

2017 WORKPLACE EQUALITY INDEX

SUBMISSION FORM

This form sets out the questions which will be used to inform Stonewall's Workplace Equality Index 2017 and should be used to complete your submission to the Index.

Before completing this form you should read the associated guidance, which is available online.

Once complete, this form should be uploaded to our secure submissions website SmartSimple, accessible via www.stonewall.org.uk/wei2017.

Many questions require you to submit supporting evidence, which can also be submitted via SmartSimple. Please ensure that all evidence is correctly labelled using the appropriate question number. Marks will only be awarded if requested evidence is supplied. More information can be found in the guidance document.

Further information on the Index, along with the guidance documents, can be found at www.stonewall.org.uk/wei2017.

The deadline for submitting to the Workplace Equality Index is **5pm on Friday 2 September 2016**.

If you require further help, please contact your Account Manager in Stonewall's Membership Programmes team. If you don't have one, please contact the Membership Programmes team on 020 7593 3473 or email us at memberships@stonewall.org.uk.



ORGANISATION

Name of organisation (this will be used when compiling Stonewall's Top 100 Employers guide):

Where do you have offices? Tick all that apply.

- England
- Scotland
- Wales
- Northern Ireland

Address in the United Kingdom:

Sector:

Industry:

Number of employees in the United Kingdom:

Contact name:

Contact email:

Contact telephone:

SECTION 1: EMPLOYEE POLICY

This section determines whether the organisation has policies in place that guarantee the equal treatment of lesbian, gay, bisexual and trans employees. This section is worth a total of 6 per cent.

Foundations

1.1 Does the organisation have a policy that explicitly bans discrimination on the grounds of sexual orientation and gender identity? Tick all that apply.

- Yes, on sexual orientation
- Yes, on gender identity
- No

Copy and paste the section relating to sexual orientation and gender identity (max 300 words).

1.2 Does the organisation have a policy against bullying and harassment on the grounds of sexual orientation and gender identity that communicates a zero-tolerance approach? This policy should explicitly include examples of bullying and harassment on the grounds of sexual orientation and gender identity. Tick all that apply.

- Yes, on sexual orientation
- Yes, on gender identity
- No

Copy and paste the section relating to sexual orientation and gender identity (max 300 words).

1.3 Does the organisation have a policy in place which includes transitioning at work?

- Yes
- No

!! Submit copies of any relevant policies or guidelines.

1.4 Does the organisation have a policy in place which covers the use of facilities and dress code for non-binary people?

- Yes
- No

!! Submit copies of any relevant policies or guidelines.

1.5 Does the organisation have a team or position in place whose remit covers issues relating to sexual orientation and gender identity diversity and inclusion? Tick all that apply.

- Yes, covering sexual orientation
- Yes, covering gender identity
- No

Name the individual or team and describe their role and remit (max 200 words).

Next Steps

1.6 Are there any sexual orientation and gender identity specific targets, objectives or milestones in the organisation's board-level agreed diversity and inclusion strategy? Tick all that apply.

- Yes, covering sexual orientation
- Yes, covering gender identity
- No

List the sexual orientation and gender identity specific milestones (max 300 words).

1.7 Does the organisation use terminology that is explicitly inclusive of lesbian, gay, bisexual and trans employees in its benefits policies?

- Yes
- No

!! Submit copies of any two of the following policies: paternity policy, adoption policy or compassionate/emergency leave policy.

Best Practice

1.8 In the past year which of the following routes for employees to report homophobic, biphobic and transphobic bullying and harassment incidents have been communicated to all staff? The communications should explicitly indicate that they are applicable to incidents of bullying and harassment on the grounds of sexual orientation and gender identity. Tick all that apply.

- A. Human resources
- B. Employee network group
- C. Dedicated point(s) of contact in every division, department and/or region
- D. Confidential hotline or messaging service
- E. LGBT Union representatives
- F. Other
- G. None of the above

!! Submit copies of communication(s) which explicitly indicate that they are applicable to incidents of bullying and harassment on the grounds of sexual orientation and gender identity.

Describe how you promote each channel to all staff. If you chose the 'Other' option, please describe this (max 300 words).

1.9 Does the organisation provide private health care to staff that is inclusive of interventions some transitioning individuals may wish to undergo??

- Yes
- No

!! Submit evidence which demonstrates that the healthcare is inclusive of transition related interventions. Please note: this question is for information gathering purposes only.

Describe how you scrutinise the healthcare coverage to ensure it covers interventions relating to transitioning (max 200 words).

SECTION 2: TRAINING

This section assesses the content and reach of the organisation's sexual orientation and gender identity diversity training. This section is worth a total of 11 per cent.

Foundations

2.1 Which of the following training topics do you offer to all staff? Tick all that apply.

Training that specifically covers sexual orientation and gender identity in the context of:

	Offered and over 90% staff completed	Offered and under 90% staff completed	Not offered
A. Organisational policy and legislation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Language, stereotypes and assumptions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Challenging inappropriate behaviour	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Faith, sexual orientation and gender identity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Multiple identities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Distinct issues faced by lesbians	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Distinct issues faced by bisexual people	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Distinct issues faced by trans people	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

!! For each option selected, submit any relevant supporting evidence (e.g. training slides or a screenshot of the training web page highlighting sexual orientation and gender identity content).

Describe how you estimate completion rates (max 200 words).

Next Steps

2.2 Have 90 per cent or more of staff who deal with bullying and harassment complaints undergone training that specifically covers how to manage incidents of homophobic, biphobic and transphobic bullying and harassment?

- Yes
 No

!! Submit any relevant supporting evidence (e.g. training slides or a screenshot of the training web page highlighting sexual orientation and gender identity content).

Describe who manages homophobic, biphobic and transphobic bullying and harassment complaints and how you estimate completion rates of training (max 50 words).

2.3 Which of the following have been completed by 90 per cent or more of staff with recruitment responsibilities? Tick all that apply.

Training that specifically covers sexual orientation and gender identity in the context of:

- A. Business benefits and organisational strategy on diversity and inclusion
- B. Discrimination during the recruitment process
- C. Unconscious bias
- D. Maintaining confidentiality of diversity data
- E. None of the above

!! Submit any relevant supporting evidence (e.g. training slides or a screenshot of the training web page highlighting sexual orientation and gender identity content).

Describe which staff members have recruitment responsibilities and how you estimate completion rates of training (max 50 words).

Best Practice

2.4 Which of the following have been completed by 90 per cent or more of staff with management responsibilities? Tick all that apply.

Training that specifically covers sexual orientation and gender identity in the context of:

- A. Business benefits and organisational strategy on diversity and inclusion
- B. Challenging discrimination within teams
- C. Sensitively handling complaints of homophobic, biphobic and transphobic bullying and harassment
- D. Unconscious bias
- E. Supporting trans staff and trans inclusion in the workplace
- F. None of the above

!! Submit any relevant supporting evidence (e.g. training slides or a screenshot of the training web page highlighting sexual orientation and gender identity content).

Describe how you estimate completion rates (max 50 words).

SECTION 3: STAFF NETWORK GROUP

This section looks at the facilities made available for lesbian, gay, bisexual and trans staff to network, consult and feedback to the organisation. This section is worth a total of 11 per cent.

Foundations

3.1 Does the organisation have a network group for lesbian, gay, bisexual and trans employees? Tick one.

- A. Yes, and the network has formal recognition and a defined role
 - B. No, but we have a formal agreement with an external support network in our region or sector
 - C. No, and we do not have an external agreement
- [PLEASE PROCEED TO SECTION 4]**

!! Submit evidence demonstrating staff network group activity

If you have selected option B, please provide the name of the external support network, the name of the network and the sector or region in which it operates (max 50 words).

3.2 Does the employee network provide all staff with confidential support and advice on lesbian, gay, bisexual and trans issues at work?

- Yes
- No

!! Submit evidence demonstrating that this service is available to all staff, not just members of the network group.

3.3 Does the organisation proactively recognise contributions to the employee network group during staff performance appraisals (e.g. embedded in the performance review process)?

- Yes
- No

Describe how contributions are rewarded (max 200 words).

Next Steps

3.4 In the past year, which of the following activities has the network engaged in or facilitated? Tick all that apply.

- A. Social networking event(s) for members
- B. Sexual orientation awareness raising event(s) for all staff
- C. Gender identity awareness raising event(s) for all staff
- D. Collaborated with other lesbian, gay, bisexual and trans employee network group(s)
- E. Collaborated with other internal employee network group(s)

- F. Mentoring or coaching programme
- G. Reverse mentoring programme
- H. None of the above

Describe each activity, event, or programme in no more than a few lines each (max 200 words).

Best Practice

3.5 In the past year, which of the following strategic interventions has the lesbian, gay, bisexual and trans employee network group engaged in? Tick all that apply.

- A. The network was consulted on improving internal policies and practices
- B. The network advised the organisation on business development or service delivery
- C. None of the above

Describe the actions taken and the resulting impact (max 200 words).

3.6 In the past year, has the network held initiatives, seminars or events on topics specific to (tick all that apply):

- A. Lesbians
- B. Bisexual people
- C. Trans people
- D. Black and minority ethnic lesbian, gay, bisexual and trans people
- E. Disabled lesbian, gay, bisexual and trans people
- F. Older lesbian, gay, bisexual and trans people
- G. Lesbian, gay, bisexual and trans people of faith
- H. None of the above

Describe the initiative(s) in no more than a few lines each (max 200 words).

3.7 At present, what is the gender representation in the network group’s membership?

Provide a gender breakdown of your network’s membership including those that identify as male, female, non-binary etc. (max 100 words).

SECTION 4: ALL-STAFF ENGAGEMENT

This section establishes how the organisation engages with all staff to raise awareness on lesbian, gay, bisexual and trans issues. This section is worth a total of 13 per cent.

Foundations

4.1 In the past year, which of the following messages have appeared in internal communications to all staff? Tick all that apply (each message qualifies for one option only).

- A. Explicit statement of the organisation's commitment to sexual orientation and gender identity equality
- B. Statement that benefits are inclusive of lesbian, gay, bisexual and trans staff
- C. Promoting IDAHOBiT, LGBT History Month, Pride, Transgender Day of Remembrance, Bi Visibility Day or other similar events
- D. Promoting the lesbian, gay, bisexual staff and trans network group
- E. Promoting a gender identity awareness raising event(s)
- F. Promoting a sexual orientation awareness raising event(s)
- G. None of the above

!! Submit a copy of each of the messages you are claiming marks for.

Detail when the message(s) were sent and describe how the organisation targets all staff in no more than a few lines each (max 200 words).

4.2 What information on sexual orientation and gender identity is included during staff induction? Tick all that apply.

- A. Message from senior leader on the organisation's commitment to sexual orientation and gender identity equality
- B. Information on the lesbian, gay bisexual and trans staff network group
- C. None of the above

!! Submit relevant sections of induction material(s) illustrating the selected options.

4.3 Is there a staff counselling service that is advertised as being explicitly inclusive of sexual orientation and gender identity issues?

- Yes
- No

!! Submit a copy of any material(s) used to advertise the service as lesbian, gay, bisexual and trans friendly, highlighting relevant sections.

Next Steps

4.4 In the past year, which of the following activities have member(s) of the board or CEO equivalent engaged in? Tick all that apply.

- A. Communicated a strong message to all staff on sexual orientation and gender identity equality
- B. Engaged with board and management to promote sexual orientation and gender identity equality
- C. Met periodically with the lesbian, gay, bisexual and trans employee network group

- D. Spoken at an internal sexual orientation awareness raising event
- E. Spoken at an internal gender identity awareness raising event
- F. None of the above

!! Submit evidence for any activity selected.

Name the senior champion(s), provide their job title(s) and describe the options selected in no more than a few lines each (max 200 words).

4.5 In the past year, which of the following activities have member(s) of the senior management team engaged in? **Please note that this cannot be the same individual(s) mentioned in question 4.4.** Tick all that apply.

- A. Communicated a strong message to all staff on sexual orientation and gender identity equality
- B. Engaged with board and management to promote sexual orientation and gender identity equality
- C. Met periodically with the lesbian, gay, bisexual and trans employee network group
- D. Spoken at an internal sexual orientation awareness raising event
- E. Spoken at an internal gender identity awareness raising event
- F. None of the above

!! Submit evidence for any activity selected.

Name the senior champion(s), provide their job title(s) and describe the options selected in no more than a few lines each (max 200 words).

Best Practice

4.6 Do you have a formal allies programme or initiative to engage all colleagues (including those who do not identify as lesbian, gay, bisexual or trans) in sexual orientation and gender identity equality?

- Yes
- No

Name the programme, the number of allies at present and the date the programme was launched (max 50 words).

4.7 In the past year, have allies engaged in the following activities as part of the allies programme or initiative? Tick all that apply.

- A. Visibly signal their commitment to sexual orientation and gender identity equality
- B. Participated in lesbian, gay, bisexual and trans employee network group events
- C. Helped organise an all-staff event on sexual orientation equality

- D. Helped organise an all-staff event on gender identity equality
- E. Helped organise a recruitment drive for more allies or their equivalent
- F. None of the above

Describe the options selected in no more than a few lines each (max 200 words).

4.8 In the past year, has the organisation actively and formally profiled visible role models from the following communities (e.g. hosting profile(s) on the organisation’s intranet page)? Tick all that apply.

- A. Lesbians
- B. Gay men
- C. Bisexual people
- D. Trans people
- E. Older lesbian, gay, bisexual and trans people
- F. Disabled lesbian, gay, bisexual and trans people
- G. Black or minority ethnic lesbian, gay, bisexual and trans people
- H. Lesbian, gay, bisexual and trans people of faith
- I. None of the above

!! Submit evidence demonstrating their visibility (e.g. screenshots of the web pages hosting their profiles).

SECTION 5: CAREER DEVELOPMENT

This section examines the career development opportunities the organisation makes available to lesbian, gay, bisexual and trans staff. This section is worth a total of 7 per cent.

Foundations

5.1 Does the organisation monitor the participation of lesbian, gay, bisexual and trans staff in existing talent or career development opportunities? Tick all that apply.

- Yes, for sexual orientation
- Yes, for gender identity
- No

Name the programme(s), how participation of lesbian, gay, bisexual and trans staff is reviewed and how this information is kept confidential (max 50 words).

5.2 In the past year, which of the following career development opportunities has the organisation specifically communicated to lesbian, gay, bisexual and trans staff to participate in? Tick all that apply.

- A. General leadership and professional development programmes

- B. Sexual orientation and gender identity specific leadership/professional development programmes
- C. Sexual orientation and gender identity specific seminars and conferences
- D. None of the above

Describe how these programmes are promoted to lesbian, gay, bisexual and trans staff and outline the support offered (max 200 words).

Next Steps

5.3 In the past year, has the organisation undertaken a targeted initiative or programme to specifically advance sexual orientation and gender identity diversity within senior management tiers?

- Yes
- No

Describe the initiative(s) (max 200 words).

Best Practice

5.4 At present, is there at least one visible and out lesbian, gay, bisexual or trans person at board level in the organisation?

- Yes
- No

Provide names and job titles of the individuals. Please ensure you have their permission to provide this information (max 50 words).

5.5 At present, which of the following groups are represented at senior management level in the organisation? Tick all that apply.

- A. At least one visible and out lesbian
- B. At least one visible and out gay man
- C. At least one visible and out bisexual person
- D. At least one visible and out trans person
- E. None of the above

Provide names and job titles of the individuals. Please ensure you have their permission to provide this information (max 50 words).

5.6 At present, are there any openly trans members of staff represented at different levels in the organisation?

- Yes
- No

!! This information will remain confidential and is for reference only.

Provide names job titles of the individuals. Please ensure you have their permission to provide this information (max 50 words).

SECTION 6: LINE MANAGERS

This section examines how line managers promote diversity within their teams. This section is worth a total of 8 per cent.

Foundations

6.1 When recruiting line managers, does the organisation actively scrutinise candidates' diversity and inclusion knowledge and achievements? This scrutiny can be on broad diversity criteria that are inclusive of sexual orientation and gender identity. Tick all that apply.

- A. Yes, during all internal appointments for management roles
- B. Yes, during all external appointments for management roles
- C. None of the above

Describe how you scrutinise the candidate's diversity and inclusion knowledge and achievements during internal and/or external appointments (max 200 words).

Next Steps

6.2 How are line managers held accountable for their team's broad diversity and inclusion outcomes? Tick all that apply.

- A. Managers' diversity achievements are assessed during their performance appraisals
- B. Managers are accountable for their team completing diversity monitoring data
- C. Managers are formally accountable for their team completing diversity training
- D. None of the above

Describe the option(s) selected in no more than a few lines each (max 200 words).

Best Practice

6.3 In the past year, how has the organisation engaged with line managers to promote sexual orientation and gender identity diversity and inclusion? Tick all that apply.

- A. Provide managers with resources other than training on managing diverse staff groups
- B. Provide managers with specific resources on supporting trans staff
- C. Encourage line managers to participate in network group activities as allies
- D. Encourage lesbian, gay, bisexual and trans managers to act as role models within the organisation
- E. Ask line managers to encourage their teams to participate in network group activities
- F. None of the above

Describe the option(s) selected in no more than a few lines each (max 200 words).

SECTION 7: MONITORING

This section examines how the organisation monitors sexual orientation and gender identity and what is done with the data collected. This section is worth a total of 11 per cent.

Foundations

7.1 In the past year, have there been all-staff communication(s) outlining why the organisation monitors sexual orientation and gender identity, what will be done with the data and the confidentiality of monitoring exercises? Tick one.

- A. Yes
- B. No
- C. We do not monitor sexual orientation and gender identity

!! Submit a copy of the communication.

7.2 In the last three years, which of the following have been scrutinised by monitoring sexual orientation and gender identity? Scrutiny involves collecting and analysing sexual orientation and gender identity data as part of equalities monitoring. Tick all that apply.

- A. Fairness in recruitment and selection from application to appointment
- B. Career progression of lesbian, gay, bisexual and trans staff by pay or grade
- C. Job satisfaction rates of lesbian, gay, bisexual and trans staff
- D. Exit rates by sexual orientation and gender identity
- E. None of the above

!! Submit analysis reports for the options selected. If the reports are confidential, briefly highlight what the reports contain below.

Describe the selected options in no more than a few lines each and include information on when the monitoring exercise took place (max 200 words).

Next Steps

7.3 In the last three years, to whom have the results of monitoring exercises and subsequent actions been reported? Tick all that apply.

- A. Board level or CEO equivalent
- B. Regional/divisional managers
- C. All staff
- D. General public and/or external stakeholders
- E. None of the above

!! Submit a copy of each report or communication for each of the options selected.

[OR]

If the reports submitted to the board or regional/divisional managers are confidential, briefly highlight what the report contains in relation to sexual orientation and gender identity (max 200 words).

Best Practice

7.4 What proportion of your overall workforce have declared their sexual orientation through a human resources system which allows for detailed analysis of data, as set out in question 7.2?

Provide the percentage of staff that have declared and describe how this is estimated (max 200 words).

7.5 Does your organisation monitor those that identify as trans and how do you ensure this information is kept confidential?

- Yes
- No

!! This question is for reference and best practice collection only.

Describe how this collected, kept confidential and give completion rates (max 400 words).

7.6 What question(s) do you use to monitor those who identify as trans?

Please copy and paste the question(s) from your monitoring form and describe where they are used (max 400 words).

SECTION 8: PROCUREMENT

This section examines how the organisation engages with existing and potential suppliers. This section is worth a total of 9 per cent.

Foundations

8.1 When awarding contracts, does the organisation consider whether potential suppliers have a policy that explicitly bars discrimination on the grounds of sexual orientation and gender identity? Tick one.

- A. Yes, for all contracts
- B. Only for contracts relating to client, customer, employee or service relations
- C. None of the above

Copy and paste the section of your procurement policy relating to sexual orientation and gender identity (max 200 words).

8.2 When awarding contracts, does the organisation consider whether potential suppliers' diversity training is inclusive of sexual orientation and gender identity? Tick one.

- A. Yes, for all contracts
- B. Only for contracts relating to client, customer, employee or service relations
- C. None of the above

Describe how this is assessed during the tendering process (max 200 words).

Next Steps

8.3 Are diversity and inclusion issues a standing item in contract monitoring meetings with existing suppliers? Tick one.

- A. Yes, for all contracts
- B. Only for contracts relating to client, customer, employee or service relations
- C. None of the above

Describe how diversity and inclusion issues are monitored with existing suppliers (max 200 words).

8.4 For contracts pertaining to client, customer, employee or service relations, does the organisation monitor existing suppliers' sexual orientation and gender identity related complaints and customer feedback?

- Yes
- No

Describe how this is monitored (max 200 words).

Best Practice

8.5 In the past year, what initiatives has the organisation undertaken in collaboration with existing suppliers to encourage best practice in sexual orientation and gender identity diversity and inclusion? Tick all that apply.

- A. Joint sexual orientation and gender identity diversity and inclusion training sessions for staff
- B. Invite suppliers' staff to take part in lesbian, gay, bisexual and trans network group
- C. Joint community outreach initiative targeting lesbian, gay, bisexual and trans people
- D. Share best practice policy and guidance on sexual orientation and gender identity diversity and inclusion
- E. Ask suppliers about participation in sexual orientation and gender identity diversity programmes or assessments
- F. None of the above

Describe selected options in no more than a few lines each (max 200 words).

SECTION 9: COMMUNITY ENGAGEMENT

This section examines how the organisation engages with the wider lesbian, gay, bisexual and trans community. This section is worth a total of 15 per cent.

Foundations

9.1 How does the organisation promote its commitment to sexual orientation and gender identity equality externally? Tick all that apply.

- A. Explicit statement on the website stating commitment to sexual orientation and gender identity equality
- B. Active and regular use of the organisation's main social media platforms to promote sexual orientation and gender identity equality
- C. None of the above

!! Submit evidence to support your claim.

Next Steps

9.2 In the past year, which of the following community outreach activities has the organisation engaged in? Tick all that apply.

- A. Advertised or placed article(s) in lesbian, gay, bisexual and trans media
- B. Advertised or placed article(s) in mainstream media emphasising commitment to sexual orientation and gender identity equality
- C. Sponsored or supported staff participation in a lesbian, gay, bisexual or trans community event(s)
- D. Sponsored or materially supported lesbian, gay, bisexual or trans community

- group(s)
- E. Supported campaign(s) or training to tackle hate crime or homophobic, biphobic and transphobic bullying
- F. Held or attended a recruitment event targeting lesbian, gay, bisexual and trans people
- G. Senior staff spoke at an external sexual orientation or gender identity seminar, conference or event
- H. Other
- I. None of the above

!! Submit any advertisements or articles you are claiming points for.

Describe the option(s) selected in no more than a few lines each (max 200 words).

9.3 Has the organisation engaged in targeted initiatives in collaboration with other organisations in your sector or region that have had an impact specifically on lesbian, gay, bisexual and trans people in the wider community?

- Yes
- No

Describe these initiatives (max 200 words).

Best Practice

9.4 Please choose the one category that best describes the organisation and answer the relevant question between 9.4a to 9.4d.

- Private sector (with customers) ONLY ANSWER 9.4a
- Private sector (with clients) ONLY ANSWER 9.4b
- Public sector and third sector (service provision) ONLY ANSWER 9.4c
- Public sector and third sector (non-service provision) ONLY ANSWER 9.4d

9.4a **Private sector (with customers):** In the past year, which of these have taken place? Tick all that apply.

- A. Consulted lesbian, gay, bisexual and trans customers and tailored our products to their needs
- B. Engaged in targeted advertising to lesbian, gay, bisexual and trans customers
- C. Monitored the feedback of lesbian, gay, bisexual and trans customers
- D. Trained our customer facing staff on the needs of lesbian, gay, bisexual and trans customers
- E. None of the above

Describe the selected options in no more than a few lines each (max 200 words).

9.4b Private sector (with clients): In the past year, which of these have taken place? Tick all that apply.

- A. Promoted the organisation as being sexual orientation and gender identity inclusive when pitching for business
- B. Invited clients to take part in our in-house sexual orientation and gender identity initiatives
- C. Promoted sexual orientation and gender identity diversity within our sector
- D. Promoted the benefits of taking part in diversity programmes or assessments to our clients
- E. None of the above

Describe the selected options in no more than a few lines each (max 200 words).

9.4c Public sector and third sector (service provision): In the past year, which of these have taken place? Tick all that apply.

- A. Consulted with lesbian, gay, bisexual and trans service users and tailored our services to their needs
- B. Promoted our service as being specifically inclusive of lesbian, gay, bisexual and trans service users
- C. Monitored the feedback of lesbian, gay, bisexual and trans service users
- D. Trained staff who deal with service users on the needs of lesbian, gay, bisexual and trans people
- E. None of the above

Describe the selected options in no more than a few lines each (max 200 words).

9.4d Public sector and third sector (non-service provision): In the past year, which of these have taken place? Tick all that apply.

- A. Promoted sexual orientation and gender identity diversity within our sector
- B. Encouraged our partners to take part in diversity programmes or assessments
- C. None of the above

Describe the selected options in no more than a few lines each (max 200 words).

SECTION 10: ADDITIONAL WORK AND OPTIONAL AWARDS

Additional Work

This section examines additional work your organisation has done that **has not been captured** elsewhere in this form. Questions in this section are worth a total of 4 per cent.

10.1 Please identify any further work you have done in the past year to improve the working environment for your lesbian, gay, bisexual and trans staff.

Use this space to illustrate your answer (max 500 words).

10.2 Please identify any further work you have done in the past year to promote sexual orientation and gender identity equality in the wider community.

Use this space to illustrate your answer (max 500 words).

10.3 Please identify any further work you have done in the past year to support trans staff or the wider trans community.

Use this space to illustrate your answer (max 500 words).

Top Employers in Scotland and Wales

This optional section should be filled if the organisation wishes to be considered for Top Employers in Scotland or the Top Employers in Wales.

10.4 If the organisation would like to be considered for the Top Employers in Scotland awards, please detail the additional work you have done in Scotland.

Use this space to illustrate your answer (max 500 words).

10.5 If the organisation would like to be considered for the Top Employers in Wales awards, please detail the additional work you have done in Wales.

Use this space to illustrate your answer (max 500 words).

Optional Awards

This optional section should be completed if the organisation wishes to nominate a member of staff for the Senior Champion of the Year award, their network group for the Network Group of the Year award, a member of staff for the LGBT Role Model of the Year award or a member of staff for Ally of the Year.

10.6 If the organisation would like to nominate its senior champion for the Senior Champion of the Year award, please provide details of the champion and their work on sexual orientation and gender identity equality that sets them apart.

Use this space to illustrate your answer (max 500 words).

10.7 If the organisation would like to nominate its network group for the Network Group of the Year award, please provide details of the network and its work to promote sexual orientation and gender identity equality within the organisation and beyond.

Use this space to illustrate your answer (max 500 words).

10.8 If the organisation would like to nominate an individual for Stonewall's LGBT Role Model of the Year award, please provide details of the person and how they have contributed to the visibility of lesbian, gay, bisexual and trans employees within your organisation.

Use this space to illustrate your answer (max 500 words).

10.9 If the organisation would like to nominate an individual for Stonewall's Ally of the Year award, please provide details of the ally and their work on sexual orientation and gender identity equality that sets them apart.

Use this space to illustrate your answer (max 500 words).