

LGBTQ+ Trans and Non-Binary Inclusion Guidance and Support

Splunk Resources for the Inclusion of Splunkers of All Sexual Orientations and Gender Expressions

As a company, we embrace all Splunkers as full and whole human beings. We're committed to cultivating a culture of inclusion and making Splunk a place where all people can thrive. This guide helps us achieve that. It is meant to supplement, and does not supersede, Splunk's various global policies on preventing harassment, discrimination, and retaliation, and will be interpreted in accordance with applicable law.

Our Global Commitment from the Executive Staff

At Splunk, we know we've created an inclusive culture for all Splunkers, when you:

- Can safely express yourself openly and bring your whole self to work.
- Are able to dress in a manner consistent with your gender identity or gender expression. Splunk's policies do not restrict employees' clothing or appearance on the basis of gender.
- Are able to share information related to your gender identity or expression in a manner consistent with your personal expectations and interest in privacy.
- Are addressed by the name and pronoun that corresponds to your gender identity.
- Have access to the restroom corresponding to your gender identity, regardless of your sex assigned at birth.

When each of you are comfortable being you at Splunk — only then will we know we're living up to our Splunk values.



Doug Merritt
Chief Executive Officer



Susan St Ledger
President,
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Kristen Robinson
Chief People Officer



Jason Child
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Sendur Sellakumar
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Tim Tully
Chief Technology Officer



Scott Morgan
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Rick Fitz
Senior Vice President,
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Carrie Palin
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Support

Splunk is committed to creating a safe work environment for all employees. In that vein, Splunk prohibits harassment, discrimination, retaliation and inappropriate or abusive workplace conduct based on, among other things, sex, gender, gender identity, gender expression, self-identified or perceived sex, the status of being transgender, sexual orientation, perceived sexual orientation, or any other basis or characteristic protected by federal, state or local law. Many countries have unique or additional standards regarding bullying, harassment, and workplace violence, and Splunk will follow the applicable policies and laws in your country of employment.

Current support and future directions

Splunk supports its LGBTQ+ and/or non-binary employees by embracing an inclusive workplace which includes:

- A Pride employee resource group (ERG) that focuses not only on social support, but also on strengthening our recruiting, progression and acceptance of LGBTQ+ and/or non-binary community members.
- In countries where we can, implementing hiring strategies that encourage talented LGBTQ+ and/or non-binary individuals to apply to Splunk, including using recruiting software that supports inclusive recruiting language in job postings.
- Executive leadership trained in LGBTQ+ and/or non-binary sensitivity and issues in tech workplaces and who are working to acknowledge LGBTQ+ news, holidays and community milestones — beyond Pride Month.
- Executive leadership dedicated to publicly supporting state and national policies and laws that align with company values that support LGBTQ+ and/or non-binary individuals.
- Supporting employees who choose to discuss their gender identity, or to keep that information private. This kind of information, which also may be confidential under certain privacy laws, should only be shared by others with the employee's consent and/or with those who truly need to know to perform their jobs.
- Changing the employee's name and/or pronouns on employee records and work-related documents. As soon as practicable, Splunk will replace all photographs on display in the workplace with an updated photo portraying the individual.
- A clear complaint procedure for raising LGBTQ+ and/or non-binary-related concerns.

Employees can choose to discuss their gender identity or expression openly, or to keep that information private.

Splunk is dedicated to continuously improving the company and climate for all employees, including the LGBTQ+ Community, with the following emerging initiatives and upcoming changes:

- Training materials for employees — specifically managers and individual contributors — on being welcoming to employees, contractors, vendors, and customers of all sexual orientations and gender expressions.
- Training materials for managers to understand how to boost LGBTQ+ and/or non-binary inclusion and how to address bias, unkind jokes, or “grey area” culturally insensitive remarks or behaviors.
- Training materials for recruiters to assist LGBTQ+ and/or non-binary prospective employees in feeling welcomed throughout the interview and hiring process.
- Reviewing LGBTQ+ and/or non-binary recruiting, promotion, retention, and experience at Splunk.
- An increased emphasis on LGBTQ+ community events and communications in Splunk offices beyond San Francisco and Santana Row.
- An updated Employee Handbook and other employee-facing materials that are inclusive of non-binary language and individuals.

And especially for transgender and/or non-binary employees

- Where possible, gender-neutral bathrooms will be available in all new and existing buildings going forward.
- The absence of gender-based dress codes — and an atmosphere that encourages all employees to dress as befits their culture, nationality, gender, etc.
- The option to include pronouns in company-standard email signatures and business cards.
- A conscious emphasis on making the culture shift from gender-exclusive language (“welcome ladies and gentlemen” or “hey guys”) to inclusive language, such as “hello, team” “hi, Splunkers.”

Being your truest self at Splunk

We hope that all employees feel comfortable to be open about who they are at Splunk. Employees who transition on the job can expect the support of management and human resources. Many people who are transgender and/or non-binary choose not to disclose their identity at work or in other parts of their lives. All decisions about disclosing personal information are completely up to the individual. Should you want to share that information more broadly while working at Splunk, here is some helpful information.

Expectations

At Splunk, **employees** have the ability to:

- Express themselves openly and bring their whole selves to work. This means you may express your gender identity, characteristics, or expression without fear of negative consequences.
- Expect management and human resources to understand the basic workplace needs of employees undergoing gender transitions — and identifying as non-binary — while working at Splunk.
- Disclose — or not disclose — their identity or related details.

At Splunk, **managers** of transgender and/or non-binary employees are expected to:

- Understand that any information a person shares about their gender is at their discretion.
- Foster a welcoming work environment.
- Help the individual continue to be successful at work regardless of what they are going through personally.

Splunk is dedicated to continuously improving the company and climate for all employees, including the LGBTQ+ Community

Resources for LGBTQ+ and/or non-binary employees

- Pride Employee Resource Group — on Slack and in real life at most locations
- US and international handbooks on Preventing Harassment, Discrimination, and Retaliation
- [Human Rights Campaign's Transgender Inclusion in the Workplace](#)

Transgender and/or non-binary 101

Key Definitions

IDENTITY

- **Sex assigned at birth:** The sex (male or female) given to a child at birth, most often based on the child's external anatomy.
- **Gender expression:** External appearance of one's gender identity, usually expressed through behavior, clothing, haircut or voice, and which may or may not conform to socially defined behaviors and characteristics typically associated with being either masculine or feminine.
- **Gender identity:** One's innermost concept of self as male, female, a blend of both or neither — how individuals perceive themselves and what they call themselves. One's gender identity can be the same or different from their sex assigned at birth.
- **Transgender:** An umbrella term for people whose gender identity and/or expression is different from cultural expectations based on the sex they were assigned at birth. Being transgender does not imply any specific sexual orientation. Therefore, transgender people may identify as straight, gay, lesbian, bisexual, etc.
- **Non-Binary:** An adjective describing a person who does not identify exclusively as a man or a woman. Non-binary people may identify as being both a man and a woman, somewhere in between, or as falling completely outside these categories. While many also identify as transgender, not all non-binary people do.
- **Cisgender:** A term used to describe a person whose gender identity aligns with those typically associated with the sex assigned to them at birth.

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RELATIONSHIPS

- **Sexual orientation:** An inherent or immutable enduring emotional, romantic or sexual attraction to other people.
- **LGBTQ+:** A common abbreviation that refers to the LGBTQ+ community, or the Lesbian, Gay, Bisexual, Transgender, Queer, and Questioning community.

If you'd like to learn more about vocabulary used within the LGBTQ+ community, please view the HRC Glossary [linked here](#).

Splunk is a place where we want employees to be their truest, fullest selves. Diversity and inclusion is woven into our fabric, and we will continue to foster an inclusive workplace that protects Splunkers.