

LGBTQ+ ALLYSHIP CHECKLIST

- Familiarize yourself with LGBTQ+ terminology.**

Dedicating time to learn about LGBTQ+ identities and culture can help build the foundation for more significant acts of allyship in the future. Language is always evolving, but you can find a guide to current LGBTQ+ terms [here](#).
- Spend 24-hours using gender-inclusive language.**

We're often conditioned to use gendered language in our day-to-day lives. Making a conscious effort to use gender-inclusive language at work can help us reflect on internalized biases to create more equitable spaces. Avoid addressing groups as "ladies and gentlemen" or "guys." Instead, try "everyone," "colleagues," "y'all (you all)," or "folks."
- Use they/them pronouns to refer to someone you haven't met.**

Retraining our brains to use they/them pronouns for folks we haven't met reduces the chance of misgendering a new colleague and provides the opportunity to normalize the use of gender-neutral pronouns in the workplace. Learn more about why this matters [here](#).
- Add your pronouns to your email signature.**

Including pronouns in your email signature tells others how to refer to you and signals to colleagues that you're comfortable acknowledging and respecting their pronouns. Ask your marketing team for a customizable signature template or find examples [online](#). Help educate others by hyperlinking this section of your signature to an [online resource](#).
- Introduce your pronouns in a meeting.**

When sharing your name and title in a meeting, take a moment to share your pronouns. This can prompt others to do the same and can ease anxieties that attendees have about sharing their identities. Normalize this practice by learning techniques to [offer your pronouns](#) and [ask others](#) to do the same. If communicating virtually, consider adding your pronouns next to your display name. ex: John Doe (he/him); Ash Fuller (she/they)
- Connect with your company's existing LGBTQ+ community.**

Many companies have LGBTQ+ Employee Resource Groups. Sit down with a member of the ERG to discuss the group's goals, upcoming events, and ways you can offer support. If your company doesn't have an LGBTQ+ ERG, see if there is interest in starting one.
- Diversify the content you consume.**

Engage with LGBTQ+ stories told through television, movies, podcasts, and more! Explore lists from [Mashable](#) and [Timeout](#), as well as GLAAD's ongoing [tv](#) and [film](#) recommendations.
- Reflect to better understand your own identity and privilege.**

How has your identity affected your career? Have you been asked to educate others about your own identity, have you always had access to your preferred bathroom at work, are you able to talk about your partner openly? Learn more about common LGBTQ+ experiences [here](#).

EDUCATIONAL RESOURCES

LGBTQ+ Terminology

- [Out & Equal - Glossary of LGBTQ Terms](#)
- [MTPC - Language Guide](#)
- [HRC - Understanding the Intersex Community](#)

Understanding Pronouns

- [MyPronouns.Org](#)
- [Them - Using Multiple Sets of Pronouns](#)
- [Out & Equal - What's Your Pronoun? Strategies for Inclusion in the Workplace](#)

Community and Workplace Equity

- [The Boston Foundation - MA LGBT Equity Indicators Report](#)
- [HRC - Corporate Equality Index](#)
- [HRC - Understanding the Climate for LGBTQ Workers Nationwide](#)

Trans-Specific Resources

- [PIOW - Learning from Lived Experience Panel](#)
- [PIOW - Implementing Policy and Best Practices Panel](#)
- [HRC - Transgender Resources](#)
- [Out & Equal - How to Celebrate Transgender Employees](#)
- [Out & Equal - Best Practices for Non-Binary Inclusion in the Workplace](#)
- [Out & Equal - The Business Leader's Guide to Trans Equality in the U.S.](#)

Allyship Best Practices

- [HRC - Be an Ally Support Trans Equality](#)
- [HRC - Being an LGBTQ Ally](#)
- [Out & Equal - Ally Guiding Behaviors](#)
- [Buzzfeed - How Privileged are You Quiz](#)

LGBTQ+ Content Lists

- [Out & Equal - Belonging Booth](#)
- [GLAAD - TV and Film](#)
- [Timeout - The 50 Best LGBTQ+ Films](#)

Pride in Our Workplace

- [PIOW.org](#)
- [PIOW - Blog and Newsletter](#)
- [PIOW - Events and Resource Overview](#)