

Disclaimer: The Swiss LGBTI Label association does not guarantee the completeness and correctness of this sample questionnaire.  
The evaluation and awarding of the label is based exclusively on the answers and evidence entered in the online self-declaration tool.

## Field of Action 1. Mission Statement, Strategy & Annual Planning

- 
- 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

## Field of Action 3. Leadership & Organisation

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

Weighting: 3

## 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** Has your company/organisation financially/structurally/membership supported at least one LGBTI NGO or event in the past twelve months?

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

Weighting: 2

- 
- 4.3** 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

- 
- 4.4** Has your company/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 executives in the media, etc.)

Weighting: 2

## Field of Action 5. Quality Management

- 
- 5.1 Are statements on LGBTI-related issues regularly reviewed and updated in the mission statement, strategy, personnel policy, etc.?

Weighting: 2

- 
- 5.2 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

## Field of Action 6. Personnel

### 6.a Personnel Policy

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

Weighting: 2

- 
- 6.3 Are both trans and intersex employees explicitly mentioned in the code of conduct/personnel policies of your company/organisation?

Weighting: 2

## Field of Action 6. Personnel

### 6.b Personnel Recruitment, Care & Development

---

**6.4** 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

---

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

Weighting: 3

---

**6.6** 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

---

**6.7** Does your company/organisation have policies/measures for inclusion of trans and non-binary employees?

(e.g. wearing gender-neutral work clothing, changing name, address and pronouns, accompanying a transition)?

Weighting: 2

## Field of Action 6. Personnel

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

---

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

Weighting: 3

---

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

Weighting: 2

---

**6.10** 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

---

**6.11** Has there been a sensitization of employees and/or managers for the situation of LGBTI colleagues and rainbow families and/or the benefits of LGBTI diversity in your company/organisation in the past twelve months?

(e.g. through training, e-learning, conferences, etc.)

Weighting: 2

---

**6.12** Are there any openly LGBTI executives in your company/organisation who have acted as role models or contact persons in the last twelve months, thereby serving as a positive example?

Weighting: 2

## Field of Action 6. Personnel

### 6.d Risk & Crisis Management

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

Weighting: 3

## Field of Action 7. Legal Requirements, Mandatory Guidelines & Professional Recommendations

- 
- 7.1 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

### Special Measures Not Mentioned so Far

- 
- 7.2 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](https://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](https://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](https://www.transwelcome.ch/en/information/what-is-trans)