



ProDiversity

Index of Workplace Equality in Poland 2017

**GUIDANCE FOR ENTERING THE
PRO DIVERSITY INDEX OF
WORKPLACE EQUALITY
IN POLAND 2017**



Co robisz, jakże ma hobby?

Co go cięsz?

DORAL
Kłopotliwy samopiszący
Szybki i łatwy
Najlepiej
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GUIDANCE FOR ENTERING THE PRO DIVERSITY INDEX OF WORKPLACE EQUALITY IN POLAND 2017

This guidance is designed to help participants understand Pro Diversity's Index of Workplace Equality in Poland criteria. If your organisation is a member of the Pro Diversity Allies Programme, you can consult your partner in our team with additional questions or queries.

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HOW THE INDEX OF WORKPLACE EQUALITY IN POLAND WORKS

The Index of Workplace Equality in Poland is Pro Diversity's leading benchmarking tool for LGBT inclusion in the workplace and free to enter for any employer. Each entrant compiles a submission demonstrating their organisation's performance against a set of best practice criteria accompanied by supporting evidence. The criteria explore ten areas of employment policy and practice:

[Section 1: Employee Policy](#)

[Section 2: Training](#)

[Section 3: Employee Network Group](#)

[Section 4: All-Staff Engagement](#)

[Section 5: Line Managers](#)

[Section 6: Procurement](#)

[Section 7: Community Engagement](#)

[Section 8: Additional Work](#)

To supplement evidence submitted by employers, Pro Diversity seeks feedback directly from the entrants' staff in the form of an anonymous nation-wide survey called Polish LGBT Market and Workplace Research. This is apart from this tool and is treated as an additional tool.

Once all submissions to the Index have been received they are marked, ranked and the list of Pro Diversity's [Top 5 Employers](#) is released. Scoring is confidential, as are the ranks of organisations that fall outside the Top 5 – the Index is not an exercise in naming and shaming, but a tool for you to develop LGBT inclusion within your workplace. We will ask each end every organisation if they want to be disclosed on the Top 5 list to the public.

Between June and August following the results of the Index, all entrants who are members of [Pro Diversity's Allies Programme](#) benefit from a feedback meeting with their foundation's partner. This meeting serves to guide organisations on the strengths and weaknesses of their submission, and help build an action plan for the coming year around LGBT inclusion in their workplace.

Why participate?

- Taking part is completely free
- Assess your organisation's achievements and progress on LGBT equality
- Compare your performance with organisations in your region or sector
- Pro Diversity Allies receive in-depth consultative feedback
- The first and only benchmark evaluating your LGBT inclusion

For more information on why your organisation should take part, see 'What's in it for us?' here or for more information on becoming a Pro Diversity Allies Programme, visit <http://ProDiversity.pl/projects/pro-diversity-allies-programme/>

Awards

As part of the Index submission process, Pro Diversity recognises the contributions to lesbian, gay, bi and trans equality made by specific individuals and groups within workplaces. We are awarding the most LGBT-friendly companies annually on special [Pro Diversity Awards](#) gala (formerly known as Rainbow Bee Awards). The companies from Top 5 Employers benefit from additional boost in the contest and are being considered as candidates by the Pro Diversity Awards Jury.

Confidentiality

All the data provided in our submission form will be kept confidential. We value the trust of participants of the IWEP so your form will only be viewed by our small three-people-large evaluating group. The data after the evaluation process will be kept in our off-line Archive that can be accessed by Pro Diversity Board Members only. Upon request, your data can be permanently removed from our Archive.

KEY DATES AND DEADLINES

5th April 2017

The Index submission starts.

5th-30th April 2017

Pro Diversity Allies Programme
members consultation.

14th May 2017

Dead-line for submissions.

15th May 2017

Pro Diversity evaluations starts.

26th May 2017

Top 5 LGBT-friendly
organisations announcement

COMPLETING THE SUBMISSION FORM

The submission form is the main component of your entry to the Index of Workplace Equality in Poland and can be found on the **Pro Diversity website**. You should download the form and complete as much of it as you can.

How to fill out the form

The form is split into 8 different sections.

- Each section is split into three different types of questions:
 - **Foundations** – these questions represent base level practice which Stonewall expects organisations to have in place
 - **Next Steps** – these questions develop upon foundation work
 - **Best Practice** – these questions represent current best practice, going above and beyond in the work you do
- You should complete each section by:
 - Reading every question carefully
 - Ticking the appropriate answer tick boxes
 - Completing the answer text box with the necessary information

Example:

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).

A. In March 2016 the network was consulted on the development of gender-neutral toilets across our offices. We held a round table with the network and gained input from trans staff. The outcome of the discussions meant we developed appropriate signage which explicitly stated the toilets were gender-neutral. We've received positive feedback from all members of staff.

Good practice in writing answers

- When writing answers in the text boxes, clearly label which written description matches which option/s selected
 - See the example above, option A has been ticked and the description begins with A.
- Be clear and concise when writing your answers
- Adhere to the word limits stated in the text box

Utilising other colleagues

Compiling a submission to the Index can be a large job and you may not have all the knowledge necessary from across your organisation to complete the form. You should consult with the following groups of staff in order to capture all the information you need:

1. Human Resources
2. Learning and Development
3. Procurement
4. Your LGBT network group
5. Any associated trade union with an LGBT structure

What to do if you can't edit the form

If you are having issues ticking boxes or writing in the form, please contact contact@prodiversity.pl and we will send you the document in an alternative format.

UPLOADING YOUR SUPPORTING EVIDENCE

Certain questions within the Index require you to supply supporting evidence to demonstrate activity. The type of evidence required may vary, for example:

- Submit a copy of each of the messages you are claiming marks for
- Submit copies of any communication(s) selected
- Submit analysis reports for the options selected

You should only upload supporting evidence for questions which require it. Any extra files uploaded outside of these questions will not be taken into consideration during marking.

Please ensure all your files are accessible outside of your organisation/systems.

Please label your files carefully and sensibly with the correct question number and criteria, for example, 1.5; 1.6; 2.1A; 2.4C.

All the files attached to the form should be compressed using ZIP tool. All the Windows systems have this tool marked as "Send to..." -> "Compressed folder (zip)". You can use alternative tools to compress the files as well. Please name your file with your company name.

Types of evidence you may include when prompted:

1. **Policies or guidelines** – you should submit relevant policy or guideline sections/documents
2. **Messages and communications** – these could include screenshots of intranet/blog posts, emails and other communication mechanisms
3. **Training materials** – these could include relevant slides from PowerPoint presentations, screenshots of e-learning and agendas/case studies from face to face training
4. **Activity related evidence** – these could include posters for events, email invitations and intranet/blog posts
5. **Reports** – you should upload relevant reports, or sections of reports highlighting LGBT related content
6. **Social media posts, advertisements or articles** – these could include tweets, Facebook posts and newspaper/magazine articles

How to upload your evidence

Once you have completed the submission form and gathered all of your supporting evidence, you should upload everything – after compressing it to one ZIP file – before the submission deadline using our webpage.

You can upload your complete submission at <http://prodiversity.pl/upload-your-files/>

Issues with uploading

If you are experiencing any issues with uploading process, please contact us via **contact@prodiversity.pl** or if you are an Allies Programme member, your foundation's partner.

QUESTION GUIDANCE

SECTION 1: EMPLOYEE POLICY

No.	GUIDANCE
1.1	Policies should explicitly ban discrimination against employees within your organisation on the grounds of sexual orientation and gender identity.
1.2	Bullying and harassment policies should clearly indicate a zero-tolerance approach and include examples of homophobic, biphobic and transphobic bullying and harassment.
1.3	Evidence submitted should include policies or clear guidelines which cover organisational support for an employee who is transitioning. These policies or guidelines should be flexible and focus on the individual. !! If you do not have any policies or guidelines in place which include transitioning at work, you should not attempt to develop one without due consideration.
1.4	The named person or team supplied should have LGBT inclusion specifically within their job or team role and remit.
1.5	'Milestones' here refer to sexual orientation or gender identity specific targets which are agreed at board level. You should describe how they are agreed by the board of your organisation. Examples include: <ul style="list-style-type: none"> – Achieving Top 100 status or progressing in rank in Stonewall's Workplace Equality Index. – Increasing sexual orientation declaration rates in monitoring exercises. – Developing a policy which includes transitioning at work.
1.6	Two policies should be submitted as evidence from your paternity policy, adoption policy or compassionate/emergency leave policy. Policies should use inclusive language and make explicit they're inclusive of LGBT people. Examples include: <ul style="list-style-type: none"> – Using the terminology same-sex or same-gender. – Using the term partner instead of husband or wife. – Using gender neutral language and pronouns.
1.7	Each communication submitted should demonstrate the promotion of a route available for all staff to report homophobic, biphobic and transphobic bullying and harassment in the workplace. It is the communication of the reporting route which is being scrutinised.

QUESTION GUIDANCE

SECTION 2: TRAINING

No.	GUIDANCE
2.1	<p>Training in this question should cover all staff in the organisation.</p> <p>A. Organisational policy and legislation: how you inform employees of the organisation’s policy around LGBT inclusion and associated workplace legislation, for example the Equality Act 2010.</p> <p>B. Language, stereotypes and assumptions: how you train employees on language, stereotypes and assumptions made about LGBT people, for example the inappropriate use of the word ‘gay’ or offensive stereotypes of trans people.</p> <p>C. Challenging inappropriate behaviour: how you train all staff on challenging inappropriate behaviour in the workplace if they witness it.</p> <p>D. Faith, sexual orientation and gender identity: how you train employees on dealing with potential conflicts between systems of faith and the organisation’s anti-discrimination and equal opportunities policies.</p> <p>E. Multiple identities: how you train employees to understand multiple identities, related compound prejudices and biases people can have.</p> <p>F. Distinct issues faced by lesbians: how you train employees on issues specific to lesbians, e.g. the lack of visible and senior lesbian role models within an organisation.</p> <p>G. Distinct issues faced by bisexual people: how you train employees on issues specific to bisexual people, e.g. the challenges of ‘coming out’ as a bisexual person.</p> <p>H. Distinct issues faced by trans people: how you train staff on issues specific to trans people, e.g. the use of pronouns and understanding of gender identity.</p>
2.2	<p>Training in this question should cover and be specific to all members of staff who manage incidents of homophobia, biphobia and transphobia.</p>
2.3	<p>Training in this question should cover and be specific to all members of staff with recruitment responsibilities.</p> <p>A. Business benefits and organisational strategy on diversity and inclusion: how you train your recruiters to understand the value that LGBT staff bring and their role in the organisational strategy on LGBT inclusion.</p> <p>B. Discrimination during the recruitment process: how you train your recruiters on discrimination within the recruitment process and what this might look like for LGBT people.</p> <p>C. Unconscious bias: how you train your recruiters to think about and avoid unconscious bias in the recruitment process, including a specific LGBT example.</p>
2.4	<p>Training in this question should cover and be specific to all members of staff with management responsibilities.</p> <p>A. Business benefits and organisational strategy on diversity and inclusion: how you train your managers to understand the value that LGBT staff bring and management’s role in the organisational strategy on LGBT inclusion.</p> <p>B. Challenging discrimination within teams: how you train your managers on discrimination within their teams, what this might look like for LGBT people and how they can combat it.</p> <p>C. Sensitively handling complaints of homophobic, biphobic and transphobic bullying and harassment: how you train your managers to handle complaints of homophobic, biphobic and transphobic bullying and harassment within their teams.</p> <p>D. Unconscious bias: how you train your managers to think about and avoid unconscious bias in their role, including a specific LGBT example.</p>

QUESTION GUIDANCE

SECTION 3: STAFF NETWORK GROUP

No.	GUIDANCE
3.1	<p>Your organisation may have an inclusive LGBT employee network group, or you may have separate groups for sexual orientation and gender identity.</p> <p>A. This can include joint network groups set up in collaboration with other small employers. Your organisation must have played an active role in setting up the network.</p> <p>B. This refers to external networks established across a region or sector. They include networks such as, a:gender, Interbank and Intertech. Your organisation needs to be proactively promoting and engaging with the network.</p>
3.2	<p>Confidential support and advice on LGBT issues should be available to all staff; not just members of the employee network group. The evidence supplied should demonstrate this, for example a communication sent out by the network group to everyone or a screenshot of the network's intranet page.</p>
3.3	<p>When describing how contributions are recognised, it must be clear that the onus is on the employer to ask if contributions have been made to the employee network group. There should be a formal mechanism in place for recognition, as opposed to employees raising the subject ad-hoc in the appraisal process.</p>
3.4	<p>'Awareness raising events' here refers to activities which serve to educate or inform the wider organisation about different sexual orientation or gender identity issues, for example panel discussions, lunch and learns or stalls during diversity events.</p> <p>'All staff' here reflects the fact network group activities should impact and involve as wide a staff group as possible, not just the network group members. Ideally this should be all staff, but if this is not possible due to geographic dispersal, you must demonstrate how the activity included everyone in a particular region or area and reached as wide an internal audience as possible.</p> <p>'Mentoring or coaching programme' here refers to either a specific programme run by the network, or alternatively an organisation wide programme which proactively incorporates LGBT mentoring with the aid of (and driven by) the network group.</p> <p>'Reverse mentoring' here refers to a formal process whereby senior staff members are reversed mentored by more junior LGBT staff.</p>
3.5	<p>Please describe both the actions and the impact of the strategic interventions. If this is an ongoing project, provide an indication of what the impact might be.</p>
3.6	<p>'Initiatives' here refer to specific programmes or projects – online or offline – undertaken to achieve LGBT specific aims in the near-term. For example, creating a series of blog posts during LGBT History Month to highlight homophobia, biphobia and transphobia in sport. These are not opportunities specifically for the groups listed; i.e. an initiative, seminar or event on disabled LGBT people does not have to be a meeting between individuals who share that identity. Rather, they refer to opportunities open to all, to discuss the specific needs and challenges faced by those with multiple identities. This can also be part of a broader diversity event, e.g. discussing how mental health affects LGBT people as part of a bigger event on mental health issues.</p>
3.7	<p>Please describe both the actions and the impact of the strategic interventions. If this is an ongoing project, provide an indication of what the impact might be.</p>

QUESTION GUIDANCE

SECTION 4: ALL-STAFF ENGAGEMENT

No.	GUIDANCE
4.1	Evidence of messages may include emails, intranet messages and other internal communication methods. Each piece of evidence should clearly demonstrate the content required. You should always have permission from the relevant individuals to share these pieces of evidence. Awareness raising events may be internal or external.
4.2	Evidence provided can include slides or a document explaining what is covered in inductions.
4.3	This staff counselling service should be advertised as being explicitly inclusive of sexual orientation and gender identity issues. If the service is contracted out to an external Employee Assistance Programme, please indicate how they advertise their service as being inclusive of sexual orientation and gender identity issues.
4.4	Different activities can be undertaken by different individuals so long as they are all members of the board/CEO or equivalent. By board we refer to the governing body or its equivalent within an organisation. Evidence for the activities may include emails, intranet posts, meeting notes or agendas.
4.5	'Formal allies programme' here refers to the way in which you actively involve and engage allies in LGBT equality. You do not necessarily need to have a separate allies' network, but must demonstrate allies are a visible and active strand in your LGBT network.
4.6	'Helped organise' here refers to active engagement from allies in organising and delivering activities, not them simply turning up to events. 'All staff' here reflects the fact that activities should impact and involve as wide a staff group as possible. Ideally this should be all staff, but if this is not possible due to geographic dispersal, you must demonstrate how the activity included everyone in a particular region or area and reached as wide an internal audience as possible.
4.7	You can draw on external role models or, ideally, employees within your organisation. The profiles should explicitly explore and reference the person's identity. The profiling of the role models should reach across the organisation and be visible. You may use events as profiling opportunities, but must demonstrate the lasting impact or legacy of the event (for example filming a panel and then sharing that video across the organisation).
4.8	By senior management team we refer to the highest day-to-day decision making body within an organisation, e.g. directors and chief executives or/and governing body or its equivalent within an organisation, e.g. councillors, trustees and non-executive board.

QUESTION GUIDANCE

SECTION 5: LINE MANAGERS

No.	GUIDANCE
5.1	The scrutiny need not be sexual orientation and gender identity specific, so long as it is on broad diversity criteria that are inclusive of sexual orientation and gender identity; this could include asking competency based questions that probe the diversity achievements of the candidate at interview.
5.2	You should describe the mechanisms in place which create accountability on managers for diversity and inclusion.
5.3	<p>A. Examples include a managers 'handbook' covering diversity issues or Pro Diversity guides.</p> <p>B. We want to know how the organisation engages with non-LGBT managers to promote sexual orientation and gender identity equality.</p> <p>C. Examples include encouraging LGBT staff to be profiled as role models or to speak at events/seminars.</p> <p>D. We want to know how the organisation encourages all managers to support members of their team to attend LGBT employee network group activities.</p>

QUESTION GUIDANCE

SECTION 6: PROCUREMENT

No.	GUIDANCE
6.1	<p>This question focuses on the tendering process and the decision to award contracts; we are interested in how you choose your suppliers. The policy extract provided in the submission document should demonstrate that you scrutinise potential suppliers' policies to see whether they ban discrimination on the grounds of sexual orientation and gender identity.</p> <p><i>Please note, although it is best practice to use this as a deciding factor in whether the contract will be awarded, we acknowledge that this cannot always be the case.</i></p>
6.2	<p>This question focuses on the tendering process and the decision to award contracts; we are interested in how you choose your suppliers. The answer provided in the submission document should demonstrate that you scrutinise potential suppliers' training to see whether includes sexual orientation and gender identity content.</p> <p><i>Please note, although it is best practice to use this as a deciding factor in whether the contract will be awarded, we acknowledge that this cannot always be the case.</i></p>
6.3	This standing item can cover broader diversity and inclusion issues which include space to discuss sexual orientation and gender identity.
6.4	<p>A. These training sessions should cover sexual orientation and gender identity issues.</p> <p>B. Examples include marching with suppliers in a Pride event, attending trans celebrations or inviting suppliers to a diversity week.</p> <p>C. Examples include Pro Diversity Allies Programme and the Index of Workplace Equality in Poland. The latter is free for employers to take part in.</p>

QUESTION GUIDANCE

SECTION 7: COMMUNITY ENGAGEMENT

No.	GUIDANCE
7.1	When submitting evidence for active use of social media please choose examples that are at least two months apart and are from the main organisation's social media accounts, not the network group's account.
7.2	<p>A. LGBT media refers to any print or online media which is created for an LGBT audience, for example „Replika“ or Queer.pl etc.</p> <p>B. Mainstream media refers to any print or online media which is intended for the general public, for example national and regional newspapers.</p> <p>C. Examples include Pride and trans specific events or other grassroots community initiatives in your region of operation.</p> <p>D. Material support can be non-financial, e.g. offering space for local LGBT youth groups to hold meetings in.</p> <p>E. Evidence should demonstrate the organisation's support in the tackling of homophobic, biphobic and transphobic hate crime in the wider community and/or schools.</p> <p>F. This could include targeted recruitment of LGBT people.</p> <p>G. This must be an external event. Speaking at an internal event is awarded in the All-Staff Engagement section.</p>
7.3	This question determines what sector is your organisation in.
7.4	This question probes the specific steps an organisation takes within its sector. Once you choose the sector that best describes your organisation, please answer only one question between 7.4a and 7.4d. If your organisation spans across two types of sector, please choose the one that describes you best.

QUESTION GUIDANCE

SECTION 8: ADDITIONAL WORK

No.	GUIDANCE
8.1 8.2	Use this space to tell us about work that has not been covered elsewhere in the Index. We are specifically looking for creative and inspiring practice that has helped further sexual orientation and gender identity equality in the workplace and beyond.
8.3	Use this space to tell us about work that has not been covered elsewhere in the Index. We are specifically looking for practice that has helped further support trans staff in the workplace and beyond.

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For more information about the Index, visit:
<http://ProDiversity.pl/projects/index-of-workplace-equality-in-poland>



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