



SUPPORTING LGBTQ+ EMPLOYEES



Terminology and Acronyms:

- **LGBTQ+** is an acronym for Lesbian, Gay, Bisexual, Transgender, Queer/Questioning and other identities within the diverse community. You may also see LGBT, LGBTQIA (includes intersex and asexual), or Queer.
- **Queer:** Some people use the term “queer” as their personal identity or as a general term to refer to the LGBTQ+ community. Historically, “queer” has been used as a slur for people who were not heterosexual. Always ask your employees which terms they prefer.

Pronouns!

IT'S NOT A FAD: WE ALL HAVE PRONOUNS.

Using someone's correct personal pronouns is a way to respect them and create an inclusive environment, just as using a person's name can be a way to respect them. Sharing your personal pronouns with others creates a welcoming environment for LGBTQ+ employees to share theirs. It's a small way to ensure inclusivity.

On the other hand, not using an employee's personal pronouns after being told can be considered offensive or harassing. Imagine telling someone your name and that person decides to call you something else. It's disrespectful and creates a hostile environment.

Training

The LGBTQ Center offers a variety of training to individuals and departments.

- Safe Space Foundations
- A Primer on Pronouns
- Trans*itioning

Visit the LGBTQ Center website for more.

Preferred Names

Some individuals have a preferred name that is different from their legal name. Ask your employees if they have a preferred name upon meeting them.

Example: "Hi, my name is Robert but I go by Bob! Can I call you [legal name] or do you prefer something else?"

Focus Small

- Include your pronouns in your email signature
- Display a safe space sticker on your office door
- Include LGBTQ resources in your department's onboarding
- Send your department a yearly reminder of UVA's Nondiscrimination Policy & provide resources

75%

of LGBTQ employees have experienced daily negative workplace interactions related to their LGBTQ identity.

40%

of LGBTQ employees are closeted at work, and 26% of these individuals wish they could be out at work.

36%

of LGBTQ employees who are out in their personal lives have lied about their identities at work in the past year.

54%

of employees who are out at work remain closeted to their clients and customers.

Source: Gallup poll conducted June 2022

It's okay to make mistakes



Nobody is going to expect you to know everything right away. Making mistakes is part of learning. Don't dwell on them when they happen. Acknowledge it, correct yourself, and move forward.

Ask questions & listen



It's okay to not know. If you're not sure about something, reach out and ask. More often than not, it's better to ask than to assume something. You can also practice active listening; it's an easy way to show you care.

Educate yourself



Even by reading this flyer, you're educating yourself! Continue to learn more and encourage others to do the same. This will provide context to your employees' experiences.