

Introduction:

Understanding your Rainbow workforce is a critical step to shaping your plans and priorities for Rainbow Inclusion. Step one is to identify where you would like to be as an organisation and set targets for improvement around LGBTTQIA+ wellbeing and inclusion. For some organisations you may also consider this for your Rainbow customers, clients and other stakeholders, depending on your industry.

Some easy steps to understand your Rainbow employees include; adding a Diversity and Inclusion section into your Employee Engagement Survey, conducting a specific Diversity Survey, including relevant questions in your exit interviews, and then thinking about what else you measure or collect data on and whether you can apply a 'rainbow lens', for example with Equal Pay Data. For customers, this could be a Rainbow Customer Survey or asking self-identifying questions in your standard customer surveys.

Sharing this information is vital to holding organisations accountable for action. This should be no different from other targets such as equal pay targets, gender targets for females in leadership roles, or Māori and Pasifika representation in your workforce to name just a few.

Work on the assumption that Rainbow people want to be visible, are not afraid of being OUT, and that in order to be visible we need to provide them with the opportunity to do so!

So, let's get more specific...what do we want to know. We will use The Pride Pledge Rainbow Inclusion Stocktake questions from the Measurement and Reporting Section as a guide.

Forms, systems and data collection:

Question from The Stocktake:

- All our forms and systems provide the option for people to self-select their preferred pronouns, gender identity, and sexuality.
- The organisation's diversity portal (or employee database/payroll system) includes the ability to self-identify gender, sexuality, and sex characteristics and pronouns.

Action: Ensure that you review all your employee and or customer forms in the first instance and make an index. From this index review which are the priority to look at changing. You will need other stakeholders such as HR, Payroll, Customer Services, IT, and other stakeholders involved in making any changes. See full section below on what data you could capture and remember make sure that all your language is gender neutral where possible

Engagement and Culture Surveys

Questions from The Stocktake:

- Our organisation conducts a regular (at least annual) engagement/culture survey to understand the employee experience.
- LGBTTQIA+ demographics included in engagement and culture surveys and reported on as a key focus area.
- Our organisation's engagement/culture surveys include questions related to Diversity, Inclusion (and or Belonging) and Wellbeing.

Action: Get approval to include Rainbow Demographics in your next survey. Review the full section below on how to do this and what demographics to collect. Start capturing, start reporting!

HR and People Reporting

Questions from The Stocktake:

- Rainbow inclusion metrics are articulated in the Diversity and Inclusion or HR plan
- Rainbow Diversity and inclusion is reported on as part of our regular people reports to the board and/or annual report
- We have clear KPIS for Diversity and Inclusion which are included in our HR and people leader KPIS
- We have clear Rainbow Inclusion KPIS which are built into our HR and People Leader KPIS
- Rainbow demographics are included in recruitment process data gathering
- Our organisation overlays ethnicity data with LGBTTQIA+ demographics to more deeply understand our Rainbow People of Colour (intersectionality)
- Equal pay data is measured beyond binary gender, and reviews pay on the basis of LGBTTQIA+ self-identification
- Talent, career mobility, and development opportunities are reviewed by demographic, including gender, sexuality, and sex characteristics
- Representation of Rainbow people in our organisation reflects our community and industry norms which we benchmark ourselves against
- Rainbow demographics are captured in exit interviews, including questions around questions around safety, discrimination, bullying, and harassment
- We actively participate in external surveys to support the collation of better information on rainbow inclusion
- Our organisation has an independent complaints/whistle blower service where anyone can report policy breaches

Action: Do a review of your current KPIS, People Leader KPIS and Performance Measures and what other people/HR measurements you use in your organisation. Do any of these include Rainbow? If not, why not? Think about where the obvious starting point would be for you, and how you can build in Rainbow Identification into your core people processes.

Recommendations for engagement or other surveys:

The first key is to understand your **demographics** and what 'diversity' looks like in your organisation. It is vital to capture your Rainbow employee population, and then understand their level of engagement against the general population. It is really important to 'frame' the reason you are asking this, and of course, the security of this information.

This information will give you a baseline and what % of your organisation identifies as rainbow, and then within this if you have any gaps in engagement that need some focus. See the recommendation below,,

In terms of questions to think about that focus on Diversity and Inclusion only, in addition to having the demographics, here are some questions to think about, - I would just choose **one or two** that makes the most impact for you (or build on with our team). Some external engagement survey providers will have something like this from a list for you to choose – just ask them!

- I feel I can bring my whole self to work everyday
- I feel that all individual differences and diversity are valued in our organisation
- I feel this organisation is welcoming and inclusive for all employees, irrespective of their differences
- I feel that our organisation is free from bullying, harassment, and discrimination
- I feel that our Rainbow (LGBTTQIA+) employees are visible and valued in our organisation
- I feel our organisation is committed to diversity and inclusion for all employees
- I feel that our organisation sees diversity as a strength



What demographic data to think about collecting?

Options for how do you identify? Here is a breakdown of the options and ideally you should provide multiple options...Not everyone fits neatly in one box. This is one of the big challenges with collecting data!

Option 1: High Level, and just starting out and keeping things simple:

- Do you identify as part of the Rainbow (LGBTQTIA+) Communities? **YES/NO**

Option 2: Ask for a full Breakdown of Gender and Sexual Identity (and can reduce this down if needed, but with consultation). You may also consider the 'two-step' process rather than the approach below for Gender which is asking sex assigned at birth and then gender.

Gender

- Cisgender Male (my sex assigned at birth and gender identity are the same)
- Cisgender Female (my sex assigned at birth and gender identity are the same)
- Gender Diverse
- Non-Binary
- Trans Male
- Trans Female
- Gender Queer
- Takatāpui
- My Gender is not listed here
- *(you may wish to include more identities, depending on size and nature of your workplace – we can help with more if you wish)*

Sexuality

- Heterosexual
- Lesbian
- Gay
- Bi-Sexual
- Asexual
- Pansexual
- Queer
- Takatāpui
- My Sexuality is not listed here
- *(you may wish to include more identities, depending on size of your workplace – we can help with more if you wish)*

Intersex

- Intersex

Plus always the option of: Prefer not to say/provide this information.

Pronouns

Remember, many people may choose multiple pronouns to best describe their identity. You should allow multiple options or combinations. I.e., some people may identify as she/they or he/she or he/she/they or ia/he and many other combinations.

- He/him/his
- She/her/hers
- They/them/theirs
- ia (Māori gender neutral pronoun)



What else you need to consider...

Many (but not all) employees will have concerns about why you are asking for this information. It is important that you frame this and provide assurances. In addition to framing this – see example below, it is important that you allow for information gather to be voluntary where possible (unless you need this for a critical business reason).

At **(*company name*)** we value Diversity and Inclusion and are committed to creating a workplace where everyone can bring their whole selves to work. Specifically, we have taken The Pride Pledge to focus on engagement and wellbeing of our Rainbow Employees. To support our plans, inform our policies and improve our practices we need to understand our workforce better. To do this we are asking our employees for information on gender, sexuality, and pronouns. This will be a great start and we value your support in advance.

Information will be held in accordance with The Privacy Act and like all employee information stored with the strictest confidentiality. Information will only be used for purposes of reporting and demographic purposes and you can request a copy or to change your information at any time.

If in doubt...

Contact us at Pride Pledge

Info@pridepledge.co.nz or martin@winterpride.co.nz to discuss in more detail, and feel free to come back with other options, suggestions or ideas.