



DIVERSITY AND INCLUSION

Introductory Training on

Lesbian, Gay, Bisexual and Transgender (LGBT)

Inclusion in the Federal Government

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LGBT Inclusion in the Government Programing and Workplace

- Imbed video stating:

The US Government supports the inclusion of the LGBT community. Our workforce draws from all segments of society. We champion diversity in all its forms not only because we believe in equal opportunity for everyone, but because we know that having a diversity of backgrounds, opinions and viewpoints enriches our decision making process.

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Introduction

- This training contains information in relation to lesbian, gay, bisexual and transgender issues. “LGBT” is an acronym that stands for lesbian, gay, bisexual and transgender.
- This training includes concepts and terms some participants may be unfamiliar with. To enhance your learning experience, please enter this training with an open mind.

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Introduction

- This training also frequently refers to “sexual orientation” and gender identity.” Participants should be aware that “sexual orientation” means one’s emotional or physical attraction to the same and/or opposite sex. Gender identity” refers to a person’s inner concept of self as being a man or woman.

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Insert video from the head of your agency

- **Imbed video stating:**

Hi, I am (name and title), and I wanted to begin by thanking you for taking this important training on LGBT inclusion in the Federal workplace. This training provides information to ensure that we're welcoming to everyone, regardless of their sexual orientation or gender identity, and that we're taking full advantage of the skills and talents of all our diverse staff. We recognize that for some people these are complicated issues, but we must work together to address them within our diverse workforce. To be clear, we consider discrimination, mistreatment, or harassment of our employees due to their sexual orientation or gender identity to be a form of misconduct. Such misconduct will be addressed and could result in disciplinary action. We must all help create an environment in which LGBT people feel as empowered, valued, safe and included. Finally, I'd like to take this opportunity to thank you for all the valuable work you do. Together we will continue to build on our differences, seeing our diversity and our strength. Thank you.

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Goal of the Training, 1 of 3

- The goal of this training is to inform the Government workforce about the workplace and programmatic policies and expectations regarding lesbian, gay, bisexual, and transgender (LGBT) employees.

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Goal of the Training, 2 of 3

This training emphasizes that government policy regarding nondiscrimination extends to LGBT employees.

- Objections to a particular sexual orientation or gender identity cannot be imposed on employees in the workplace.
- Objections to a particular sexual orientation or gender identity may not be acted upon at the workplace in a way that would violate non-discrimination law or policy.

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Goal of the Training, 3 of 3

This training **does not aim to change anyone's religious beliefs or personal values.**

- Government employees hold diverse religious beliefs and personal values.
- The U. S. Government prohibits discrimination on the basis of religion. It also prohibits discrimination on the basis of sexual orientation and gender identity.
- No one can or should ask an employee to change his or her religious beliefs regarding sexual orientation or gender identity.

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Modules

1. Terminology
2. LGBT Inclusion in the Workplace
 - U.S. Government Workplace Policy
 - Challenges and Guidance
 - Creating an Inclusive Workplace
3. LGBT Integration Programs
 - Strategy
 - Best Practices
4. Resources

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Module 1 - Terminology

Introduction

- The following pages contain generally recognized terminology related to the LGBT community.
- Some members of the LGBT community may not identify with or relate to these terms.
- Like most communities, the LGBT community is very diverse. Many factors – including age, class, race, country of origin, culture and religion – influence and impact the way people choose to self-identify and / or be open about their identity.

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Terminology, 1 of 4

- **Sexual orientation** refers to a person's emotional or physical attraction to the same and/or opposite sex. Categories of sexual orientation include heterosexual, homosexual, and bisexual.
 - A **heterosexual** person is attracted to people of the opposite sex. These people are also referred to as “straight.”
 - A **homosexual** person is attracted to people of the same sex. These people are also referred to as gay men or lesbian women.
 - A **bisexual** person is attracted to people of both sexes.

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Terminology, 2 of 4

- A **lesbian** is a homosexual woman; lesbian women are emotionally, romantically, and sexually attracted to other women.
- The term **gay** is used to refer to homosexual men, and is sometimes used to refer to lesbians and bisexuals. Gay men are emotionally, romantically, and sexually attracted to other men.

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Terminology, 3 of 4

- **Gender identity** refers to a person's inner concept of self as being a man or woman.
- **Gender expression** refers to how one presents him or herself in society as a man or woman. Gender expression includes how one dresses and acts.

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Terminology, 3 of 4 cont.

- **Transgender** is an umbrella term that refers to a person whose gender identity or expression are different than the gender identify or expression usually associated with his or her sex.
 - A transgender male is a person who was labeled as female at birth but whose authentic sense of gender is male.
 - A transgender female is a person who was labeled as male at birth but whose authentic sense of gender is female.
 - Transphobia is fear, hatred, discrimination and violence against transgender individuals

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Terminology, 4 of 4

- **“Coming out”** is the personal process of accepting and informing others that you are lesbian, gay, bisexual, and/or transgender.
- Being **“closeted”** or **“in the closet”** refers to the state of secrecy or cautious privacy regarding one’s sexual orientation or gender identity.
- **“Outing”** refers to telling people that someone else is LGBT without that person’s permission.
- An **“ally”** is a person who openly supports the equal treatment and full human rights of LGBT people.
- **“LGBT”** is an acronym that stands for lesbian, gay, bisexual, and transgender.

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Terminology Quiz

- Select the correct word to complete the definition:
 1. _____ refers to homosexual men: sometimes used to refer to lesbians and bisexual people.
 - a. Sexual Orientation
 - b. Gender Identity
 - c. Gay
 - d. Transgender

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Terminology Quiz

- Select the correct word to complete the definition:
 1. _____ refers to homosexual men: sometimes used to refer to lesbians and bisexual people.
 - a. Sexual Orientation
 - b. Gender Identity
 - c. Gay
 - d. Transgender

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Terminology Quiz

- Select the correct word to complete the definition:
 2. _____ refers to a person's inner concept of self as being a man or woman.
 - a. Sexual Orientation
 - b. Gender Identity
 - c. Gay
 - d. Transgender



Terminology Quiz

- Select the correct word to complete the definition:
 2. _____ refers to a person's inner concept of self as being a man or woman.
 - a. Sexual Orientation
 - b. Gender Identity
 - c. Gay
 - d. Transgender

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Terminology Quiz

- Select the correct word to complete the definition:

3. _____ is an umbrella term that refers to a person whose gender identity or expression are different from the gender identity or expression associated with his or her sex.

- a. Sexual Orientation
- b. Gender Identity
- c. Gay
- d. Transgender



Terminology Quiz

- Select the correct word to complete the definition:

3. _____ is an umbrella term that refers to a person whose gender identity or expression are different than the gender identity or expression associated with his or her sex.

- a. Sexual Orientation
- b. Gender Identity
- c. Gay
- d. Transgender

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Terminology Quiz

Select the correct word to complete the definition:

4. _____ refers to a person's emotional, romantic, and sexual attraction to people of a particular sex.

- a. Sexual Orientation
- b. Gender Identity
- c. Gay
- d. Transgender

Terminology Quiz

Select the correct word to complete the definition:

4. _____ refers to a person's emotional, romantic, and sexual attraction to people of a particular sex.

- a. Sexual Orientation
- b. Gender Identity
- c. Gay
- d. Transgender

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Module 2: LGBT Inclusion in the Workplace

- U.S. Government Workplace Policy
- Challenges and Guidance
- Creating an Inclusive Workplace

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U. S. Government Laws & Policies

The U.S. Government does not discriminate in federal employment on the basis of sexual orientation or gender identity.

- U.S. Federal laws, regulations, and policies **provide equal opportunity in Federal employment** for all persons and **prohibit discrimination in employment because of** race, color, religion, sex (including pregnancy and **gender identity**), national origin, disability, genetic information, age, **and sexual orientation**.
- These mandates apply to and must be an integral part of every aspect of personnel policy and practice in the employment, development, advancement, and treatment of civilian employees of the Federal Government.
- The **Notification and Federal Employee Antidiscrimination and Retaliation Act** of 2002 (also known as the No FEAR Act) is a reminder that U.S. Government employees are protected from discrimination and retaliation for engaging in protected activity.

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Non-Discrimination Policy

- Insert your agency non - discrimination policy here.

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Agency Director of the Office of Diversity & Inclusion

- Insert video stating:

Hello, I am (insert name & title of Head of D&I efforts at your agency). You've just seen the U.S. Government non-discrimination policies. These policies help us create a safe and inclusive workplace in which every person is respected and valued. If you have any further questions about any aspect of this training, please contact us using the information listed at the end of this training.

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U. S. Government Workplace Policy Quiz

Select if the statements are True or False:

1. The U. S. Government provides equal opportunity in all employment practices regardless of race, color, religion, sex (including pregnancy or gender identity), national origin, age, sexual orientation, disability, genetic information, marital status, parental status, or political affiliation.

- True
- False

2. In my official capacity as an employee of the United States Government, it is legally permissible for me to discriminate against LGBT people.

- True
- False



U. S. Government Workplace Policy Quiz

Select if the statements are True or False:

1. The U. S. Government provides equal opportunity in all employment practices regardless of race, color, religion, sex (including pregnancy or gender identity), national origin, age, sexual orientation, disability, genetic information, marital status, parental status, or political affiliation.

- True
 False

2. In my official capacity as an employee of the United States Government, it is legally permissible for me to discriminate against LGBT people.

- True
 False

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Workplace Challenges

LGBT employees may face unique challenges in the workplace, such as:

- Feeling compelled to hide his or her true sexual orientation or gender identity
- Fearing that other employees may not work with him or her if they “come out”
- Overhearing jokes, comments, and threats from others
- Allies of the LGBT community may also fear retaliation for demonstrating their support of the LGBT community.

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Creating an Inclusive Workplace

A respectful and inclusive workplace where everyone feels safe and respected – regardless of their differences – can:

- Promote productivity and employee morale
- Encourage staff to stay with the organization
- Promote our shared values

Therefore, it is important for everyone to create a respectful and inclusive workplace.

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Guidance on Behavior

- There are several things employees **should not** do in the workplace. They are considered **offensive and inappropriate**.
- Examples:
 - Do not tell jokes about or mock the physical attributes, behaviors, mannerisms, or voices of LGBT people.
 - Do not ask questions about the private matters of LGBT people if you would not ask those same questions of straight people.
 - Do not question the authenticity of a person who tells you that he or she identifies as LGBT.
 - Do not use terms related to the LGBT community in a derogatory manner.

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Guidance on Language and Behavior

Employees are encouraged to consider the following **appropriate** ways to promote inclusion:

- Educate yourself on LGBT issues, especially as they pertain to your agency.
- Respect the privacy of LGBT employees – maintain confidentiality if asked.

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Guidance on Language and Behavior

- Learn and use appropriate terminology to describe and refer to the LGBT community.
- Because you cannot assume that everyone around you is heterosexual (straight), use gender – neutral language when discussing someone's partner until you are certain of his or her sex.

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If I Witness or Am a Victim of Unlawful Harassment

- Discrimination and harassment on the basis of sexual orientation or gender identity are illegal.
- Conduct is considered harassment if it is unwelcome, based on a protected basis, and interferes with a person's ability to do his or her job.
- If you believe you have witnessed or may be a victim of harassment in the workplace, take the following actions.
 1. Promptly report any incident of alleged harassing conduct to the employee's direct supervisor; or
 2. If the employee does not feel comfortable reporting to his or her immediate supervisor, promptly report the incident of alleged harassing conduct to another management official in the employee's chain of command; or
 3. If the employee does not feel comfortable reporting to another management official in the employee's chain of command, promptly report to any management official.

Note: Some agencies have special alternative channels within management for reporting such incidents (e.g., ombudspersons and Anti Harassment Coordinators). Employees can also contact other offices (e.g., EEO, IG, OSC) if they feel their complaint is not adequately addressed by management.

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Roles and Responsibilities for Supervisors

If you observe, are informed of, or reasonably suspect **discrimination and harassment**:

- ✓ Take the report seriously.
- ✓ Listen, sympathize, but don't judge.
- ✓ Remember, any information shared can be used in court proceedings.
- ✓ Ensure that the behavior stops immediately.
- ✓ Document all actions.
- ✓ Notify your supervisor.
- ✓ Present facts only as you've heard and observed.

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Roles and Responsibilities for Supervisors

- ✓ All allegations of harassment must promptly be investigated. The government cannot ignore allegations (i.e., “say nothing / do nothing”).
- ✓ If the allegation is credible, immediate and effective measures must be taken to end the behavior.
- ✓ Do not retaliate against employees for complaining or participating in the EEO or OSC processes.

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Contact Information -- EEO

- Equal Employment Opportunity (EEO)
 - You have the right to file an EEO complaint to seek redress for discrimination based on sex.
 - The individual must initiate the EEO process within 45 days of the alleged discriminatory action/conduct, or if a personnel action, within 45 days of effective date of the action.
 - For more information about processing claims alleging discrimination against LGBT individuals, please visit:
http://www.eeoc.gov/federal/directives/lgbt_complaint_processing.cfm
- To initiate the federal sector EEO process, please contact:
 - *(Your agency EEO Office name)*
 - *(Your agency EEO Phone Number)*
 - *(Your agency EEO Email)*

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Contact Information -- OSC

- Prohibited Personnel Practice (PPP)
 - You have the right to file a PPP complaint for discrimination based on conduct that does not affect job performance, which includes discrimination based on sexual orientation and gender identity.
 - You may seek assistance from the Office of Special Counsel, the Merit Systems Protection Board, a Union's negotiated grievance procedure, or an Agency's Administrative complaint procedures.
- If you have questions or concerns about the PPP process, please contact:
 - *Office of Special Counsel*
(800) 872-9855; www.osc.gov

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Closing / Agency EEO Director Video

- Stating:

Hello, I am (name and title). I have had the privilege of working in the Federal Government for (#) years. The government needs each employee to help create an environment in which everyone feels safe and valued so we can work as a high performing team and achieve results to advance the mission of your agency and the United States Government. As you've heard, the United States Government prohibits unlawful discrimination or harassment and such conduct can result in charges and potential disciplinary action against the perpetrator. If you observe or experience discrimination or harassment based on sexual orientation or gender identity, report it to a supervisor. If you are a supervisor and an employee reports discrimination or harassment, contact the HR office, whom with the assistance of counsel, can guide you through next steps.

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LGBT Inclusion in the Workplace Quiz

1. Lately you've heard rumors that a transgender colleague is receiving threatening emails and notes at work. What do you do?
 - a. Approach your supervisor, explain what you believe is taking place, and ask your supervisor to take the appropriate action.
 - b. Ignore the situation since it doesn't have anything to do with you.

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LGBT Inclusion in the Workplace Quiz

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LGBT Inclusion in the Workplace Quiz

2. A new male colleague you have never met states he is going to dinner with his partner. Since you have never seen his partner before, how do you determine his partner's name?

- a. Ask, "What is your partner's name?"
- b. Ask, "What is her name?"

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LGBT Inclusion in the Workplace Quiz

2. A new male colleague you have never met states he is going to dinner with his partner. Since you have never seen his partner before, how do you determine his partner's name?

a. Ask, "What is your partner's name?"

b. Ask, "What is her name?"

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Recent Legal Changes for LGBT Individuals in the United States

Same-sex partnerships (Federal)

- Defense of Marriage Act (DOMA) – 1996
 - Section 3 ruled unconstitutional on June 26, 2013
- On June 26, 2015, the Supreme Court ruled that the Fourteenth Amendment requires states to license a marriage between two people of the same sex and to recognize a marriage between two people of the same sex when their marriage was lawfully licensed and performed out-of state.

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Recent Legal Changes for LGBT Individuals in the United States

Domestic Partner Benefits

- Foreign Service Federal benefits include:
 - Use of medical facilities abroad
 - Medical evacuations from posts abroad
 - Spouse inclusion in family size for housing allocations

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Strategy

- Diversity and inclusion Presidential Memo
- The Federal government does not seek to create special rights for LGBT people; rather, it seeks to promote equal access to human rights and basic services for all.
- The Federal government approach includes:
 - Protecting LGBT people from violence, discrimination, humiliation and insecurity.
 - Promoting the recognition of the legal rights for LGBT people.
 - Encouraging equal access to health care, education, and other basic services for LGBT people.

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Best practices for creating LGBT-inclusive workplaces

- At the agency level:
 - LGBT training for managers/HR/employees
 - Inclusive non-discrimination policies
 - Strong employee resource/affinity groups
 - Regular observance of significant LGBT events (Pride Month, LGBT History Month, etc.)
 - LGBT recruitment (attend LGBT recruitment events, develop LGBT-inclusive recruitment materials and web page, etc.) as part of the agency overall outreach and recruiting efforts

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Best practices for creating LGBT-inclusive workplaces

- At the agency level (continued):
 - Inclusiveness toward LGBT people at all leadership levels
 - LGBT professional development opportunities
 - LGBT Special Emphasis Program Managers
 - LGBT (or LGBT-inclusive) workplace climate survey

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Resources

- [EEO Policy Statement](#)
- [Office of Diversity and Inclusion](#)
- [OPM Equal Employment Office \(EEO\)](#)
- [OPM Same Sex Domestic Partner Benefits FAQs](#)
- [OPM Guidance Regarding the Employment of Transgender Individuals in the Federal Workplace](#)
 - ["Addressing Sexual Orientation and Gender Identity Discrimination in Federal Civilian Employment: A Guide to Employment Rights, Protections, and Responsibilities."](#)
- [No FEAR Act](#)
- [Presidential Memo - Executive Order 13583](#)
- [White House LGBT website](#)