

# **LGBT+ Friendly Employer Award 2023**

## **Questionnaire for the LGBT+ Friendly Employer 2023 award**

In order to achieve bronze, it is necessary to obtain at least 5 points in each category

The questionnaire is divided into seven parts:

1. Basic data
2. Regulations and benefits
3. Care for transgender employees
4. Recruitment and work with employees
5. Internal employee groups
6. The role of leadership
7. Further activities and impact monitoring

## **1. Basic Data**

- 1) Company name
- 2) Legal form
- 3) VAT ID
- 4) Website
- 5) Contact person
- 6) Email
- 7) Telephone
- 8) Number of employees

## **2. Regulations and employee benefits:**

### **1. Are these contained in your internal regulations? (mark 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

Give the title of the document in which these appear and include the text of the relevant passage (max. 500 characters). Without it, the question will not be scored.

**2. Do you have a clearly defined procedure for how an employee can report discrimination, bullying or harassment based on sexual orientation/gender identity?**

- a) Yes
- b) No

Give the name of the document in which these appear and attach the text of the relevant passage (max. 500 characters) Without it, the question will not be scored.

**3. Do you have measures in place for situations where it is not directly discrimination or open homo/bi/transphobic harassment, but rather manifestations of hetero/cis normativity that may not be pleasant for LGBT+ employees\* (e.g. seemingly innocent jokes about LGBT+ people, trivializing inappropriate behavior persons towards them, questioning non-heterosexual orientation or gender identity, etc.)?**

- a) Yes
- b) No

If so, please describe how. Without it, the question will not be scored.

**4. Do you provide the following employee benefits to all employees, including LGBT+ registered partners? (mark relevant)**

- 1) Work leave in the case of registration for the same length as legal leave for marriage
- 2) Leave of absence in the event of the death of a partner or family member
- 3) Work leave for the birth of the partner's child or for the adoption of a child by the partner of the same length as paternity leave and with the same entitlement to wage compensation

- 4) Time off when accompanying a partner or partner's child to a medical facility
- 5) Leave of absence for the purpose of caring for a partner
- 6) None of the above

Give the name of the document in which these appear and the text of the relevant passage (max. 500 characters). Without it, the question will not be scored.

**5. Indicate how employees were informed about these benefits in 2022 (mark 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 selected
- e) Other (please specify)

Attach a document with internal communication about benefits. Without an attachment, the question will not be scored.

### **3. Care for transgender employees**

**6. Do you have regulations/rules/procedures for dealing with the situation of a transitioning employee regarding the following?**

- a) Guarantee that the employee will not be transferred to another position without their consent on the basis that they are undergoing a transition
- b) A guarantee that career progression or remuneration will not be affected by the fact that the employee is undergoing a transition
- c) None of the above

Give the title of the document in which these appear and include the text of the relevant passages. If the relevant passages are not listed, we will not be able to count any points for the given answer (max. 500 characters).

**7. How do you approach the use of social facilities by transgender employees?**

- a) We have gender-neutral toilets in our workplaces
- b) We do not have gender-neutral toilets, but transgender or gender-diverse employees can use the toilets according to their gender identity, not necessarily according to their assigned (biological) sex
- c) We do not have gender-neutral toilets in our workplaces, transgender employees may use the toilets according to their gender identity only after the official transition has been completed

**8. Self-identification — please mark everything that applies to you:**

- a) We support addressing trans or gender-diverse employees by their preferred name and pronouns, without a completed official transition, i.e., they do not have a change of name and social security number listed in their documents.
- b) We have prepared instructions regarding the process by which an employee changes their data (e.g., name and social security number) in employee systems
- c) The employee can put their preferred name on their business card, even without an official transition
- d) An employee may wear clothing according to their preferred gender identity or gender expression, not necessarily according to their assigned (biological) sex
- e) None of the above

**9. Education on the topic of gender identity — please tick all that apply to you:**

- a) The topic of gender identity is an integral part of education for our employees
- b) We provide advice for HR department employees on how to approach trans or gender-diverse employees or job candidates
- c) We provide advice for employees of the HR department on how to approach trans or gender-diverse employees undergoing transition
- d) We provide advice for managers on how to approach trans or gender-diverse employees
- e) We provide advice for employees on how to approach trans or gender-diverse colleagues
- f) Our regulations, educational and other materials include up-to-date and gender-sensitive language when the text relates to the topic of gender identity

g) None of the above

Give the name of the document in which these appear and include the relevant passages from the field of gender identity education or relating to the topic of gender identity. If the relevant passages are not listed, we will not be able to count any points for the given answer (max. 500 characters).

**10. Do you provide any of the following to transitioning employees? (tick as applicable)**

- a) Increased possibility of working from home during the transition period compared to normal working practice, or do you have a 100 percent home office rule?
- b) Paid psychological support that is trans-respectful
- c) Possibility of general psychological support
- d) Additional payment for cosmetic procedures (e.g. laser)
- e) Additional payment for hormones
- f) Days of indisposition leave in addition
- g) None of these
- h) Other. What?

Give the name of the document in which these appear and attach the text of the relevant passage (max. 500 characters). Without this attachment, the question will not be scored.

## **4. Recruitment and work with employees:**

**11. How do you approach talent, including LGBT+, during recruitment? (tick as applicable)**

- a) Promotion of announced positions on LGBT+ portals, social networks or LGBT+ events
- b) Inclusion of a passage on diversity and support of LGBT+ employees in the text of recruitment advertisements
- c) Informing potential employees during interviews about internal employee groups, including an LGBT+ one
- d) None of these
- e) Other (please specify)

Indicate the name of the document in which these appear and provide its text (max. 500 characters). Enter the name of the portal where you are advertising the position. Without it, the question will not be scored.

**12. What information do you provide to new employees when starting work?**

(mark 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 LGBT+ persons
- b) Information about internal employee groups, including an LGBT+ group
- c) Information on inclusive regulations regarding LGBT+ persons
- d) None of these
- e) Other

Enter the name of the document in which these appear and provide its text (max. 500 characters) Without it, the question will not be scored.

**13. Do you allow your employees to self-identify as an LGBT+ person within internal systems?**

- a) Yes (e.g., signature, change of social security number, address...)
- b) No

If so, describe how the self-identification process takes place (max 500 characters)? Without a description, the question will not be scored.

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

- a) Yes (if yes, answer the following questions and attach the training materials, otherwise the question will not be scored)
- b) No

**15. The training is:**

- a) Separate training
- b) The training is part of a broader thematic block

Attach the training content structure

**16. If the training is part of a broader thematic block, which areas does it cover? (mark 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 LGBT+ persons
- d) Basic information about LGBT+ persons, including a glossary of terms
- e) Coming out at the workplace
- f) How to become an ally of LGBT+ people

**17. What percentage of employees participated in the training?**

- a) Above 90 percent 2 points
- b) Above 70 percent 1 point
- c) Above 50 percent 1/2 point
- d) Less

**18. Training:**

- a) We ensure training internally
- b) We provide training through an external provider
- c) We provide a combination of the two options listed above
- d) Otherwise, how:

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

**19. How often does the training take place?**

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

**20. What communication took place in 2022 as part of internal communication for all employees? (mark relevant)**

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

Please attach an example of internal communication from 2022 (max. 500 characters)

## **5. LGBT+ Internal employee groups**

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

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

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

**23. How many members does it have?**

**24. How many new members joined the group in 2022?**

**25. 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

**26. What were the group's goals for 2022?**



**27. Which of the following supporting activities did the group implement in 2022? (mark relevant)**

- a) Provides confidential support to all employees in the LGBT+ area
- b) Provides support to all employees when reporting homophobic/biphobic/transphobic bullying or harassment or discriminatory behaviour
- c) Provides support for changes to internal rules, regulations and procedures
- d) Provides support in setting up the admission procedure
- e) None of these
- f) Other (please specify)

**28. Which of the following activities did the group implement in 2022? (mark relevant)**

- a) Networking events for its members
- b) Activities raising awareness of LGBT+ topics among employees
- c) Cooperation with LGBT+ 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 co-workers, e.g., when coming out
- g) Fundraising for LGBT+ community activities
- h) Participation in Prague Pride
- i) Participation in other community activities
- j) Other (please specify)

Please briefly describe the activities (500 characters)

**29. Is active participation in the activities of the LGBT+ internal employee group taken into account during the annual evaluation of an employee's performance?**

- a) YES
- b) NO

**30. What was the group's budget in 2022?**

**31. Does the group have a program or initiative to engage allies (non-LGBT+ people) in the area of LGBT+ equality in the workplace?**

- a) YES
- b) NO

Please describe (max 500 characters)

## **6. Leadership role:**

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

- a) They come up with ideas and solutions using their own initiative
- b) Supports changes leading to greater 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 LGBT+ people in the workplace

**33. Is the top management interested in the satisfaction of LGBT+ employees and what troubles them or could be improved?**

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

**34. In what way do you support members of top management in understanding the problems of LGBT+ people?** (tick as applicable)

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

Describe — max 250 characters

**35. In which activities was the top management involved in 2022?** (tick as applicable)

- 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 LGBT+ internal employee group
- c) Participation/speech at an internal LGBT+ event

- d) Participation/speech at an external LGBT+ event
- e) Active support of climate change for LGBT+ 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 LGBT+ annual plan/strategy
- h) Other. What?
- i) No activities

Describe specific activities (max 250 characters)

## **7. Impact monitoring and other activities**

### **36. What were your top three goals for LGBT+ inclusion in 2022?**

Describe (max. 500 characters)

### **37. Were the objectives achieved?**

- a) Yes
- b) Partially
- c) No

Describe why only partially / why not at all (max. 500 characters)

### **38. How do you monitor the impact of your activities and policies supporting LGBT+ diversity?**

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

Describe (max 250 characters)

**39. What other activities and projects do you have?**

**40. Which other activities, apart from the activities of the internal employee group, did you implement internally in the Czech Republic in 2022 with the aim of ensuring better inclusion of LGBT+ employees? (mark 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) Organizing external events on the LGBT+ topic on the premises of the organization/company
- d) Participation of employees in the Prague Pride parade
- e) External communication of support for LGBT+ persons
- f) Membership in initiatives promoting LGBT+ equality in the workplace or diversity and inclusion
- g) Other (please specify)

Describe (max 500 characters)

**41. What are your main goals in the field of LGBT inclusion for 2023 and how do you want to achieve them?**

Describe (max 500 characters)