Thank you for your interest in the 2025 CEI! We have created our CEI Requirements Grid to serve as a survey completion companion to provide more in-depth information on our criteria and how your business can meet each criterion requirement.

**How to use this guide:**

We strongly recommend printing this grid and the [CEI 2025 Scoring Criteria](#) as you complete the 2025 CEI survey. We have found that users utilize the grid as a checklist as their working through the survey and allows for quick and easy tracking of progress in the survey.

The CEI 2025 Requirements Grid explains each of the scored criteria in the CEI and provides documentation requirements to assist your team in completing the survey. In the leftmost column we have provided a simplified version of the criterion, in the center we’ve provided the question and question number in the CEI and in the right column we’ve provided the required documentation we are looking for when you submit your survey. Please use this before reaching out to our team for questions on whether your initiatives meet our criteria.

**General notes about the 2025 CEI Survey Questions:**

- **Do I need to answer everything?** If a question is displayed to you in the CEI survey, it is required to be answered. You will not be able to FINALIZE survey sections without answering or providing documentation for all displayed questions.

- **How do I see my Score?** You may check your facility’s score using the Table of Contents left-hand panel (the three-line or “hamburger” menu) and select “Preliminary Scoring.” Note, if you see miscalculations, please note the scored questions in the provided table, return to the section, update your answers, and click through the entire section (including the Draft/Final question) for the score to retabulate.
  - Additionally, if your score is consistently miscalculating, this is only a preliminary score. We will re-review your survey and make sure the correct score is given to your business before the 2025 CEI Report Launch in January 2025.

- **How do I view or remove an attachment I’ve added?** In short, you cannot. If you would like to view a file you’ve attached, we recommend re-uploading the correct document. If you would like to remove a document, we recommend uploading a blank document to overwrite the document you’ve originally submitted.

- **When is the 2025 CEI Survey due?** The 2025 CEI Survey is due on Friday, June 28, 2024.

- **Are there more FAQs available?** Yes! Please visit this page for further information and documentation to help you complete the 2025 CEI.

- **Can we have a call and/or where can I ask questions?** Please attend one of our office hours every Tuesday, Wednesday and Thursday during the survey open season. You may find more information about this on your CEI survey login page.

We look forward to working with you!
## Criteria 1. Workforce Protections

### 1. Employment Non-Discrimination

Full Credit: 5 points; No partial credit offering

For more detailed information about this section and specific examples that meet the criteria please see the Employment Non-Discrimination section of the CEI Resource Guide

<table>
<thead>
<tr>
<th>Criteria/Best Practice</th>
<th>Question(s) No. &amp; Specific Wording</th>
<th>Validating Information Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>LGBTQ+ inclusive Employment Non-Discrimination Policy</td>
<td>Q1. Does your employment non-discrimination policy (or the Equal Employment Opportunity statement) include the term &quot;sexual orientation&quot; AND the term &quot;gender identity or expression&quot; (or &quot;gender identity&quot;)? Attachment point: Q1a</td>
<td>Must upload a copy of the employment non-discrimination policy. NOTE: Businesses must submit the internal approved policy document.</td>
</tr>
</tbody>
</table>
### Criteria 2. Inclusive Benefits

**2a. Domestic Partner Benefits**

Full Credit: 10 points; Partial Credit: 5 points

For more detailed information about this section and specific examples that meet the criteria please see the [Inclusive Family Benefits section of the CEI Resource Guide](#).

<table>
<thead>
<tr>
<th>Criteria/Best Practice</th>
<th>Question(s) No. &amp; Specific Wording</th>
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</tr>
</thead>
</table>
| Businesses must have equivalency in same- and different-sex spousal AND same and different-sex domestic partners in medical and soft benefits. | Q1a. Does your business offer benefits to same and different-sex domestic partners of benefits-eligible U.S. employees?  
Q1b. Please attach a copy of your summary plan documentation's eligibility and definitions section(s) that defines who is eligible for benefits.  
Q2b. Documentation Requirements for Domestic Partnership  
Q2c. Verification of Benefit Eligibility | #1. Must upload current documentation of health insurance coverage with the eligibility and definitions section(s) that define who is eligible for benefits. These definitions must include same-sex and different-sex spouses (“legal spouse” is acceptable) as well as same-sex and different-sex partners AND the health insurance contract must have the same requirements for same and different-sex spouses and partners.  
#2. If documentation is required to receive domestic partnership benefits, they must include non-state-registered options. These documents are usually affidavit documents for internal/business use only.  
#3. Domestic Partner Benefits must be in place and available to employees at the time of CEI survey submission. |
| Domestic Partner Medical Benefits:                      | Q7. Selection of Available Medical Benefits for Spouses/Domestic Partners | Must upload current health insurance coverage summary plan documentation or benefits documentation with eligibility and definitions section(s) that define who is eligible for benefits.  
NOTE: You may submit smaller, relevant portions of your larger benefits documents that meet our criteria. |
<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>- Health</td>
<td>Attachment point: Q7a</td>
<td></td>
</tr>
<tr>
<td>- Dental</td>
<td></td>
<td></td>
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<tr>
<td>- Vision</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Dependent health</td>
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</tr>
</tbody>
</table>
| Domestic Partner Medical Benefits:                     | Q7. Selection of Available Medical Benefits for Spouses/Domestic Partners | Must upload a copy of your current COBRA/COBRA-equivalent documentation that includes eligibility information.  
NOTE: Under federal law, companies are not required to extend COBRA benefits to domestic partners. For this criterion, we are looking for the extension of COBRA-equivalent benefits to domestic partners.  
NOTE: You may submit smaller, relevant portions of your larger benefits documents that meet our criteria. |
<table>
<thead>
<tr>
<th>- COBRA/&quot;COBRA-like&quot; coverage</th>
<th>Attachment point: Q7b</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• FMLA/FMLA-equivalent benefit -- FMLA-equivalent benefits allow employees to take family and medical leave to care for domestic partners as well as the children of a domestic partner, regardless of biological or adoptive status</td>
<td>Attachment point: Q8a</td>
<td>NOTE: Under federal law, companies are not required to extend FMLA benefits to domestic partners. For this criterion, we are looking for the extension of FMLA-equivalent benefits to domestic partners. This means the provision of an unpaid leave option for use to care for a domestic partner that includes the job securities afforded in FMLA benefits.</td>
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<td>Benefits provided solely to spouses and not partners will result in partial credit for the Spousal and Partner Benefits criterion 2a (5 points).</td>
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<td>If this benefit is not offered to any spouses or partners, the business may select &quot;Benefit not offered&quot; without consequence.</td>
</tr>
<tr>
<td>Soft Benefits:</td>
<td>Q8. Selection of Available Soft Benefits for Spouses/ Domestic Partners</td>
<td>Must upload a copy of your bereavement leave policy. Benefits provided solely to spouses and not partners will result in partial credit for the Spousal and Partner Benefits criterion 2a (5 points).</td>
</tr>
<tr>
<td>• Bereavement leave benefit -- Bereavement leave is allowed in the event of the death of a spouse/domestic partner or their partner’s immediate family.</td>
<td>Attachment point: Q8b</td>
<td>If this benefit is not offered to any spouses or partners, the business may select &quot;Benefit not offered&quot; without consequence.</td>
</tr>
<tr>
<td>• Relocation/travel assistance – Relocation assistance must provide assistance in moving the employee’s spouse/domestic partner</td>
<td>Attachment point: Q8d</td>
<td>Benefits provided solely to spouses and not partners will result in partial credit for the Spousal and Partner Benefits criterion 2a (5 points).</td>
</tr>
<tr>
<td></td>
<td></td>
<td>If this benefit is not offered to any spouses or partners, business may select &quot;Benefit not offered&quot; without consequence.</td>
</tr>
<tr>
<td>Soft Benefits:</td>
<td>Q8. Selection of Available Soft Benefits for Spouses/ Domestic Partners</td>
<td>Must answer affirmatively that if these benefits are provided, they are provided to both same and different sex spouses and partners</td>
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<tr>
<td>• employee discounts</td>
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<td>• employee assistance program,</td>
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<tr>
<td>• QJSA/QJSA-equivalent benefit</td>
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<tr>
<td>• QPSA/QPSA-equivalent benefit</td>
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<tr>
<td>• cash balance plans</td>
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<tr>
<td>• hardship distribution option</td>
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<td>• rollover distribution option</td>
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</tbody>
</table>

If this benefit is not offered to any spouses or partners, business may select "Benefit not offered" without consequence.
### 2b. Family Formation Benefits

**Full Credit:** 10 points; **Partial Credit:** 5 points

For more detailed information about this section and specific examples that meet the criteria please see the [Family Formation Benefits section of the CEI Resource Guide](#).

<table>
<thead>
<tr>
<th>Criteria/Best Practice</th>
<th>Question(s) No. &amp; Specific Wording</th>
<th>Validating Information Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Businesses must have equivalency in same- and different-sex spousal AND same and different-sex domestic partners in family formation benefits.</td>
<td>Q11. Select the family formation benefits offered to spouses and partners of benefits-eligible U.S. employees firm-wide. Attachment points: Q11a and Q11b</td>
<td>Must upload documentation that is shared with employees that offers family formation options equally to spouses and domestic partners regardless of sex. Partial benefits (i.e., those offered to spouses and not partners) will result in partial credit in the Family Formation Benefits Criterion (2b) (5 points). If a benefit is simply not offered, a company can select “Benefit not offered” without consequence.</td>
</tr>
</tbody>
</table>
| Equivalency must be provided if the following services are available:  
  - Adoption Assistance  
  - Cryopreservation  
  - Infertility treatment coverage (non-in-vitro)  
  - Foster care assistance  
  - In-vitro fertilization  
  - Surrogacy benefits | | |
### 2c. Transgender Inclusive Health Benefits

**Full Credit**: 25 points; **Partial Credit**: 10 points

For more detailed information about this section and specific examples that meet the criteria please see the Transgender Inclusive Health Benefits section of the CEI Resource Guide

<table>
<thead>
<tr>
<th>Criteria/Best Practice</th>
<th>Question(s) No. &amp; Specific Wording</th>
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</thead>
</table>
| Businesses must provide at least one health plan to all employees that affirmatively and explicitly covers medically necessary health services for transgender people, including gender transition-related treatment. | Q1. Does your business have at least one health insurance plan available to all employees that explicitly affirms coverage for the medically necessary health care services that transgender people may need, including transition-related treatment such as genital surgeries, hormone therapy and mental health counseling? | Must upload the following:  
   1. Summary Plan Documentation (or Summary Material Modification documentation)  
   2. Clinical Policy Bulletin (Medical Policy)  
   3. Explanation of how the benefit is communicated to employees  

   NOTE: Employer must also have removed monetary caps on benefits provided and all broad exclusions to transition-related health care coverage across all plan offerings |

| Covered benefits must include:  
- Mental health counseling  
- Hormone replacement therapy  
- Routine doctor’s visits and lab testing  
- Surgical procedures  
- Paid short-term leave (whether employer provided or employer purchased) | Q2. Are the following health insurance and leave benefits offered to employees and do they cover medically necessary treatment of gender dysphoria? |  |
| Q5. Is there a cap on transition-related coverage (apart from general lifetime caps)? |  |  |

| Q7 Broad Exclusions Explanation: |  |  |
| Partial credit awarded (10 points) if there is at least one inclusive plan available to staff BUT broad exclusions on gender-affirming care have not been removed from all other benefits packages available to staff. |  |  |

Historically, and somewhat still today, care that would typically be offered to cisgender people like mental health services, hormone replacement, or reconstructive surgery could often be excluded for transitioning individuals. These exclusions are typically listed under sections in the contract documentation labeled “Exclusions,” “What the Plan Does Not Cover,” or “What This Plan Will Not Pay For,” etc. and must be removed from ALL plans offered by the employer. |  |  |
# 2d. LGBTQ+ Benefits Guide

**Full Credit: 5 points; No partial credit offering**

For more detailed information about this section and specific examples that meet the criteria please see the [LGBTQ+ Benefits Guide section of the CEI Resource Guide](#).

<table>
<thead>
<tr>
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</thead>
</table>
| Businesses must provide an LGBTQ+ Benefits Guide for their employees. These documents should include information about:  
  - Domestic partner benefit eligibility  
  - Family formation benefits (such as adoption, surrogacy, IVF, etc.)  
  - HIV/AIDS care coverage (PrEP, PEP)  
  - Transgender-inclusive health care coverage. | Q1. Does your business present or create an LGBTQ+ benefits guide that lays out general benefit offerings for services relevant to the LGBTQ+ community? These offerings include domestic partner benefits, family formation benefits (such as adoption, surrogacy, IVF, etc.), HIV/AIDS care coverage, and transgender-inclusive health care coverage. Attachment point: Q1a | Must upload a guide or documentation that includes explicit information about benefits provided for LGBTQ+ employees.  
Resource must be available to staff without the requirement of a staff member outing themselves to HR/employer.  
NOTE: The benefits guide may be a separate guide/brochure or part of a larger overview of covered benefits. If LGBTQ+ services are part of a larger benefits document provided to employees, it should be in a designated section. We will not accept a Benefits overview that includes all benefits for LGBTQ+ individuals that are spread throughout the document versus localized within a section for/about LGBTQ+ employees.  
Additionally, the LGBTQ+ Benefits Guide is NOT the summary plan description.  
Please review our [HRC LGBTQ+ Benefits Guide PDF](#) for more information.|
### Criteria 3. Supporting an Inclusive Culture

#### 3a. LGBTQ+ Internal Training and Accountability

Full Credit: 5 points; No partial credit offering

For more detailed information about this section and specific examples that meet the criteria please see the [LGBTQ+ Internal Training and Accountability section of the CEI Resource Guide](link).

<table>
<thead>
<tr>
<th>Criteria/Best Practice</th>
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<tbody>
<tr>
<td>Businesses must demonstrate a firm-wide, sustained, and accountable commitment to diversity and cultural competency, in at least four of the following categories:</td>
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<tr>
<td>NOTE: Integration of intersectionality in professional development, skills-based, or other training is required</td>
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**CATEGORY 1:** New hire training clearly states that the non-discrimination policy includes gender identity and sexual orientation and provides definitions or scenarios illustrating the policy for each.

- Q1. CATEGORY 1: Do you require new hires to attend training that clearly states that your non-discrimination policy includes gender identity and sexual orientation and provides definitions or scenarios illustrating the policy for each?
  - Q1a. What is the frequency/cadence of this training?
  - Q1b. Does this training include clear examples, definitions or scenarios of LGBTQ+ discrimination?

  Must describe how training specifically incorporates both sexual orientation and gender identity.

  Training must be in place and available to employees by the CEI 2025 survey submission deadline.

  Note: Description should specifically note if ALL New Hires are required to attend and describe how the training specifically addresses BOTH sexual orientation and gender identity.
| CATEGORY 2: Supervisors undergo training that includes gender identity and sexual orientation as discrete topics (may be part of a broader training), and provides definitions or scenarios illustrating the policy for each | Q2. CATEGORY 2: Do you require managers/supervisors to attend training that clearly states that your non-discrimination policy includes BOTH gender identity and sexual orientation and provides definitions or scenarios illustrating the policy for each?  
Q2a. What is the frequency/cadence of this training?  
Q2b. Does this training include clear examples, definitions or scenarios of LGBTQ+ discrimination? | Must describe the training and how it incorporates BOTH sexual orientation and gender identity. The description must also include how often managers/supervisors are required to complete the course (ex. upon hire/promotion only, annually, bi-annually, etc.)  
Training must be in place and available to employees by the CEI 2025 survey submission deadline.  
This training should be distinct and separate from the new-hire training. It also may be part of broader managerial training. |
| --- | --- | --- |
| CATEGORY 3: Integration of gender identity and sexual orientation in professional development, skills-based or other leadership training that includes elements of diversity and/or cultural competency | Q3. CATEGORY 3: Some businesses have moved towards an integrated approach to include diversity training in broader professional development, skills-based, or other leadership training. If your business has adopted this approach does the diversity component include topics of sexual orientation and gender identity?  
Q3a. What types of training/workshop options do you offer?  
Q3b. Do these training options include clear examples, definitions or scenarios of LGBTQ+ topics? | Must describe the LGBTQ+ topics included in the professional development or leadership training, who is required to attend, and how it specifically incorporates BOTH sexual orientation and gender identity.  
Training must be in place and available to employees by the CEI 2025 survey submission deadline.  
Examples of these types of training include unconscious bias, leadership, or skill development training. To receive credit for this effort, the training must include topics of sexual orientation or gender identity. |
| CATEGORY 4: Senior management/executive performance measures include LGBTQ+ diversity metrics | Q4. CATEGORY 4: Some businesses include diversity and inclusion measures (or efforts) as part of their overall performance evaluation of senior leaders. Senior leaders can submit efforts such as non-profit board participation, conference support, leading internal diversity and inclusion initiatives, etc. If your business utilizes similar metrics, do the options include any LGBTQ+ metrics? Attachment point: Q4b | Must upload documentation and briefly describe the performance measures and how it specifically incorporates LGBTQ+ diversity metrics. Measures/metrics must be incorporated by CEI 2025 survey submission deadline |
| CATEGORY 5: Integration of intersectionality in professional development, skills-based, or other training | Q5. CATEGORY 5: Many businesses have moved towards integrating concepts of intersectionality into professional development and educational training or initiatives. Does your business include concepts of intersectionality in any such training or initiatives? Attachment point: Q5b | Must upload slides and/or training handouts with content that integrate intersectionality within the professional development or leadership training and briefly describe the training. Intersectionality concepts can be integrated into one of the three training options described in the survey (options 1 through 3) or a standalone educational offering (option 5). Training must be in place and available to employees by the CEI 2025 survey submission deadline. |
### 3b. LGBTQ+ Data Collection

**Full Credit: 5 points; No partial credit offering**

For more detailed information about this section and specific examples that meet the criteria please see the [LGBTQ+ Data Collection section of the CEI Resource Guide](#).

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Businesses must implement <strong>at least one</strong> of the following LGBTQ+ data collection efforts:</td>
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</table>
| Anonymous employee engagement or climate surveys conducted on an annual or biennial basis allow employees the option to identify as LGBTQ+ | Q1. Does your business have anonymous employee surveys such as employee engagement or climate surveys where employees can voluntarily disclose their gender identity and sexual orientation along with other demographic questions such as race and gender?  
Q1a. Do you ask individual questions about sexual orientation and gender identity, a single broader question about LGBTQ+ identity, or another type of question?  
Attachment point: Q1b | Must submit documentation of engagement or climate survey that includes the capture of LGBTQ+ demographic information. The anonymous survey must ask about LGBTQ+ broadly or ask specifically about sexual orientation and gender identity.  
"Gender identity" must include options beyond just "male" and "female" to count for credit. |
| Human Resource information systems (HRIS) that includes employee race, ethnicity, gender, military, and disability status — typically recorded as part of employee records — also includes optional questions on sexual orientation and gender identity. | Q2. Separate from, or in addition to, the anonymous survey, do you have confidential human resources information systems (or HRIS) where employees can voluntarily disclose their gender identity and sexual orientation (along with other demographic questions such as race and gender)?  
Q2a. Do you ask individual questions about sexual orientation and gender identity, a single broader question about LGBTQ+ identity, or another type of question?  
Attachment point: Q2b | Must submit documentation or screenshot of the demographic section of the business' HRIS that includes the capture of LGBTQ+ demographic information. HRIS must ask about LGBTQ+ broadly or ask specifically about sexual orientation and gender identity.  
"Gender identity" must include options beyond just "male" and "female" to count for credit.  
If necessary, you may submit a test/sample employee screenshot. Do not submit personally identifiable information. |
| Board (or other governing body) member's demographic data collection includes the option for individuals to report their sexual orientation and gender identity or self-identity as LGBTQ+ | Q3. Do you allow board members to voluntarily self-identify their sexual orientation and/or gender identity or as a part of the LGBTQ+ community? | Must indicate that their Board demographic data collection system captures LGBTQ+ demographic information. Note: In order to receive credit, the Board data collection system must ask about LGBTQ+ broadly or ask about sexual orientation and gender identity. "Gender identity" must include options beyond just "male" and "female" to count for credit. |

Q3a. How do you allow board members to voluntarily self-identify their LGBTQ+ identity? (check all that apply) |
### 3c. Transgender Inclusion Best Practices

Full Credit: 5 points; No partial credit offering

For more detailed information about this section and specific examples that meet the criteria please see the Transgender Inclusion Best Practices section of the CEI Resource Guide

<table>
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</table>
| Gender transition guidelines with supportive restroom, dress code, and documentation guidance | Q6. Does your business have written gender transition guidelines documenting supportive policy or practice on issues pertinent to a workplace gender transition? Attachment point: Q6b | Must upload a copy of the gender transition guidelines. Guideline must include a supportive restroom, a dress code, documentation guidance. Additionally, guidance must include at least two of the following:  
- General procedural information for implementing transition-related workplace changes (personnel and administrative record updates, policies, etc.)  
- Point of contact provided for a transitioning employee throughout their transition journey  
- Expectations of management for the transitioning employee  
- Management’s expectation for staff and the employee in facilitating a successful transition  
- Comprehensive communications plan for colleagues and clients  
- No, our gender transition guideline does not include any of this information |
<table>
<thead>
<tr>
<th>Implementation of at least one (1) of the following policies or practices</th>
<th>Q7. Has your business implemented at least one of the following transgender-inclusive policies or practices?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Note: These may be incorporated as one policy/document OR they may each exist as their own policy/document.</td>
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</tr>
<tr>
<td>Trans-inclusive restroom/facilities policy</td>
<td>Q7a. To receive credit, please attach a copy of your business' transgender-inclusive restroom/facilities policy. Attachment point: Q7a</td>
</tr>
<tr>
<td>Must upload a copy of your transgender-inclusive restroom/facilities policy</td>
<td>This should be a policy or guidance available to all staff and not restricted to a listing within the gender transition guidelines.</td>
</tr>
<tr>
<td>Gender-neutral dress code</td>
<td>Q7a. To receive credit, please attach a copy of your business' gender-neutral dress code policy. Attachment point: Q7a</td>
</tr>
<tr>
<td>Must upload a copy of your gender-neutral dress code</td>
<td>This should be a policy or guidance available to all staff and not restricted to a listing within the gender transition guidelines.</td>
</tr>
<tr>
<td>Policies/procedures that allow for optional sharing of gender pronouns</td>
<td>Q7a. To receive credit, please attach a copy of your business' policy or procedures that allow for the optional sharing of gender pronouns. Attachment point: Q7a</td>
</tr>
<tr>
<td>Must upload a copy of a policy or procedures that allow for the optional sharing of gender pronouns</td>
<td>This should be a policy or guidance available to all staff and not restricted to a listing within the gender transition guidelines.</td>
</tr>
</tbody>
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### 3d. Employee Group OR Diversity Council

**Full Credit: 10 points; No partial credit offering**

For more detailed information about this section and specific examples that meet the criteria please see the Employee Group or Diversity Council section of the CEI Resource Guide

<table>
<thead>
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<tbody>
<tr>
<td>Businesses must have <strong>either</strong> of the following:</td>
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</table>
| **LGBTQ+ Employee Resource Group** | Q8. Does your business have an officially recognized LGBTQ+ employee group? Attachment point: Q8b | A company must:  
  - Submit documentation of how employees are made aware of the LGBTQ+ ERG. This may be a public site or other internal documentation accessible to *all* employees.  
  - Indicate they have either an LGBTQ+ employee resource group (ERG) or a diversity council that includes LGBTQ+ issues as a part of its mission/charter.  
  - Provide the group name and email (if applicable)  
  - Provide the name and title of an executive sponsor  
  Note: This information will not be made public |
| **LGBTQ+ Diversity Council** | Q9. Does your business have a firm-wide diversity council or working group with a mission that specifically includes LGBTQ+ diversity? Attachment point: Q9b | A company must:  
  - Provide the website or submit the mission statement/charter that includes LGBTQ+ issues as a part of its mission/charter |
### Criteria 4. Corporate Social Responsibility

#### 4a. Efforts of Outreach or Engagement to Broader LGBTQ+ Community

**Full Credit:** 15 points; **Partial Credit:** 10 points

For more detailed information about this section and specific examples that meet the criteria please see the [LGBTQ+ Community Outreach or Engagement section of the CEI Resource Guide](#).

<table>
<thead>
<tr>
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</table>
| Businesses must demonstrate ongoing LGBTQ+-specific engagement that extends across the firm, this includes at least five of the following: | Q1. CATEGORY 1: Since July 2023, has your business engaged in targeted recruiting efforts to the LGBTQ+ community such as LGBTQ+ career fairs? Attachment point: Q1b | A company must:  
- Provide documentation of their LGBTQ+ inclusive recruitment efforts.  
- Provide a brief description of how the recruitment effort is specifically LGBTQ+ inclusive. The description should include how the effort is reaching out to LGBTQ+ job candidates and an estimation of the number of candidates reached.  
Examples of these efforts include:  
- Attending or sponsoring an LGBTQ+-focused industry conference  
- Attending or sponsoring an LGBTQ+-focused career fair  
- Posting open positions on LGBTQ+-centered job boards or websites |
| • CATEGORY 1: LGBTQ+ employee recruitment efforts with a demonstrated reach of LGBTQ+ applicants |                                                                                                                                               |                                                                                                 |
| CATEGORY 2: Supplier diversity program with a demonstrated effort to include certified LGBTQ+ suppliers | CATEGORY 2, Q2a. Does your business seek out certified LGBTQ+-owned businesses as part of this supplier diversity program? Attachment point: Q2c | A company must:  
- Provide documentation or examples of how their outreach efforts included LGBTQ+ suppliers  
- Provide a description of how they have engaged LGBTQ+ suppliers in the past year.  
Partial credit is given (10 points awarded) in the Efforts of Outreach or Engagement to Broader LGBTQ+ Community criterion (4a) if the company does not include LGBTQ+-owned businesses in its existing supplier diversity program.  
Note: The CEI does not require participating companies to have a supplier diversity program in place. However, existing programs must be inclusive of LGBTQ+-owned businesses |
| CATEGORY 3: Marketing or advertising to LGBTQ+ consumers | Q3. CATEGORY 3: Since July 2023, has your business engaged in marketing or advertising to the LGBTQ+ community? Attachment point: Q3b | A company must:  
- Provide the name of the effort/campaign.  
- Provide a brief description of the effort/campaign  
- Upload an example of the effort/campaign  
Examples of these efforts include:  
- Advertising with LGBTQ+ content  
- Advertising in LGBTQ+ media  
- Sponsoring LGBTQ+ organizations and events |
| CATEGORY 4: LGBTQ+ Inclusive products and/or services | Q4. CATEGORY 4: Since July 2023, has your business provided LGBTQ+ inclusive products or services? Attachment point: Q4b | To receive credit for these efforts, a company must:  
- Provide the name of the product or service  
- Provide a brief description of the product/service effort  
- Provide documentation of the product or service that is LGBTQ+ inclusive. This could be a screenshot of the product or another example of the product/service available. |
| CATEGORY 5: Philanthropic support of at least one LGBTQ+ organization or event (e.g.: financial, in-kind, or pro bono support) | Q5. CATEGORY 5: Since July 2023, has your business provided philanthropic support (financial or in-kind) to LGBTQ+ health, educational, political, or community-related organizations or events (not including matching gift programs)? | A company must:
• Provide the name of each LGBTQ+ organization/program supported.
• Provide a brief description of the support
• Provide an example of the philanthropic effort
Attachment point: Q5b |
| CATEGORY 6: Demonstrated public support for LGBTQ+ equality under the law through local, state, or federal legislation or initiatives | Q6. CATEGORY 6: Since July 2023, has your business publicly supported LGBTQ+ equality under the law through local, state, or federal legislation or initiatives (e.g., made a statement or communicated in favor of LGBTQ+ legislation or opposed legislation that would limit the rights of LGBTQ+ people)? | A company must:
• Provide the name or title of the public policy effort and applicable cities/states where the effort was made
• Provide a brief description of the public policy effort
• Provide any documentation related to your business’ engagement in this legislation or initiative. This could be testimony, statements/press releases shared, etc.
Attachment point: Q6b |
**4b. LGBTQ+ Corporate Social Responsibility**

Full Credit: 5 points; No partial credit offering

For more detailed information about this section and specific examples that meet the criteria please see the LGBTQ+ Corporate Social Responsibility section of the CEI Resource Guide

<table>
<thead>
<tr>
<th>Criteria/Best Practice</th>
<th>Question(s) No. &amp; Specific Wording</th>
<th>Validating Information Required</th>
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| **Contractor/supplier non-discrimination standards**        | Q1. Does your business require your suppliers/vendors to prohibit discrimination consistent with the protections provided by your EEO or non-discrimination policy?  
Attachment point: Q1b                                            | A company must:  
- Have existing non-discrimination standards that include sexual orientation and gender identity, alongside other protected categories.  
- Provide the standards that include LGBTQ+ inclusive non-discrimination language  
Note: If a company does not use third-party suppliers/vendors or does not have existing non-discrimination standards, there is no penalty. We are simply asking that if there is an existing non-discrimination standard, it must include “sexual orientation” and “gender identity” alongside other protected classes. |
| **Philanthropic Giving Guidelines**                        | Q2. Does your business have guidelines that prohibit philanthropic support (financial, in-kind, or employee matching donations) to any non-religious organizations that have a written policy of discrimination against LGBTQ+ people (i.e. organizations that actively discriminate on the basis of sexual orientation and gender identity)?  
Attachment point: Q2a                                            | A company must:  
- Submit a copy of their applicable philanthropic giving guidelines that specifically include “sexual orientation” and “gender identity” as it refers to recipient organization non-discrimination.  
Note: Guidelines must specifically enumerate “sexual orientation” and “gender identity” alongside any other protected categories in order to receive credit. Guidelines can refer to the participant company’s existing non-discrimination/EEO policy. |

Businesses must have both of the following: