

# SUMBIMISSION FORM

This form sets out the questions which will be used to inform Pro Diversity’s **Index of Workplace Equality in Poland 2017** and should be used to complete your submission to the Index.

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

Once completed, this form should be compressed to ZIP file with all attachments and uploaded here: <http://prodiversity.pl/upload-your-files/>

Many questions require you to submit supporting evidence. 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 whit the guidance document can be found here: <http://prodiversity.pl/iwep2017>

The deadline for submitting to the Index of Workplace Equality in Poland is 14th of May 2017.

Further help can be provided for our Pro Diversity Allies Program members. In this case please contact our Program Manager Kajetan Stobiecki via kajetan@prodiversity.pl. If you’re interested in becoming a Pro Diversity Allies Programme member, feel free to contact Kajetan Stobiecki as well.

# ORGANISATION

Name of the organisation (this will be used when compiling Pro Diversity’s Top Employers guide)

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Address in Poland:

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Sector:

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Industry:

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Number of employees in Poland:

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Contact name:

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Contact email:

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Contact telephone:

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In June 2017 Pro Diversity will publish “Top 5 Employers” list based on results of this Index. If your company is applicable to become a part of Pro Diversity “Top 5 Employers”, would you like to be considered?

[ ]  Yes

[ ]  No

# 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 15 per cent.

## Foundation:

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 the sexual orientation and/or gender identity (max 300 words).*

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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 the sexual orientation and/or gender identity (max 300 words).*

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

[ ]  Yes

[ ]  No

II Submit copies of any relevant policies or guidelines.

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

[ ]  Yes, on sexual orientation.

[ ]  Yes, on gender identity

[ ]  No

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

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## Next Steps

1.5. 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, on sexual orientation.

[ ]  Yes, on gender identity

[ ]  No

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

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1.6. 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

1.7. 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 communication 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.

1. Human resources [ ]
2. Employee network group [ ]
3. Dedicated point of contact in division or region [ ]
4. Confidential hotline or messaging service [ ]
5. LGBT union representatives [ ]
6. Other [ ]
7. 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.

*If you chose the “Other” option, please describe that (max 200 words).*

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# 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 total of 15 per cent.

## Foundation

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 |
| 1. Organisational policy and legislation
 | [ ]  | [ ]  | [ ]  |
| 1. Language, stereotypes and assumptions
 | [ ]  | [ ]  | [ ]  |
| 1. Challenging inappropriate behaviour
 | [ ]  | [ ]  | [ ]  |
| 1. Faith, sexual orientation and gender identity
 | [ ]  | [ ]  | [ ]  |
| 1. Multiple identities
 | [ ]  | [ ]  | [ ]  |
| 1. Distinct issues faced by lesbians
 | [ ]  | [ ]  | [ ]  |
| 1. Distinct issues faced by bisexual people
 | [ ]  | [ ]  | [ ]  |
| 1. Distinct issues faced by trans people
 | [ ]  | [ ]  | [ ]  |

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

## 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 we 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).*

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2.3. Which of 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:

1. Business benefits and organisational strategy on diversity and inclusion [ ]
2. Discrimination during the recruitment process [ ]
3. Unconscious bias [ ]
4. None of the above [ ]

!! Submit any relevant supporting evidence (e.g. training slides or a screenshot of the training we 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).*

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## 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:

1. Business benefits and organisational strategy on diversity and inclusion [ ]
2. Challenging discrimination within teams [ ]
3. Sensitively handling complaints of homophobic, biphobic or transphobic
bullying and harassment [ ]
4. Unconscious bias [ ]
5. None of the above [ ]

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

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

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# 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 12 per cent.

## Foundations

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

1. Yes, the network has formal recognition and a defined role [ ]
2. No, but we have a formal agreement with an external support network [ ]
3. No, and we do not have any external agreement [ ]

**[PLEASE FOLLOW 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).*

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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 recognize contribution 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).*

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## Next Steps

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

1. Social networking event(s) for members [ ]
2. Sexual orientation awareness raising event(s) for all staff [ ]
3. Gender identity awareness raising event(s) for all staff [ ]
4. Collaboration with other LGBT employee network group(s) [ ]
5. Collaboration with other internal employee network group(s) [ ]
6. Mentoring or coaching programme [ ]
7. Reverse mentoring programme [ ]
8. None of the above [ ]

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

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## 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.

1. The network was consulted on improving internal policies and practices [ ]
2. The network advised the organisation on business development or service delivery [ ]
3. None of the above [ ]

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

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

1. Lesbians [ ]
2. Bisexual people [ ]
3. Trans people [ ]
4. Disabled lesbian, gay, bisexual and trans people [ ]
5. Older lesbian, gay, bisexual and trans people [ ]
6. Lesbian, gay, bisexual and trans people of faith [ ]
7. None of the above [ ]

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

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

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

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# 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 in worth a total of 15 per cent.

## Foundations

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

1. Explicit statement of the organisation’s commitment to sexual orientation
and gender identity equality. [ ]
2. Statement that benefits are inclusive of lesbian, gay, bisexual and trans staff [ ]
3. Promoting IDAHoT, LGBT Pride Month, Transgender Day of Remembrance,
Bi Visibility Day or other similar events [ ]
4. Promoting the lesbian, gay, bisexual staff and trans network group [ ]
5. Promoting gender identity awareness event(s) [ ]
6. Promoting sexual orientation awareness event(s) [ ]
7. None of the above [ ]

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

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

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

1. Message from senior leader on the organisation’s commitment to sexual
orientation and gender identity equality [ ]
2. Information on the lesbian, gay, bisexual and trans staff network group [ ]
3. None of the above [ ]

!! Submit relevant sections of introduction 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 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.

1. Communicated a strong message to all staff on sexual orientation and gender
identity equality . [ ]
2. Engaged with board and management to promote sexual orientation and
gender identity equality. [ ]
3. Met periodically whit the lesbian, gay, bisexual and trans employee network
group. [ ]
4. Spoken at an internal sexual orientation awareness raising event. [ ]
5. Spoken at an internal gender identity awareness raising event. [ ]
6. None of the above. [ ]

!! Submit evidence for any activity selected.

*Name the senior champion(s), provide their job title9s) and describe the options selected in no more than a few lines each (max 200 words).*

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## Best Practice

4.5. 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).*

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

1. Visibly signal their commitment to sexual orientation and gender identity equality. [ ]
2. Participated in lesbian, gay, bisexual and trans employee network group events. [ ]
3. Helped organise an all-staff event on sexual orientation equality. [ ]
4. Helped organise an all-staff event on gender identity equality. [ ]
5. None of the above. [ ]

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

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4.7. 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 make sure you have the permission to provide this information (max 50 words).*

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

1. At least one visible and out lesbian. [ ]
2. At least one visible and out gay. [ ]
3. At least one visible and out bisexual person. [ ]
4. At least one visible and out trans person. [ ]
5. None of the above [ ]

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

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# SECTION 5: LINE MANAGERS

This section examines how line managers promote diversity within their teams. This section is worth a total of 13 per cent.

## Foundation

5.1. When recruiting line managers, does the organisation actively scrutinise candidates’ diversity and inclusion knowledge and achievements? This scrutiny can be on broad diversity criteria. Tick all that apply.

1. Yes, during all internal appointments for management roles [ ]
2. Yes, during all external appointments for management roles [ ]
3. 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).*

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## Next Steps

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

1. Managers’ diversity achievements are assessed during their performance appraisals [ ]
2. Managers are accountable for their team completing diversity monitoring data [ ]
3. Managers are formally accountable for their team completing diversity training [ ]
4. None of the above [ ]

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

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## Best Practice

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

1. Provide managers with resources other than training on managing diverse
staff groups [ ]
2. Encourage line managers to participate in network group activities as allies [ ]
3. Encourage gay, lesbian, bisexual and trans managers to act as role models
within the organisation [ ]
4. Ask line managers to encourage their teams to participate in network
group activities [ ]
5. None of the above [ ]

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

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# SECTION 6: PROCUREMENT

This section examines how the organisation engages with existing and potential suppliers. This section is worth a total of 10 per cent.

## Foundations

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

1. Yes, for all contracts [ ]
2. Only for contracts relating to client, customer or service relations [ ]
3. None of the above [ ]

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

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

1. Yes, for all contracts [ ]
2. Only for contracts relating to client, customer or service relations [ ]
3. None of the above [ ]

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

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## Next Steps

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

1. Yes, for all contracts [ ]
2. Only for contracts relating to client, customer or service relations [ ]
3. None of the above [ ]

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

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## Best Practice

6.4 In the past year, what initiatives 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.

1. Joint sexual orientation and gender identity diversity and inclusion
training sessions for staff [ ]
2. Invite suppliers’ staff to take part in lesbian, gay, bisexual and trans
network group activities [ ]
3. Share best practice policy and guidance on sexual orientation and gender
identity diversity and inclusion [ ]
4. None of the above [ ]

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

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# SECTION 7: 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.

## Foundation

7.1 Howe does the organisation promote its commitment to sexual orientation and gender identity equality and inclusion? Tick all that apply.

1. Explicit statement on the website stating commitment to sexual
orientation and gender identity equality [ ]
2. Active and regular use of organisation’s main social media platform
to promote sexual orientation and gender identity equality [ ]
3. None of the above [ ]

!! Submit evidence to support your claim.

## Next ****steps****

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

1. Advertised or placed article(s) in lesbian, gay, bisexual or trans media [ ]
2. Advertised or placed article(s) in mainstream media emphasising commitment
to sexual orientation and gender identity equality [ ]
3. Sponsored or supported staff participation in lesbian, gay, bisexual or trans
community event(s) [ ]
4. Sponsored or materially supported lesbian, gay, bisexual or trans community
group(s) [ ]
5. Supported campaign(s) or training to tackle hate crime or homophobic,
biphobic and transphobic bullying [ ]
6. Senior staff spoke at an external sexual orientation or gender identity
seminar, conference or event [ ]
7. Other [ ]
8. None of the above [ ]

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

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

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## Best practice

7.3 Please choose the one category that best describes the organisation and answer the relevant question between 7.4a to 7.4d.

[ ]  Private sector (with customers) ONLY ANSWER TO 7.4a

[ ]  Private sector (with clients) ONLY ANSWER TO 7.4b

[ ]  Public or third sector (service provision) ONLY ANSWER TO 7.4c

[ ]  Public or third sector (non-service provision) ONLY ANSWER TO 7.4d

7.4a **Private sector (with customers)**: in the past year, which of those taken place? Tick all that apply.

1. Consulted lesbian, gay, bisexual and trans customers and tailored
products to their needs [ ]
2. Engaged in targeted advertising to lesbian, gay, bisexual or trans customers [ ]
3. Monitored the feedback of lesbian, gay, bisexual and trans customers [ ]
4. Trained our customer facing staff on the needs of lesbian, gay, bisexual
or trans customer [ ]
5. None of the above [ ]

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

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7.4b **Private sector (with clients)**: In the past year, which of these have taken place? Tick all that apply.

1. Promoted the organisation as being sexual orientation and gender identity
inclusive when pitching for business [ ]
2. Invited clients to take part in our in-house sexual orientation or gender
identity initiatives [ ]
3. Promoted sexual orientation and gender identity diversity and inclusion
within our sector [ ]
4. Promoted the benefits of taking part in diversity programmes or assessments
to our clients [ ]
5. None of the above [ ]

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

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7.4c **Public or third sector (service provision)**: In the past year, which of these have taken place? Tick all that apply.

1. Consulted lesbian, gay, bisexual and trans service users and tailored
our service to their needs [ ]
2. Promoted our service as being specifically inclusive of lesbian, gay,
bisexual or trans customers [ ]
3. Monitored the feedback of lesbian, gay, bisexual and trans service users [ ]
4. Trained staff who deal with service users on the needs of lesbian, gay,
bisexual or trans customer [ ]
5. None of the above [ ]

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

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7.4d **Public or third sector (non-service provision)**: In the past year, which of these have taken place? Tick all that apply.

1. Promoted sexual orientation and gender identity diversity and inclusion
within our sector [ ]
2. Encouraged our partners to take part in diversity programmes
or assessments [ ]
3. None of the above [ ]

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

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# SECTION 8: 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 5 per cent.

8.1 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).*

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8.2 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).*

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8.3 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).*

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