Questionnaire: Eudcational Institutions

Field of Action 1. Mission Statement & Strategy

1.1   **Does your company/organisation have an explicit diversity strategy?**
Weighting: 3

1.2   **Are sexual orientation, gender identity, and sex characteristics named and treated equally with other diversity characteristics (gender, origin, age, religion, disability) in the diversity strategy of your company/organisation?**
Weighting: 2

1.3   **Has your organisation defined goals for a diversity strategy that also takes into account LGBTI issues?**
Weighting: 2

Field of Action 2. Concept Development & Projects

2.1 **Has your company/organisation developed any new concepts, measures, or projects related to LGBTI in the last twelve months?**

Weighting: 3

2.2 **Has your company/organisation collaborated with any LGBTI organisations/initiatives in the last twelve months?**
(e.g. InterAction, TGNS, Dachverband Regenbogenfamilien, LOS or Pink Cross; as part of internal education and equality efforts, employee training, etc.)

Weighting: 1

Field of Action 4. External Communication & Cooperation

3.1 **Does your company/organisation have a specialised department/structure for LGBTI diversity, rainbow families, and/or LGBTI discrimination cases?**

Weighting: 1

3.2 **Is there a function/person specialised in LGBTI issues in your diversity/HR department?**

Weighting: 3

3.3 **Does your company/organisation have an internal network for LGBTI employees?**

Weighting: 1

3.4 **Does your company/organisation officially support the internal LGBTI network?**

(e.g. by providing a budget or time allowances, etc.)

Weighting: 1

3.5 **Does your company/organisation provide opportunities for heterosexual and cisgender employees (as so-called "allies") to support the concerns of LGBTI individuals?**

(This could include having the LGBTI network open to all.)

Weighting: 1

Field of Action 4. External Communication & Cooperation

4.1   **Is there a specific statement on your company/organisation's website regarding LGBTI issues as part of Diversity and Inclusion Management (D&I)?**

Weighting: 3

4.2   **Does your organisation address both the topic of trans and intersex on its own website?**

Weighting: 1

4.3   **Is there a specific statement about LGBTI employees/students on your organisation's website?**

Weighting: 1

4.4   **Has your organisation organised at least one LGBTI event in the last twelve months?**

(e.g. Pride, LGBTI sports events, film or cultural days, etc.)

Weighting: 2

4.5   **In the past twelve months, has your company/organisation explicitly approved and/or financially supported the participation of employees in LGBTI events?**

(e.g. Pride, LGBTI sports events, film or cultural days, etc.)

Weighting: 2

4.6   **Has your company/organisation been visibly represented at a Swiss Pride event in the past twelve months?**

(e.g. with a float, a walking group, or an information booth)

Weighting: 1

Field of Action 4. External Communication & Cooperation

4.7 **Have employees or students of your company/organisation appeared in official work attire (such as logo t-shirts) at a public LGBTI event (such as a Pride)?**
Weighting: 1

4.8 **Have professors or other executives of your organisation participated as guests in public events on the topic of LGBTI (such as panel discussions) and/or taken sponsorship of a corresponding event in the past twelve months?**
Weighting: 1

4.9 **Has your organisation publicly made a positive statement regarding the equality/inclusion of LGBTI in the past twelve months?**
(for example, via an open letter, an advertising campaign, through interviews with professors or executives in the media, etc.)
Weighting: 1

4.10 **Do business/cooperation partners have to commit to the company/organisation's code of conduct, or is proactive conversation sought with them when a violation of the organisation's own code of conduct is known?**
Weighting: 1

4.11 **Has your company/organisation been awarded for exemplary handling of LGBTI employees in the last twelve months?**
(e.g. by the Human Rights Campaign)
Weighting: 1

Field of Action 5. Quality Management

5.1 **Are regular data collected to develop an LGBTI diversity policy?**
(within the framework of diversity controlling, e.g. diversity scorecard)
Weighting: 1

5.2 **Are statements on LGBTI-related issues regularly reviewed and updated in the mission statement, strategy, personnel policy, etc.?**
Weighting: 2

5.3 **In the last twelve months, were anonymous surveys on employee satisfaction/work climate conducted company/organisation-wide, also asking about bullying and discrimination at the workplace?**
Weighting: 3

5.4 **Are there answer options in company/organisation-wide surveys that include LGBTI employees and rainbow family parenthood, while avoiding forced outing?**
(e.g. "married/registered partnership" as one option instead of two separate options; "parent 1" and "parent 2" instead of "father" and "mother")
Weighting: 1

Field of Action 6. Personnel

6.a Behavioral Guidelines for Dealing with Employees and Students

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6.1 Is protection against bullying and discrimination based on sexual orientation, gender identity, or sex characteristics explicitly named in the code of conduct / personnel policies of your company/organisation?
Weighting: 3

6.2 Does your company/organisation have a code of conduct / personnel policies that systematically condemn/sanction discrimination?
Weighting: 1

6.3 Do the code of conduct/personnel policies of your company/organisation also explicitly mention alternative family forms (rainbow families)?
Weighting: 2

6.4 Do the behavioral guidelines/personnel policies of your organisation explicitly mention both trans and intersex employees and students?
Weighting: 2

6.b Personnel Recruitment, Care & Development

6.5 Has your company/organisation explicitly addressed LGBTI job seekers in the past twelve months?
(e.g. through inclusive language in job advertisements, job advertisements in LGBTI media, etc.)
Weighting: 2

Field of Action 6. Personnel

6.b Personnel Recruitment, Care & Development

6.6 **Does your company/organisation have an inclusive hiring policy towards trans and non-binary applicants?**
Weighting: 1

6.7 **Does your company/organisation use anonymous job applications when advertising positions?**
Weighting: 1

6.8 **Are new employees of your company/organisation made aware of the code of conduct/personnel policies and/or information and counseling services on bullying and discrimination based on sexual orientation, gender identity, or sex characteristics during their introduction?**
Weighting: 1

6.9 **Are employees of your company/organisation made aware of information and counseling services on bullying and discrimination based on sexual orientation, gender identity, or sex characteristics in the workplace?**
Weighting: 3

6.10 **Does your company/organisation offer support for LGBTI employees?**
(e.g. mentoring for coming out, advice on legal issues related to new family or pension fund regulations, psychological training for HR professionals, etc.)
Weighting: 2

Field of Action 6. Personnel

6.b Personnel Recruitment, Care & Development

6.11 **Does your company/organisation have policies/measures for the inclusion of trans and nonbinary employees?**
(e.g. to support a transition)
Weighting: 2

6.12 **Does your company/organisation have gender-neutral toilets?**
Weighting: 1

6.13 **Does your company/organisation allow for the change of name, address and pronouns (in documents, on websites, in email addresses, etc.) upon the request of employees regardless of official documents or transition?**
Weighting: 1

6.14 **Does your company/organisation provide paid leave beyond legally required benefits if medical procedures related to gender transition result in work absences?**
Weighting: 1

Field of Action 6. Personnel

6.c Internal Information & Awareness Measures, as well as Training & Development

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6.15 **Is there a specific statement on LGBTI as part of Diversity and Inclusion Management (D&I) on your company/organisation's intranet?**

Weighting: 3

6.16 **Does your company/organisation address both the topic of trans and intersex in the workplace on the intranet?**

Weighting: 2

6.17 **Are internal documents and forms of your company/organisation designed in a gender-neutral and civil-status neutral manner, including alternative family models?**

Weighting: 2

6.18 **Has your organisation raised awareness among employees on the situation of LGBTI colleagues, students and rainbow families, and/or the benefits of LGBTI diversity in the last twelve months?**
(e.g. through training, e-learning, conferences, etc.)

Weighting: 2

Field of Action 6. Personnel

6.c Internal Information & Awareness Measures, as well as Training & Development

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6.19 Has your organisation implemented mandatory sensitivity training or target agreements for professors or other executives on the situation of LGBTI employees, students, and the benefits of LGBTI diversity in the last twelve months?
(e.g. through training, e-learning, conferences, etc.)
Weighting: 1

6.20 Are there any openly LGBTI professors or other executives in your organisation who have acted as role models or contact persons in the last twelve months, thereby serving as a positive example?
Weighting: 2

6.21 Are there any professors or other executives in your organisation who have acted as ambassadors for the LGBTI topic internally in the last twelve months?
Weighting: 1

6.22 Have there been any sensitivity measures or training events on intersex in your company/organisation in the last twelve months?
Weighting: 1

6.23 Have representatives of your company/organisation participated in a diversity conference or an external training on LGBTI issues in the past twelve months?
Weighting: 1

Field of Action 6. Personnel

6.c Internal Information & Awareness Measures, as well as Training & Development

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6.24 In the past twelve months, has your company/organisation used special LGBTI events (e.g. Pride, LGBTI film festivals or sports events) in internal communication to express appreciation for LGBTI employees and to raise awareness of LGBTI issues among heterosexual and cisgender employees?

Weighting: 1

6.d Risk & Crisis Management

6.25 Does your company/organisation have defined measures that address bullying and discrimination based on sexual orientation, gender identity or sex characteristics?

Weighting: 3

6.26 Does your company/organisation have policies/measures that address bullying and discrimination based on alternative family forms (rainbow families)?

Weighting: 1

6.27 Are sensitive disciplinary measures initiated when employees bully or discriminate against others based on sexual orientation, gender identity, sex characteristics or family form?

Weighting: 1

Field of Action 7. Measures to Include LGBTI Students

7.1 **Does your organisation ensure that inclusive measures that apply to employees in the LGBTI area are also binding for students in a meaningful way?**

Weighting: 1

7.2 **Does your organisation provide information and counseling services that offer specific advice and support to students in the area of sexual orientation, gender identity or sex characteristics?**
(For example, on coming out, transitioning, experiences of discrimination and violence, etc.)

Weighting: 2

7.3 **Does your organisation actively intervene when discrimination against LGBTI students occurs, especially if it happens in the context of teaching or supervision of student work?**

Weighting: 3

7.4 **Does your organisation have guidelines on how to support students in case of transition?**

Weighting: 1

7.5 **Does your organisation enable the change of name, title and pronouns (in documents, on websites, in email addresses, etc.) at the request of students regardless of official documents or transition?**

Weighting: 1

Field of Action 7. Measures to Include LGBTI Students

7.6 **Does your organisation officially support internal LGBTI networks of students by recognizing the student organization and potentially providing financial support?**

Weighting: 1

7.7 **Are there binding guidelines in your organisation that ensure that the enrollment process for trans and non-binary students can be discrimination-free?**

Weighting: 1

Field of Action 8. Legal Requirements, Mandatory Guidelines & Professional Recommendations

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8.1 **Are marriage and registered partnership completely equal in your company/organisation?**
(e.g. survivor benefits from AHV/IV/EO; entitlement from the partner's pension fund in case of death, leave for partnership/marriage, (step)child care, leave in case of illness of (step)child, (step)child and care allowance)
Weighting: 3

8.2 **Does your company/organisation allow for easy change of name and title in all correspondence and documents with customers, etc.?**
(e.g. postal mail, newsletters, customer database, membership cards, login area)
Weighting: 1

8.3 **Does your company/organisation support Trans Welcome?**
(www.transwelcome.ch)
Weighting: 1

8.4 **Does your company/organisation offer the option of a gender-neutral address in dealing with customers, etc., and is it consistently used?**
(e.g. "Dear Firstname Lastname")
Weighting: 1

Special Measures Not Mentioned so Far

8.5 **Are there any other special measures in your company/organisation that have not been mentioned so far?**
Weighting: 5

Appendix: Explanation of terms

Intersex

'Intersex' is a term used to describe the natural variations in sex characteristics in relation to reproductive organs/internal or external sex/genitals, hormone structure and/or levels, and/or chromosome patterns that differ from the socially constructed binary definitions of male/female. Intersex individuals usually have a male or female gender identity.

en.wikipedia.org/wiki/Intersex

Nonbinary Gender

Nonbinary people do not or only partially identify with either of the two binary genders 'female' or 'male'.

en.wikipedia.org/wiki/Non-binary_gender

Trans(gender)

'Trans' refers to when a person's internal knowledge of their gender identity does not match the gender assigned at birth. The process of socially, physically, and/or legally adapting to the gender to which an individual identifies is called 'transition'.

www.transwelcome.ch/en/information/what-is-trans