, the question cannot be scored.

4. **How are the above-mentioned rules enforced? Do you have a process in place for addressing violations?**
a) Yes
b) No

Please describe how you ensure compliance with the rules (max. 1000 characters).

5. **Do you provide all employees the following benefits, including LGBTQ+ (registered) partners? Mark the relevant:**

a) Work leave in the case of registration for the same length as legal leave for marriage

b) Leave of absence in the event of the death of a partner or family member

c) Work leave for the birth of the partner's child or the adoption of a child by the partner of the same length as paternity leave and with the same entitlement to wage compensation

d) Time off when accompanying a partner or partner's child to a medical facility

e) Leave of absence to care for a partner

f) None of the above

Provide the document title and relevant passage (max. 1000 characters). Please note that without this information, the question cannot be scored.

6. **Indicate how employees were informed about benefits and anti-discrimination policies in 2025. Mark the relevant:**

   a) Active communication during the recruitment process (before starting a job as part of the selection process, when starting a job as part of entry training, when starting a job as part of an entrance interview)
   b) Active communication for employees (during regular employee training)
   c) Passive communication for employees (one-off message on the internal portal for employees when the benefit is introduced, periodically mentioned as part of communication for employees, permanent information on the intranet)
   d) None of the above
   e) Other (please specify)

Please attach the document with internal communication about benefits. Please note that without it, the question cannot be scored.

3. Support for trans and gender diverse employees

7. **Do you have formally established internal procedures or guidelines regarding the employment of trans and gender-diverse people?**

   a) Yes – We have a formally developed internal document or documents (e.g., trans guidelines or recommendations for HR and managers) that are actively used and accessible to all employees.

b) Partly – We have basic recommendations or procedures that we use in practice, but they are not yet formally or systematically documented.

c) No – We do not yet formally address this area.

8. **Which of the following areas are covered in your company's procedures or guidelines regarding employment of trans and gender-diverse people? Please select all that apply.**

a) Procedures to prevent discrimination in recruitment – how to respond in case of discrepancy between an applicant's name, voice, or appearance, and how to ensure fair evaluation of their suitability for a position regardless of this factor.

b) An onboarding checklist or procedure for trans and gender-diverse employees, e.g. registering the preferred name and gender or pronouns in internal systems (especially communication platforms), name badges, email signatures, etc.; planning how to communicate the topic within the team; ensuring personal data protection (in particular, instructing relevant staff that gender identity information cannot be shared without consent).

c) Workplace transition plan – a procedure outlining how a manager agrees on a transition plan with the employee. This may include a timeline of steps, communication and presentation within and outside the team, and an agreement on access to hygiene facilities to ensure safe and comfortable use of restrooms, changing rooms, or other gendered spaces at the workplace.

d) Team communication guidelines – recommendations on how to inform colleagues, how to support acceptance of a trans or gender-diverse team member, and where to access further information or training (e.g. through HR, ERG, or an external consultant).

e) Guarantee of equal treatment – we provide explicit assurance (beyond general equality rules) that an employee's transitioning will not result in a change of job duties, reassignment, or limitation of career opportunities without the employee's consent (e.g. removal from client-facing or representative roles). Where reassignment is required by laws or regulations (e.g. in production positions), we guarantee that such changes are discussed with the employee in advance.

f) Guidelines for relocations, business trips, and working abroad – we have guidance that takes into account the safety and comfort of trans and gender-diverse employees in international locations.

Please attach the document with your company's procedures or guidelines regarding employment of trans and gender-diverse people. Please note that without it, the question cannot be scored.

9. **How does your company raise awareness about gender identity and support the inclusion of trans and gender-diverse people? Mark relevant:**

a) The HR department is trained on how to approach trans and gender-diverse applicants and employees – including fair recruitment, unconscious bias, and sensitive communication.
b) The HR department and managers receive training or have access to consultation on how to support employees undergoing transition in the workplace (e.g., conducting the initial conversation, setting up a transition plan at work, ensuring data protection).
c) Managers have access to information, training, and consultation on creating a safe environment for gender-diverse team members and know how to respond to bias or microaggressions.
d) The topic of gender identity and diversity is included in our internal training or educational activities for all employees (e.g., e-learning tools, workshops, or a part of regular general onboarding training).
e) We have an internal consultant, a contact person, or an ERG group that HR, managers, or employees can approach with questions or uncertainties regarding the topic.
f) Our internal policies, educational resources, and communications on gender diversity use inclusive formulations, up-to-date terminology, and gender-sensitive language.
g) None of the above.

10. **How does your company enable employees to express their gender identity in their day-to-day work life? Please select all that apply.**
a) Employees can publicly use their preferred name even without legal document changes (e.g., on name badges, in email signatures, or on business cards).
b) We have a clearly defined process for updating personal information in connection with official document changes (e.g., name or personal identification number) across employee systems, and both the manager and the employee are informed about what steps to take.
c) Employees are free to wear clothing (including uniforms) in accordance with their gender identity or gender expression, regardless of sex assigned at birth.
d) None of the above.

11. **How does your company approach the use of restrooms and other facilities by trans and gender-diverse employees?**

a) We have gender-neutral restrooms, and trans or gender-diverse employees are also allowed (e.g., based on a workplace transition plan) to use facilities regardless of the sex listed in their official documents.
b) We do not have gender-neutral restrooms, but trans or gender-diverse employees are allowed (e.g., based on a workplace transition plan) to use facilities regardless of the sex listed in their official documents.

c) We do not have gender-neutral restrooms, and trans employees may only use facilities that correspond to the sex currently listed in their official documents.

12. **Do trans and gender-diverse employees have access to the following types of employer support? Mark relevant:**

a) Option to work from home during the transition period to a greater extent than is generally granted by the company, or an option to use a company-wide 100% home office rule.

b) Access to employer-covered mental health support that is trans-affirming, or a financial contribution to mental health support of the employee's own choice.

c) Access to general mental health support (e.g., through a company mental health professional).

d) Financial contribution for additional affirming care for trans and gender-diverse individuals (e.g., hormone replacement therapy, laser hair removal, other cosmetic procedures, etc.).

e) Option to take additional personal or indisposition leave.

f) None of the above.

g) Other (please specify):

Please indicate the name of the document in which your selected option(s) are stated and attach the relevant section (max. 1,000 characters). Without this information, we will unfortunately not be able to award points for this question.

4. Employee recruitment and collaboration

13. **How do you approach talent, including LGBTQ+ people, during recruitment? Mark the relevant:**

a) Active outreach to LGBTQ+ talent in recruitment (e.g., presenting at LGBTQ+ events, targeting on social media, etc.)

b) Inclusion of a passage on diversity and support of LGBTQ+ employees in the text of recruitment advertisements

c) Informing potential employees during interviews about internal employee groups, including an LGBTQ+ one

d) None of these

e) Other (please specify)

Provide the document title and relevant passage (max. 1000 characters). Enter the name of the portal where you are advertising the position. Please note that without this information, the question cannot be scored.

14. **What information do you provide to new employees when starting work? Mark the relevant:**

a) Greetings from management members explicitly mentioning the company's values of diversity and equality in the workplace and commitments in the area of supporting diversity in the workplace, including equality for LGBTQ+ persons
b) Information about internal employee groups, including an LGBTQ+ group
c) Information on inclusive regulations regarding LGBTQ+ persons
d) None of these
e) Other (please specify)

Provide the document title and relevant passage (max. 1000 characters). Please note that without this information, the question cannot be scored.

15. **Do you provide all employees with diversity and equality training with a special focus on LGBTQ+ issues?**

a) Yes, we provide separate training.
b) Yes, the training is part of a broader thematic block.
c) None of the above.

16. **What percentage of employees participated in the training sessions in 2025? If your company provides both types of training, please mark the cumulative percentage:**

a) Above 90%
b) Above 70%
c) Above 50%
d) Less

17. **How do you organize the training?**

a) We provide it in-house (the training is provided at the global level).
b) We provide it in-house (the training is prepared at the local level).
c) We provide it through external providers.
d) Otherwise (please specify)

If you provide training through external providers, please name them:

18. **If the training is part of a broader thematic block, which areas does it cover? Mark the relevant:**

    a) Employee regulations and legislation, procedures for detecting homophobic/transphobic bullying or harassment or discriminatory behavior
    b) Work with prejudices and stereotypes, explicitly mentioning also those associated with gender identity and sexual orientation
    c) Advantages and benefits of an inclusive approach, explicitly mentioning LGBTQ+ persons
    d) Basic information about LGBTQ+ persons, including a glossary of terms
    e) Coming out at the workplace
    f) How to become an ally of LGBTQ+ people
    g) Sensitive communication and inclusive language

    Provide the structure of the training (max. 1,000 characters). Please note that without this information, the question cannot be scored.

19. **How often does the training that is part of a broader thematic block take place?**

    a) At least once a year
    c) Once every two years
    d) Once every three years or less often

20. **How often does the separate training take place?**

    a) At least once a year
    c) Once every two years
    d) Once every three years or less often

21. **Who is the target audience for the standalone training focused on LGBTQ+ topics?**
    a) The training is mandatory for HR employees.
    b) The training is mandatory for managerial positions.
    c) The training is open to everyone, and anyone in the company can sign up.

22. **How many people were trained in the standalone training in 2025?**
    a) 20 or fewer
    b) 20–50 people

c) 50–100 people
d) 100 or more

23. **What communication took place in 2025 as internal communication for all employees? Mark the relevant:**

    a) Information on the change in internal regulations providing LGBTQ+ persons with the same employee benefits as others
    b) Information about significant LGBTQ+ days (IDAHOT, Spirit Day, TDoR, etc.)
    c) Information on the occasion of important LGBTQ+ community events (Pride Business Forum annual conference, Prague Pride, Mezipatra film festival, etc.)
    d) Information on the activities of the LGBTQ+ internal employee group
    e) Invitation to an internal event on the LGBTQ+ topic (discussions, lectures, workshops)
    f) Information on receiving awards in the LGBTQ+ field
    g) Other (please specify)
    h) None

Please attach an example of internal communication from 2025. Please note that without this information, the question cannot be scored.

5. LGBTQ+ internal employee groups

24. **Do you have a local LGBTQ+ internal employee group (Employee Resource Group) in the Czech branch of your company/organization?**

    ☐ NO ☐ YES ☐ if yes, complete the following questions:

25. **When was the group formed?**

26. **How large is the active core of the ERG, i.e., the leadership of the ERG and other active members (people to whom ERG activities can be delegated)?**
a) 1–3 people
b) 4–6 people
c) 7 or more people

27. **How many other members or allies does the group have, i.e., what is the group's actual reach (e.g., an intranet group, mailing list with event invitations, etc.)?**
a) Fewer than 10 members
b) 10–49 members
c) More than 50 members

28. **How many new members joined the group in 2025?**

29. **Is someone from the company's top management an executive sponsor of the group and an active supporter of the topic?**
a) Yes
b) No

30. **What were the group's goals for 2025?**

31. **How did the group meet its goals? How was progress measured?**

32. **What supporting activities did the group implement in 2025?**

   a) Provides confidential support to all employees in the LGBTQ+ area
   b) Provides support to all employees when reporting homophobic/biphobic/transphobic bullying or harassment, or discriminatory behavior
   c) The group is invited to suggest internal rules, regulations, and procedures changes.
   d) Provides support in setting up the admission procedure
   e) None of these
   f) Other (please specify)

33. **Which of the following activities did the group implement in 2025?**

   a) Networking events for its members
   b) Activities raising awareness of LGBTQ+ topics among employees
   c) Cooperation with LGBTQ+ employee groups from other companies/organizations
   d) Cooperation with other internal employee groups
   e) Reverse mentoring for the company's top management
   f) Mentoring for colleagues within the company (e.g., for HR, marketing, etc.)
   g) Fundraising for LGBTQ+ community activities
   h) Participation in Prague Pride
   i) Participation in other community activities
   j) Other (please specify)

Describe the activities (max. 1,000 characters). Please note that without this information, the question cannot be scored.

34. **Is active participation in the activities of the LGBTQ+ internal employee group considered when evaluating an employee's performance annually?**
a) Yes
b) No

35. **What was the group's budget in 2025?**

36. **What is financed from this budget?**

6. The role of leadership

37. **How does top management approach addressing and promoting inclusion and diversity in the workplace towards LGBTQ+ people?** (multiple answers can be marked)

a) They come up with ideas and solutions using their initiative
b) Supports changes leading to more significant inclusion in the workplace based on the initiatives of subordinates
c) Top management is not actively involved in this
d) Top management tends not to support greater inclusion of LGBTQ+ people in the workplace

38. **Is top management concerned with the satisfaction of LGBTQ+ employees and any areas for improvement?**

a) Yes, actively
b) Yes, if someone comes to them, they will listen
c) No
d) I don't know

39. **How do you support top management members in understanding the problems of LGBTQ+ people? Mark the relevant:**

a) Reverse mentoring
b) Participation in LGBTQ+ conferences or events
c) Participation in the activity of an internal employee group
d) Other. What?
e) Not at all

Describe the activities (max. 1,000 characters). Please note that without this information, the question cannot be scored.

40. **In which activities was the top management involved in 2025? Mark the relevant:**

a) Communication on the rejection of any discrimination/bullying/harassment in the workplace, including the reason for sexual orientation and gender identity
b) Regular meetings with the LGBTQ+ internal employee group
c) Participation/speech at an internal LGBTQ+ event
d) Participation/speech at an external LGBTQ+ event
e) Active support of climate change for LGBTQ+ persons in Czech society
f) Promotion of the topic among colleagues from the top management of other companies
g) Participation in the creation of the LGBTQ+ annual plan/strategy
h) Other (please specify)
i) No activities

Describe the activities (max. 1,000 characters) and attach the relevant documentation, such as photos, screenshots from the intranet, etc. Please note that without this information, the question cannot be scored.

7. Impact monitoring and other activities

41. **What were your top three goals for LGBTQ+ inclusion in 2025? (The subject of the question is company-wide goals in this area – unlike question no. 30, which asks about the goals of an internal employee group.)**

Describe (max. 1000 characters).

42. **How were the goals achieved?**
Describe (max. 1000 characters).

43. **How do you monitor the impact of your activities and policies supporting LGBTQ+ diversity?**

   a) Anonymous survey investigating the attitudes of employees towards LGBTQ+ persons
   b) Employee focus groups focused on the topic of diversity, including LGBTQ+
   c) Employee engagement study with the introduction of the topic of diversity
   d) External process evaluating the approach to LGBTQ+ inclusion (e.g., regular participation in the LGBTQ+ Workplace Equality Awards)
   e) None of the above
   f) Other (please specify)

Describe (max. 1,000 characters). For answers a), b), and c), please attach documentation, such as surveys, research results, etc. Please note that without this information, the question cannot be scored.

44. **Which other activities, apart from the activities of the internal employee group, did you implement internally in the Czech Republic in 2025 to ensure better inclusion of LGBTQ+ employees? Mark the relevant:**

   a) Introduction of rainbow cords for employee cards or badges that employees can use voluntarily
   b) Introduction of gender-neutral toilets in the workplace
   c) Embedding diversity and inclusion into external advocacy
   d) Organizing external events on the LGBTQ+ topic on the premises of the organization/company
   e) Participation of employees in the Prague Pride parade
   f) External communication of support for LGBTQ+ persons
   g) Membership in initiatives promoting LGBTQ+ equality in the workplace or diversity and inclusion
   h) Other (please specify)

Describe (max. 1000 characters).

45. **What are your main goals for LGBTQ+ inclusion for 2026, and how do you want to achieve them?**

   Describe (max. 1000 characters).

You can also add attachments to your application for the evaluation committee (e.g., your presentation, photos, guidelines, and video links) to provide more insight into your company's activities over the past year. The attachment capacity is 3 MB; for larger attachments, please send them via a storage platform.