

# SAFE WORKPLACES

10 ways to create safe workplaces for LGBTQI+ people

QUICK REFERENCE GUIDE






The Safe Space Alliance is a LGBTQI+ led nonprofit organisation that aims to help people identify, navigate, and create safe spaces for LGBTQI+ communities worldwide. Being part of the Safe Space Alliance is being part of a global and collaborative safe space community.

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Creating a safe and inclusive workplace for LGBTQI+ people is crucial for fostering a supportive and productive working environment.

# OVERVIEW

This guide covers ten ways you can create safe workplaces for LGBTQI+ people:

- ① Implement anti-discrimination policy
- ② Review and revise HR policies
- ③ Provide diversity and inclusion training
- ④ Use inclusive language and practices
- ⑤ Support employee resource groups
- ⑥ Actively grow a culture of respect
- ⑦ Offer mental health support
- ⑧ Create a safe reporting mechanism
- ⑨ Celebrate LGBTQI+ events
- ⑩ Seek feedback and listen

# 1. IMPLEMENT ANTI-DISCRIMINATION POLICY

Establish a clear and comprehensive policy that explicitly prohibits discrimination based on sexual orientation, gender identity, gender expression, and sex characteristics.

Ensure that all employees are aware of this policy and understand the consequences of breaking it.

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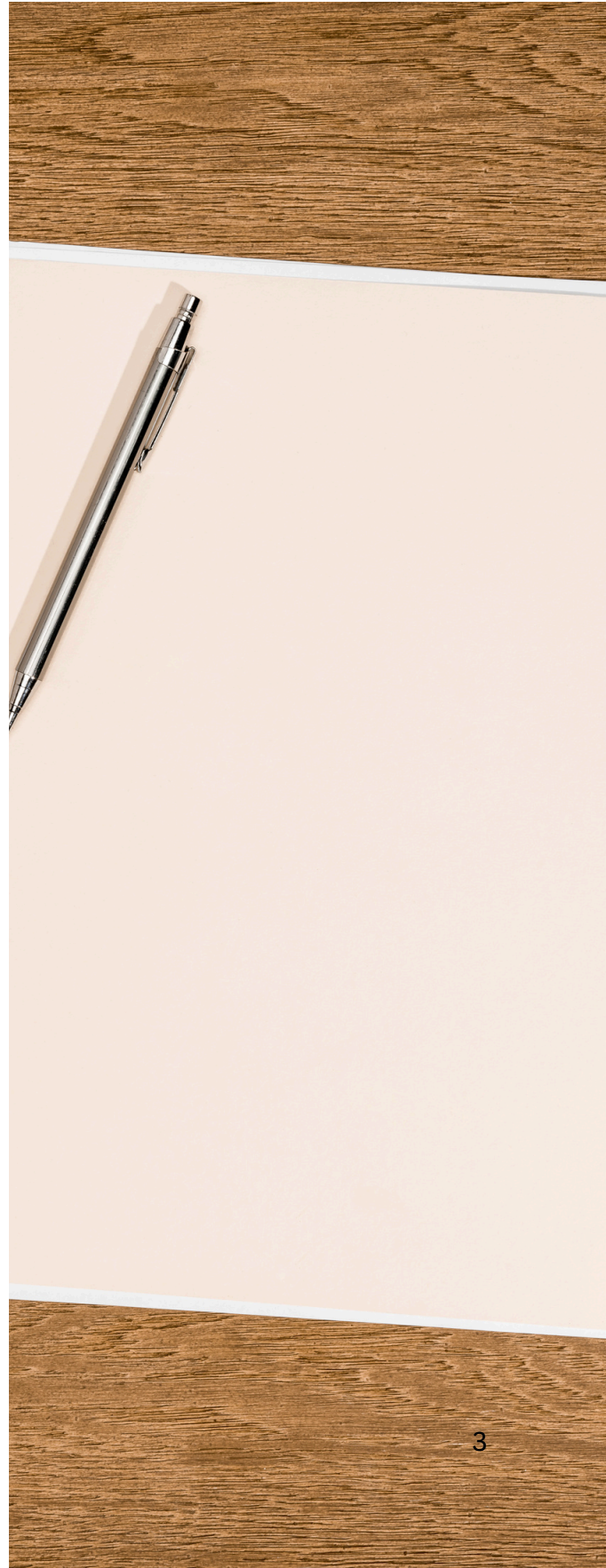
## SUGGESTIONS



Conduct research on existing anti-discrimination policies and laws in your jurisdiction.



Include examples of discriminatory behavior to help employees understand what is unacceptable.





## 2. REVIEW AND REVISE HR POLICIES

Regularly review and update human resources policies to ensure they are inclusive and supportive of LGBTQI+ employees. This may include policies related to dress codes, restroom access, employee benefits, and parental leave.

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### SUGGESTIONS



Clearly define any specific terms used in each policy to avoid confusion or misinterpretation.



Collaborate with local LGBTQI+ organisations to stay informed about best practices.

# 3. PROVIDE DIVERSITY AND INCLUSION TRAINING

Offer regular training sessions or workshops that educate employees about LGBTQI+ challenges, including appropriate language, respect for pronouns, and creating an inclusive workplace culture.

This helps raise awareness and cultivates understanding among colleagues.

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## SUGGESTIONS



Assess the training needs of your organisation by conducting a survey or needs assessment.



Seek guidance from experts, such as diversity and inclusion consultants, LGBTQI+ advocacy organisations, and/or knowledgeable individuals within LGBTQI+ communities.



Encourage open dialogue and create a safe space for discussion during the training sessions. Provide opportunities for employees to ask questions, share their experiences, and express concerns.



Assess the effectiveness of training sessions through participant feedback and post-training assessments. Use this feedback to improve future training sessions.

# 4. USE INCLUSIVE LANGUAGE AND PRACTICES

Promote the use of inclusive language throughout the workplace including in official documents, company policies, and employee communications.

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## SUGGESTIONS



Develop a style guide or communication guide that includes guidelines for using inclusive language.



Create an environment where employees feel comfortable discussing and addressing issues related to language and inclusivity.



## **5. SUPPORT EMPLOYEE RESOURCE GROUPS**

Encourage the formation of employee resource groups (ERG's) dedicated to LGBTQI+ employees. These groups provide a supportive space for networking, mentorship, and advocacy.

Support their initiatives and give them a platform to address concerns and suggest improvements.

# 6. ACTIVELY GROW A CULTURE OF RESPECT

Promote a culture of respect and inclusivity from the top down. Leadership should set an example by demonstrating inclusive behavior and addressing any instances of discrimination swiftly and effectively.

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## SUGGESTIONS



Leaders should actively listen to their employees perspectives, concerns, and ideas.



Leaders should actively seek opportunities for their own growth and development.





## 7. OFFER MENTAL HEALTH SUPPORT

Recognise the unique challenges that LGBTQI+ individuals may face and provide access to mental health resources, including counselling and/or employee assistance programs.

Promote a supportive and understanding culture that encourages employees to seek help when needed.

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### SUGGESTIONS



Develop policies that outline the organisation's commitment to employee well-being.



Encourage peer support networks or employee resource groups focused on mental health.

# 8. CREATE A SAFE REPORTING MECHANISM

Establish a confidential and accessible reporting system for incidents of discrimination, harassment, and/or bullying. This allows employees to report any issues they encounter and ensures that appropriate action is taken.

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## SUGGESTIONS



Designate specific individuals or a team to handle incident reports and ensure their prompt and appropriate resolution.



Continuously evaluate the effectiveness of the incident reporting system. Seek feedback from employees and monitor response times, resolution rates, and overall satisfaction.

# 9. CELEBRATE LGBTQI+ EVENTS



Recognise and celebrate LGBTQI+ events and milestones such as pride month or International Transgender Day of Visibility. This can include organising events, displaying symbols of support, and/or inviting speakers to address LGBTQI+ related topics.

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## SUGGESTIONS



Collaborate with external LGBTQI+ organisations to organise joint events or initiatives.



Encourage senior leaders to show visible support and allyship during LGBTQI+ events. This can include issuing messages of support.



## **10. SEEK FEEDBACK AND LISTEN**

Regularly seek feedback from employees, including LGBTQI+ individuals, through surveys, focus groups, and/or one-on-one conversations. Actively listen to their experiences and concerns, and take appropriate actions to address any issues raised.

Remember, creating a safe and inclusive workplace for LGBTQI+ people requires an ongoing commitment to diversity and inclusion. Regularly assess the effectiveness of your efforts, seek feedback from employees, and adapt your strategies as needed to ensure continuous improvement.





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