

職場友善

台灣同志職場友善指標

Taiwan LGBTIQ+ Inclusive
Workplace Index

基本資料 Organization Specifics	
1	公司名稱(中文) Company name (Chinese)
2	公司名稱(英文) Company name (English)
3	公司統編 Company registration number
4	公司地址 Company address
5	公司規模 Company scale <ul style="list-style-type: none">台灣企業, 僅在台灣設有公司或業務據點 A Taiwanese company, with the HQ or base of operation only in Taiwan台灣企業, 在全球設有10個(含)以下的分公司或業務據點 A Taiwanese company, with up to 10 branches or bases of operation globally台灣企業, 在全球設有超過10個分公司或業務據點 A Taiwanese company, with more than 10 branches or bases of operation globally台灣企業, 由國外母公司在台設立分公司或業務據點 A Taiwanese company that is a branch or a base of operation set up in Taiwan by its foreign mother company國外企業, 在台灣設有分公司或業務據點 A foreign company with branches or bases of operation in Taiwan其他 _____ Others: _____
6	公司在台員工數 Number of employees stationed in Taiwan <ul style="list-style-type: none">5人(含)以下 Up to 5 people6 - 100人 6- 100 people101 - 200人 101-200 people201人以上

	More than 201 people
7	<p>請問貴公司或所屬總公司是否於台灣或其他市場上市/櫃？</p> <p>Is your company or the mother company publicly listed in Taiwan or on other markets?</p>
8	<p>公司產業別</p> <p>Which sector best describes your company's key area of activity?</p> <ul style="list-style-type: none"> ● 軍公教等公務機關 Public sector ● 教育/出版業 Education/publishing ● 餐飲/服務業 Gastronomy/hospitality/service industry ● 醫療/醫藥業 Healthcare/medicine and pharmaceutical ● 社福/助人產業 Social welfare/helping profession ● 金融財經業 Financial and economic sector ● 科技/資訊業 Technology/information industry ● 製造業 Manufacturing ● 農林漁牧業 Agriculture, forestry, fishery and animal husbandry ● 藝術/娛樂/創意產業 Art/recreation/creative industry ● 零售/通路業 Retail/distribution ● 其他_____ <p>Others: _____</p>
9	<p>貴公司的同志職場友善工作, 主要是由哪些部門負責? (可複選)</p> <p>Which department in your company is mainly responsible for your LGBTIQ+ workplace inclusion policy? (Multiple choices)</p> <ul style="list-style-type: none"> ● 人資 HR / TR ● 公關 PR / communications ● 行銷 Marketing ● 跨部門的專責小組 A designated cross-department taskforce ● 目前沒有 None ● 其他_____ <p>Others: _____</p>
10	<p>填表人姓名</p> <p>Name of the respondent:</p>
11	<p>填表人職稱</p> <p>Title of the respondent</p>

12	填表人Email Email:		
13	填表人電話 Contact number:		
14	第二聯絡人姓名(選填) Name of the second contact person (optional)		
15	第二聯絡人職稱(選填) Title of the second contact person (optional)		
16	第二聯絡人Email(選填) Email of the second contact person (optional)		
17	第二聯絡人電話(選填) Phone number of the second contact person (optional)		
A. 承諾 Commitment			
#	題目 <i>Question</i>	是 <i>Yes</i>	否 <i>No</i>
A-1	我們公司支持為LGBTIQ+ 群體建立友善職場的理念 My company supports the idea of creating a LGBTIQ+ inclusive workplace		
A-2	我們公司具備為LGBTIQ+ 群體建立友善職場的書面政策 My company has a written policy for creating a LGBTIQ+ inclusive workplace		
A-2-0	承上題, 若您的選擇為「是」, 請上傳貴公司相關之「書面政策」佐證資料 If your answer in A-2 is "Yes," please upload relevant evidence that describes/presents the aforementioned "written policy." 小提醒: 檔名請清楚標示貴公司名, 並以文件(pdf)或圖片(jpg)格式上傳, 檔案大小10MB以內 Reminder: please state clearly in the file name your company name and upload either a pdf or jpg file under a size of 10MB		
A-3	公司有明確告知所有的員工該書面政策的意涵與內容 The company clearly informs all employees of the meaning and contents of this written policy.		
A-4	在招募新員工時, 公司有確實傳達該理念與書面政策 When recruiting new employees, the company thoroughly delivers the aforementioned idea and the written policy.		
A-5	公司內部有指派專責的同仁或團隊, 負責監督、提出與促進友善 LGBTIQ+ 員工的方針或做法 A designated employee or team is assigned to supervise, propose and promote strategies and measures for LGBTIQ+ inclusion in the company.		
B. 制度與福利 Policy & Benefits			
#	題目 <i>Question</i>	是 <i>Yes</i>	否 <i>No</i>
B-1	我們公司相信, 不論員工的性傾向或性別認同為何, 所有員工皆享有同等的福		

	<p>利與保障</p> <p>My company believes that, regardless of their sexual orientation and gender identity, all employees should enjoy the same benefits and protection.</p>		
B-2	<p>上述之信念，在我們公司的人事或福利規章有確實闡明</p> <p>The aforementioned belief is clearly stated in the personnel regulations or benefit policy of the company.</p>		
B-3	<p>不論員工的性傾向或性別認同為何，公司確保所有員工可以指定其法定伴侶、非法定伴侶或非婚生子女作為團體保險的受益人</p> <p>Regardless of their sexual orientation and gender identity, the company ensures that all employees may assign their legal spouse, non-legal spouse or non-marital children as their insurance beneficiary.</p>		
B-4	<p>公司確保所有員工擁有平等的升遷或調薪機會，不會受到員工的性傾向或性別認同影響</p> <p>The company ensures that all employees enjoy equal opportunities for promotion and pay raises, regardless of their sexual orientation and gender identity.</p>		
B-5	<p>招募新員工時，公司確保所有人擁有平等的面試與錄取機會，不會受到應徵者的性傾向或性別認同影響</p> <p>When recruiting a new employee, the company ensures that all applicants enjoy equal opportunities for interview and acceptance, regardless of their sexual orientation and gender identity.</p>		
B-6	<p>若員工因其性傾向或性別認同而在公司內部遭遇不當對待，員工有明確的申訴管道</p> <p>If an employee experiences inappropriate treatment within the company due to his/her/their sexual orientation or gender identity, a clear reporting channel is available.</p>		
B-6-0	<p>承上題，若您的選擇為「是」，請上傳貴公司相關之「申訴管道」佐證資料</p> <p>If your answer in B-6 is "Yes," please upload relevant evidence for the aforementioned "reporting channel".</p> <p>小提醒：檔名請清楚標示貴公司名，並以文件(pdf)或圖片(jpg)格式上傳，檔案大小10MB以內</p> <p>Reminder: please state clearly in the file name your company name and upload either a pdf or jpg file under a size of 10MB.</p>		
B-7	<p>若員工因其性傾向或性別認同而在公司內部遭遇不當對待，公司有明確處理的方針</p> <p>If an employee experiences inappropriate treatment within the company due to his/her/their sexual orientation or gender identity, the company has clear handling policies.</p>		
B-8	<p>公司有確保所有的員工明瞭 LGBTIQ+ 相關制度與福利的內容與申請、使用方式</p> <p>The company ensures that all employees understand its LGBTIQ+ related policy and benefits, in terms of their contents, application and usage.</p>		
B-9	<p>針對LGBTIQ+相關制度與福利之申請流程，公司有提供員工能保護個人隱私的申請管道</p> <p>The company ensures an application procedure that protects employees' privacy when they apply for LGBTIQ+ related measures and benefits.</p>		

B-10	<p>公司為員工提供彈性的性別呈現方式(制服、識別證等)</p> <p>The company has a flexible policy in terms of employees' gender expressions (such as uniform and personal identification card).</p>		
B-11	<p>公司有提供性別友善的盥洗空間(如:員工可彈性選擇、不以性別區分的洗手間或更衣間)</p> <p>The company provides gender-neutral employee facilities (for example, employees can choose flexibly, and restrooms and changing rooms are not assigned based on one's sex).</p>		
B-11-O	<p>承上題, 若您的選擇為「是」, 請上傳貴公司相關之「盥洗空間」佐證資料</p> <p>If your answer in B-11 is "Yes," please upload relevant evidence for the aforementioned "gender-neutral employee facilities."</p> <p>小提醒:檔名請清楚標示貴公司名, 並以圖片(jpg)格式上傳, 檔案大小10MB以內</p> <p>Reminder: please state clearly in the file name your company name and upload a jpg file under a size of 10MB.</p>		
B-12	<p>公司有提供性別友善的育兒空間(如:所有人皆可使用的尿布台、哺乳室等)</p> <p>The company provides gender-neutral nursery spaces (for example, a changing table available to all or a breast-feeding room).</p>		
B-12-O	<p>承上題, 若您的選擇為「是」, 請上傳貴公司相關之「育兒空間」佐證資料</p> <p>If your answer in B-12 is "Yes," please upload relevant evidence for the aforementioned "gender-neutral nursery spaces."</p> <p>小提醒:檔名請清楚標示貴公司名, 並以圖片(jpg)格式上傳, 檔案大小10MB以內</p> <p>Reminder: please state clearly in the file name your company name and upload a jpg file under a size of 10MB.</p>		
C. 內部社群與支持系統 Employee Network & Support			
#	<p>題目</p> <p>Question</p>	是 Yes	否 No
C-1	<p>公司鼓勵員工在內部建立 LGBTIQ+ 友善的社團或社群(短期制或長期營運皆可)</p> <p>The company encourages employees to form LGBTIQ+ inclusive clubs or communities within the company (both short-term or long-term).</p>		
C-2	<p>公司有給予實質的資源(如:補助、空間使用等), 以支持該社團或社群的運作</p> <p>The company provides actual resources (such as subsidies, space to use) to support the operation of the aforementioned club or community.</p>		
C-3	<p>公司內部設有匿名調查或匿名意見提供的管道, 得以取得員工針對 LGBTIQ+ 職場友善的意見</p> <p>The company provides employees with an anonymous channel for survey or feedback, so as to obtain their opinions about LGBTIQ+ workplace inclusion.</p>		
C-3-1	<p>針對上述之匿名調查/建議管道取得的意見, 公司會提出改善計畫</p> <p>The company makes plans for improvement in response to the opinions obtained through the anonymous surveys/feedback.</p>		
C-4	<p>公司於內部或外部設有諮詢服務(如:職場醫師、心理諮商等), 讓員工可諮詢 LGBTIQ+ 相關的議題</p> <p>The company provides internal or external consultation services (such as company physician or counselling) for employees to consult about</p>		

	LGBTIQ+ related issues.		
D. 內部訓練/宣導 Internal Training/Workplace Awareness			
#	題目 <i>Question</i>	是 <i>Yes</i>	否 <i>No</i>
D-1	針對 LGBTIQ+ 友善職場之議題, 公司有透過內部網絡進行宣導(如: 公司實體或電子月報、海報等) The company raises awareness of issues related to LGBTIQ+ workplace inclusion through internal networks (such as via monthly company newsletters, posters).		
D-1-0	承上題, 若您的選擇為「是」, 請上傳貴公司相關之「透過內部網絡進行宣導」佐證資料 If your answer in D-1 is "Yes," please upload relevant evidence for the "promotion via internal networks." 小提醒: 檔名請清楚標示貴公司名, 並以文件(pdf)或圖片(jpg)格式上傳, 檔案大小10MB以內 Reminder: please state clearly in the file name your company name and upload either a pdf or jpg file under a size of 10MB		
D-2	針對 LGBTIQ+ 友善職場之人事制度或相關指南, 公司有確保其人資部門或主管層級員工接受培訓或指導 The company ensures that its HR department or managerial employees receive training or instructions regarding the personnel regulations or relevant guidelines for LGBTIQ+ workplace inclusion.		
D-3	針對 LGBTIQ+ 友善職場之議題, 公司內部有舉辦員工訓練或宣導活動 The company organizes employee training sessions or promotional activities for issues related to LGBTIQ+ workplace inclusion.		
D-3-0	承上題, 若您的選擇為「是」, 請上傳貴公司相關之「員工訓練或宣導活動」佐證資料 If your answer in D-3 is "Yes," please upload relevant evidence for the "employee training sessions or promotional activities." 小提醒: 檔名請清楚標示貴公司名, 並以文件(pdf)或圖片(jpg)格式上傳, 檔案大小10MB以內 Reminder: please state clearly in the file name your company name and upload either a pdf or jpg file under a size of 10MB		
D-3-1	上述之員工訓練或宣導結束後, 公司會取得參與者的意見(如: 課後問卷調查), 並進行評估與改善 The company asks for attendees' feedback about the employee training or promotional activities afterwards (such as a questionnaire survey after a training course).		
E. 對外影響/宣導 Social Impact			
#	題目 <i>Question</i>	是 <i>Yes</i>	否 <i>No</i>
E-1	公司會透過自有的對外溝通管道(如: 廣告製作、社群貼文、公開演講或其他), 對外宣導公司/品牌對 LGBTIQ+ 群體的友善理念 The company uses its external communication channels (such as advertisements, social network posts, public speeches or other actions) to promote the company/brand's belief in LGBTIQ+ workplace inclusion.		
E-1-0	承上題, 若您的選擇為「是」, 請上傳貴公司相關之「對外宣導」佐證資料 If your answer in E-1 is "Yes," please upload relevant evidence for the "external		

	<p>promotion.”</p> <p>小提醒：檔名請清楚標示貴公司名，並以文件(pdf)或圖片(jpg)格式上傳，檔案大小10MB以內</p> <p>Reminder: please state clearly in the file name your company name and upload either a pdf or jpg file under a size of 10MB</p>		
E-2	<p>公司會舉辦、贊助或參與外部活動，以促進社會對 LGBTIQ+ 的理解</p> <p>The company organizes, sponsors or participates in outside events to foster public understanding of LGBTIQ+.</p>		
E-2-0	<p>承上題，若您的選擇為「是」，請上傳貴公司相關之「外部活動」佐證資料</p> <p>If your answer in E-2 is “Yes,” please upload relevant evidence for the “outside events.”</p> <p>小提醒：檔名請清楚標示貴公司名，並以文件(pdf)或圖片(jpg)格式上傳，檔案大小10MB以內</p> <p>Reminder: please state clearly in the file name your company name and upload either a pdf or jpg file under a size of 10MB</p>		
E-3	<p>公司鼓勵或組織員工參與支持 LGBTIQ+ 群體的外部活動</p> <p>The company encourages or organizes employees to participate in outside events that support the LGBTIQ+ community.</p>		
E-4	<p>針對商業合作夥伴(如：外部或上下游廠商、通路等)，公司會宣導、溝通以促進合作夥伴對 LGBTIQ+ 的理解或支持</p> <p>The company promotes to and communicates with its business partners (such as external, upstream and downstream suppliers and distributors) so as to foster partners’ understanding of and support for the LGBTIQ+ community.</p>		
<p>F. 最佳實踐案例(自由參與，不列入整體計分)</p> <p>Best Practice (voluntary participation, not included for the overall score)</p>			
<p>本指標邀請您提供貴公司在同志職場友善的「最佳實踐案例」，提供之案例將有機會於本指標官方網站上獲得公開曝光與表揚。請留意：提供案例與否，並不影響整體指標得分。</p> <p>For this index, we would like to invite you to share a case of your company’s “best practice” in terms of LGBTIQ+ workplace inclusion. The best practice case you provide may be shared and honored on our official website. Please note: it does not affect your company’s overall index score whether a case of best practice is provided or not.</p> <p><u>在2019年1月到2023年6月期間，您的公司針對同志職場友善議題做得最好的項目是什麼？</u></p> <p>Between January 2019 and June 2023, what is the best practice of your company in terms of LGBTIQ+ workplace inclusion?</p> <p>邀請您提供具體資料與事證，內文需包含：</p> <p>Please provide concrete information and supporting materials, which should include:</p> <ol style="list-style-type: none"> 1) 專案目標 Project objectives 2) 策略與創意 Strategies and ideas 3) 專案執行內容 Project contents 4) 專案成果(如：影響力的規模、人數或時間長短等) Project outcomes (such as impact, number of participants and duration) 5) 相關活動照片或佐證資料 Photos and other supporting materials <p>注意事項：</p> <p>Please note:</p>			

- 請將上述內容整併成一份文件 全文(含照片或佐證資料)
Please include the aforementioned contents in one document (including photos and supporting materials)
- 長度須於5頁A4以內, 檔案大小50MB以內
The document length should not exceed 5 pages of A4, with a file size under 50MB
- 並請於指定欄位中, 以PDF檔案格式上傳
Please upload your PDF file to the assigned slot

G. 不友善紀錄 Negative incidents

不友善紀錄調查說明:
Note to negative incidents:

取得您的填答資料後, 本調查內部團隊將進行背景調查, 如遇貴公司在2019年1月到2023年6月期間, 在臺灣有過不友善之事蹟(如: 對外公開歧視之言論或內容、對內部員工之不當發言或行動、支持反同團體之企業捐款或作為等), 或在本次問卷中提供不實答案, 我們將與您聯繫、取得您的回應, 並依據回應內容來計算 0 - 5 分的扣分範圍。感謝您的耐心合作!

After you complete this questionnaire, we will conduct a background investigation on your company. If your company has any record of negative incidents occurring between January 2019 and June 2023 in Taiwan (for example: making discriminating comments publicly, inappropriate languages or actions against employees within the company, donations for anti-LGBTIQ+ groups), or if any information provided in this survey is untrue, we will contact you for further feedback, and between 0 and 5 points may be deducted from your index score based on your response. Thank you for your patience and cooperation.

注意事項:

Note:

- 本專案收件至 2023/9/30, 並預計於年底前公布結果。
The deadline for this project is 2023/09/30, and results are scheduled to be announced by the end of this year.
- 若您尚未造訪本指標官網, 邀請您掃描以下 QRcode 了解更多準備細節。
If you haven't taken a look at our website, you can scan the QRcode below to learn more details about us and the project.

職場
友善

