



## LGBT Network Certified TIER I APPLICATION

LGBT Network Certified is a program that recognizes companies and organizations for their LGBT diversity, equity, inclusion, and belonging (DEIB) efforts in support of their employees, customers, and clients.

LGBT DEIB represents a broad range of activities implemented to improve the experience of employees as well as to improve the culture of an organization. LGBT DEIB builds awareness, enhances policies, and ultimately works to attract and retain both employees and clients or customers.

LGBT Network has developed the LGBT Network Certified Program from its "LGBT Workplace Blueprint," a set of best-practices identified by our Workplace Advisory Council, a group of corporate employees involved with LGBT DEIB activities. LGBT Network Certified builds from the Blueprint to benchmark LGBT DEIB.

### **Directions/Instructions:**

1. Complete the Application
2. Include all supporting documentation referenced for each item you are placing a checkmark.
3. Send the entire application package with all supporting documentation either direct mail or via e-mail (send all components together at one time; please do not send in parts):

Direct Mail:           LGBT Network  
                              125 Kennedy Drive, Suite 100  
                              Hauppauge, NY 11788

E-mail:                    robert@lgbtnetwork.org

### **Contact for LGBT Network Certified:**

Robert Vitelli, MA // Executive VP & COO  
robert@lgbtnetwork.org // 631-665-2300



## LGBT Network Certified TIER I APPLICATION

# APPLICATION COVER PAGE

Business or Organization Name	
Date of Application	
Contact Name	
Title	
Address	
City, State, Zip	
Phone	
E-mail	



## LGBT Network Certified TIER I APPLICATION

### CHECKLIST

- Signed “Commitment to LGBT Diversity, Equity, Inclusion, and Belonging (DEIB)” Pledge**
  - Available at [www.lgbtnetwork.org](http://www.lgbtnetwork.org)
  - Print, review, sign, and include
  
- Advertising to the LGBT Community and/or have a Long Island LGBT Chamber Membership**
  - Please send flyers, pictures, and/or screen shots of any specific advertising that targets the LGBT community
  - If already a Chamber member, no documentation is necessary.
  
- Completed a LGBT DEIB Self-Assessment**
  - Contact LGBT Network to schedule a complimentary Self-Assessment meeting
  - If you’ve already conducted your self-assessment, no further action is required
  
- Provided LGBT awareness training or education to staff in last in 18 months**
  - Please provide any documentation of training provided to your staff.
  - Please include the name of the training, length of training, name of trainer and/or training organization.



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- LGBT Community Involvement and Support**
  - Please list any involvement your company or organization has with the LGBT community.
  - This can include participation in a Pride Parade or Pride Event, sponsorship, or other community initiative (within the last 2 years)
  
- Policies in place to support LGBT employees**
  - Include copies of any policies you have that explicitly support LGBT employees, i.e. health insurance, workplace leave (Parent Leave vs. Maternity Leave only), non-discrimination policies, or other
  
- LGBT visual cues in either or both employee and/or consumer spaces (if applicable)**
  - Please include photos of any LGBT visual cues.
  - Examples include rainbow and/or trans flags and/or signs, LGBT Safe Space signs, pictures of same-gender couples, pictures of LGBT-headed families, or similar
  
- Actively recruits LGBT talent**
  - Document how you target LGBT talent in your job recruitment efforts



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- Makes All Gender Restrooms available to Staff and Customers/Clients**
  - Please include photos of All Gender Restroom signage
  
- Offers an LGBT Employee Resource Group and/or Diversity Committee**
  - Document your group offering to employees
  - Include name of group, estimated number of members, and current activities
  
- Leadership has participated in LGBT awareness training or education within the last 12 months**
  - Please provide any documentation of training provided to your leadership.
  - Include the titles of leadership who participated.
  - Please include the name of the training, length of training, name of trainer and/or training organization.
  
- Outstanding leadership and initiative in advancing LGBT DEIB efforts**
  - Please list/include any activity or strategy employed by your company or organization that demonstrates leadership and initiative in advancing LGBT DEIB.