

MANAGER'S QUICK GUIDE TO LGBTI INCLUSION

Know that it is unlawful to discriminate on the grounds of sexual orientation, gender identity or intersex status; directly or indirectly.

Understand that employers are liable for the behaviour of their employees and agents.

Mitigate risk with a zero tolerance of homophobic / transphobic behaviours.

KNOW THE LAW

BE MINDFUL OF YOUR OWN ASSUMPTIONS AND LANGUAGE PATTERNS

Try to adopt the habit of not assuming everyone is heterosexual.

Use the word partner instead of husband/wife if you are unsure.

Catch yourself reverting to stereotypes or bias and make an effort to change this.

Never be surprised with the diversity of your team.

RESPECT CONFIDENTIALITY AND SENSITIVITIES

Understand the sensitivities around disclosure.

Never disclose on behalf of somebody else unless you know that they are fine with this.

Never act surprised, always support.

Know that it is often a big deal if someone discloses.

Be visible in your support so that if people don't want to disclose, they still know that you're inclusive.

UNDERSTAND THE TERMINOLOGY

Know your terminology: what's offensive, what's not.

Understand commonly used terms.

Understand the difference between Sex, Gender Identity, Gender Expression and Orientation.

BE FAMILIAR WITH YOUR INCLUSION STRATEGY

Learn a little more about your organisation's diversity & inclusion strategy.

Determine how you might both promote and support diversity and inclusion within your workplace & immediate team.

SHARE YOUR UNDERSTANDING

Respond to questions or related commentary in a way that will both educate and inform.

Correct misunderstandings and address the negative use of stereotypes.

Take a stand for inclusion amidst any opposition.

Support your organisation's initiatives and role model it's values.

KNOW THAT YOUR POLICIES ARE EQUITABLE

Know that your HR policies, family and all other staff benefits apply equally to LGBTI employees and their families.

GET TO KNOW THE CHALLENGES

Fully appreciate inclusion initiatives by getting to know the challenges that LGBTI people face in the workplace.

Talk to family, friends, colleagues who identify and who are willing to share their own experiences.

Set up a meeting with your LGBTI leadership to learn as much as you can.

Read this guide - regularly.

PROVIDE AWARENESS TRAINING FOR YOUR TEAM

Talk to HR / Diversity or your LGBTI network leaders to discuss training/awareness for your team.

Consider having someone from your LGBTI employee network present to your team .

Ensure that your team knows where to draw the line in terms of acceptable/not acceptable workplace behaviours.

Reference changes within the Sex Discrimination Act to emphasise the importance of addressing destructive behaviours, within the team and external to it.

Eliminate concerns of those with differing religious or cultural backgrounds (behaviour focus, not forcing value / cultural change).

Identify and utilise any additional resources that your organisation offers.

CREATE AN INCLUSIVE WORK ENVIRONMENT

Be active and visible in your support of inclusion.

Talk to your team about some of the inclusion initiatives or diversity events promoted by your organisation.

Display visible support for diversity and inclusion in your office or on your desk.

RESPOND TO HOMOPHOBIA/ TRANSPHOBIA QUICKLY WHEN YOU SEE IT

Respond quickly to homophobia and transphobia in the workplace when you see it.

Have a zero tolerance for non-inclusive behaviours, including constant innuendo, jokes or commentary on one's sexual , orientation, gender identity, expression or intersex status.

Address destructive behaviour quickly.