



MOODY'S LGBTQ
EMPLOYEE RESOURCE GROUP

THE "A" IN LGBTQ

AN ALLIES GUIDE

WELCOME

Dear Moody's Colleague,

Thank you for spending a few minutes with Moody's Lesbian Gay, Bisexual, Transgender, and Allies (LGBTA) Employee Resource Group (ERG) as we define the "A" in LGBTA.

Whether you are already an advocate and supporter of the LGBT community or curious as to what the "A" in LGBTA represents, this guide will provide you with all the information you need to learn about what being an LGBT Ally at Moody's means.

If while reading this guide you have questions, please feel free to contact us at diversity@moody.com.

Thank you for your interest and we look forward to hearing from you or seeing you at an event in the future!

Best Regards,

Moody's LGBTA Employee Resource Group

WHAT YOU'LL FIND INSIDE

- » What is the Moody's LGBT & Allies Employee Resource Group?
- » What is it that we do?
- » What is an LGBT Ally?
- » Why should I become a Moody's LGBT Ally?
- » Are there other Moody's LGBT Allies?
- » How do I become an LGBT Ally?

WHAT IS THE MOODY'S LGBT & ALLIES EMPLOYEE RESOURCE GROUP?



Moody's Lesbian, Gay, Bisexual, Transgender and Allies (LGBT&A) Employee Resource Group advocates for a work environment that respects, welcomes, and supports lesbian, gay, bisexual, and transgender professionals and enables them to perform to their fullest potential and contribute to the greater goals of the firm.

WHAT IS IT THAT WE DO?



Educate employees on LGBT topics through focused discussions, presentations, panels, external best practices panels, and other events.



Network with employees across the company and externally to build our professional networks and Moody's franchise.



Support senior management on firm wide initiatives and provide input and feedback from the employee perspective, while also supporting HR with recruiting and retention goals.



Create and support a safe environment where all Moody's employees can bring their authentic selves to work.



Volunteer for LGBT-friendly organizations. See the appendix for a list.



Advocate for equal rights (including benefits, tax equalization, etc.) for LGBT employees.



The LGBTA Employee Resource Group works in the context of Moody's Diversity & Inclusion.

DIVERSITY & INCLUSION MISSION

At Moody's, we believe that a diverse workforce representing an array of backgrounds and experiences contributes to the quality of our opinions, products, and services. We support independent thought and promote a work environment that values and maximizes the contributions of all employees.

Moody's is committed to attracting, retaining, and developing the best talent; providing outstanding value to the credit markets and our customers; and serving as a valuable partner to the communities in which we work. All employees are encouraged to support our diversity and inclusion initiatives.

WHAT IS AN LGBT ALLY?

LGBT Ally:

A heterosexual colleague who commits to being an advocate for and supporter of LGBT individuals in the workplace--in attitude, perception, and behavior.

“ An Ally is someone that educates and advocates for the rights of others, even if they are not directly part of that group or community. I consider myself an Ally because I am a firm believer in equal rights and justice for all people regardless of their gender, sexual orientation, race, or religion.”

Sr Document Control Specialist

Although not LGBT themselves, Allies feel strongly about standing up for the LGBT community and actively participating in ways that help the community grow stronger and achieve equality on multiple fronts.

You can be an Ally in the workplace, at home, or wherever life takes you.

This guide focuses on how you can be an Ally at Moody's and join your LGBT colleagues to make our company an even more inclusive place to work.

WHY SHOULD I BECOME A MOODY'S LGBT ALLY?

We want to advocate for all employees, regardless of sexual orientation or gender self-identification, to receive equal benefits and career opportunities, have a safe work environment, and bring their authentic selves to work, free of bias or fear. We can only achieve this goal with support from smart, energetic, compassionate, and dedicated Allies.

If you are a person who...

- » believes in a level playing field,
- » is looking for a chance to make a difference,
- » wants to network and meet other employees,
- » wants to apply her/his leadership skills,
- » wants to learn more about the LGBT community

... then we welcome you as an LGBT Ally at Moody's!



I always took it for granted that my gay friends were treated the same way I am. After talking to them about some of the adversity they face at home and at work, I felt like it was my duty to speak up for them where it counts. I owe it to our friendships.”

Manager

ARE THERE OTHER MOODY'S LGBT ALLIES?

Moody's LGBT Allies span all career levels and lines of business. Some of the most visible include members of the LGBTA Employee Resource Group as well as our top executives, like Ray McDaniel, Lisa Westlake, and Linda Huber. See what they have to say about what it means to be an LGBT Ally.



Ray McDaniel, CEO

"An ally is someone who is a visible helper who works side-by-side to further a cause or to achieve an outcome – even if it doesn't affect them directly. In context to the LGBT community, this means a straight employee who is helping to champion LGBT causes by serving as a speaker, supporter and advocate."



Lisa Westlake, Chief HR Officer

"I think of Allies as champions -- meaning someone who plays an active role, rather than a passive one. In this instance, it's someone who's out front and center being vocal about LGBT issues, trying to give the group a bigger voice and helping others to understand the issues that the LGBT community faces."



Linda Huber, Chief Financial Officer

"An Ally is someone who supports LGBT individuals at the company and more broadly, in society. It's someone who--to use a colloquial expression--"has the backs" of LGBT people and speaks up when a supportive voice is needed."

HOW DO I BECOME AN LGBT ALLY?

Step 1: Educate yourself on issues that affect the LGBT community

Some employees may have these thoughts/questions:

- » What is the best terminology to use when talking to a member of the LGBT community?
- » What do all these acronyms mean?
- » What if I say something that will inadvertently offend my colleague and how can I avoid this?

Ask questions and share knowledge. Approach a member of the LGBTA ERG, ask a fellow Ally, or talk to anyone in our Diversity & Inclusion or Human Resources Departments. Share your newly discovered knowledge with others on your team and in your life.

Stay informed. Follow LGBT issues by joining the LGBTA ERG email list and help educate others. Pay attention to the news*, do research, discuss with friends, colleagues, and family members for they may know more than you think. Contact diversity@moody.com to be added to LGBTA ERG email distribution list.

** For a list of LGBT news sources, please see the Appendix.*

Step 2: Join the Moody's LGBTA ERG email list

Everyone is welcome! Whether you just joined Moody's or have been around for a while, you can sign up on Moody'sNet » Employee Center » Diversity & Inclusion » ERGs or send us an email at diversity@moody.com.

Our members hold various positions across the company and represent all lines of business. Joining the group is a great way to get exposure to different teams, make new friends, and learn more about Moody's.

You may also join just to stay informed and can choose your own level of involvement.

Step 3: Speak up

Moody's does not tolerate unlawful harassment or discrimination. If you are aware of such conduct, you should contact your HR Generalist. You may also choose to address inappropriate comments openly or in a private one-on-one conversation by:

- » State clearly: "I think that comment was inappropriate and may be offensive to some people, so you may want to be careful next time."
- » Give a personal example: "Not sure if you knew, but my friend (son, aunt, etc.) is gay and that was a hurtful statement."
- » Drawing a parallel: "How would you feel if someone made that comment about you, your family, or your community?"
- » Set the standard: Use correct language (gay, lesbian, bisexual, transgender) and gender-neutral pronouns (partner, spouse, etc.). This levels the playing field for everyone.



I heard a colleague in the pantry remark that a TV show they saw last night was "so gay," and the show didn't have any LGBT characters. They were using the term "gay" to express how they just really didn't like the show. I went to their office later and let them know that using the term "gay" in that context was offensive and an inappropriate use of the term. They thanked me for speaking to them directly about it and for not embarrassing them in front of our colleagues. They didn't realize that it could be viewed that way and appreciated me educating them."

AVP-Analyst

Step 4: Get involved at Moody's

Actions speak louder than words. Moody's offers multiple opportunities to get involved and make an impact.

- » Be visible
 - Display the rainbow ribbon in your office or cubical.
 - Add an Ally byline to your e-signature or biography.
- » Join the LGBTA ERG
 - Attend an ERG quarterly meeting.
 - Promote and bring others to learn @ lunches, networking events, and information sessions.
- » Volunteer with the Moody's Foundation
 - We provide grants to the Hetrick-Martin Institute (HMI) and Tom Keller, MD-Global PPIF and NY LGBTA Executive Sponsor, is on the HMI Board of Directors. They have many opportunities available.

To join the group and stay informed about upcoming events, please reach out to diversity@moody.com.

Step 5: "Come out" as an LGBT Ally

Come out as an LGBT Ally! Let your colleagues know that you are an Ally who supports equal rights for everyone, regardless of sexual orientation or gender self-identification.

You can also:

i) Self-identify yourself (U.S. only)

Both Moody's Board of Directors and Senior Management are committed to the principles of diversity and make every effort to foster an all-encompassing and accepting work environment. However, sexual orientation is not an easily observable trait. By self-identifying (Bisexual, Gay, Heterosexual, Lesbian), you will help us create a valuable data point that the Board and Senior Management will use to further ensure inclusiveness and equality for all Moody's employees. Please see the Appendix for instructions.

ii) Say it in your e-signature

Indicate your status as an Ally as part of your email signature block. Please see the Appendix for examples and instructions.

iii) Add it to your bio

Incorporate Ally language into your bio. Please see the Appendix for examples and instructions.

Step 6: Volunteer and Support

Dedicate time to volunteer at a local LGBT not-for-profit organization or support these organizations by giving a charitable donation or attending a fundraising event.

The LGBTA ERG and/or Moody's Foundation are proud to support various charitable organizations that strive to:

- » Educate, feed, and support at risk LGBT youth and young adults denounced by their parents for being gay
— **Hetrick Martin Institute**
- » Provide homemade free meals to NYC-residents that live with life-altering illnesses like cancer, AIDS, and Alzheimer's
— **God's Love We Deliver**
- » Fight to end the AIDS epidemic and uplift the lives of all affected by it
— **Gay Men's Health Crisis AIDS Walk.**

“ I became an Ally because it’s a matter of civil rights. The inequalities that exist in our society are fundamentally wrong and need to change. When I realized I could take part, albeit small, in helping to make change, I found my voice and started to be more active. Specifically, I started volunteering with the Hetrick Martin Institute where a coworker was already on the board and introduced me to the organization. Being involved with HMI has been an important part of my journey as an Ally. Kids are our future and HMI works to turn at-risk kids into at-promise kids.”

Tom Keller
MD – Global PPIF and NY LGBTA ERG Executive Sponsor

Step 7: Sponsor

As a manager, you can sponsor an LGBTA ERG event or activity. Whether it is a learn @ lunch, a breakfast series seminar, or an after-hours panel discussion, we always welcome and greatly appreciate your support. For further information, please reach out to diversity@moodys.com.

When should I become an LGBT Ally?

No better time than now! You can become an LGBT Ally anytime you wish (and you may already be one without even realizing it). All you have to do is make a choice to be a supporter of the LGBT community and follow the simple steps we have laid out.

Are there degrees of Ally engagement?

Yes, you can express your support on many levels. It is up to you depending on your degree of comfort and your desire to contribute.

Whether you are willing to get actively involved, attend an event, donate to a charity, or add a sentence to your bio, we applaud your decision and appreciate your time and effort. No step is too small and even the smallest action can have a large and lasting impact.

And one last thing...

Be proactive and speak up about your decision. Tell the people around you that you have chosen to be an LGBT Ally and encourage others to follow your example. Honesty and openness are the most effective tools against bias, stereotypes, and fear.

APPENDIX

I. LGBT resources

- » **ACLU's Get Busy/Get Equal:** Information and resources to improve the lives of LGBT people.
- » **Atticus Circle:** Dedicated to educating and mobilizing straight allies to advance equal rights for lesbians, gay, bisexual and transgender partners, parents and their children.
- » **COLAGE:** COLAGE is a national movement of children, youth, and adults with one or more lesbian, gay, bisexual, transgender and/or queer (LGBTQ) parent/s.
- » **LGBT Directory of Services and Resources:** A comprehensive listing of NYC LGBTQ health, support, and general interest organizations
- » **PFLAG:** PFLAG National (Parents, Families and Friends of Lesbians and Gays) is the umbrella organization for PFLAG chapters across the country.
- » **Straight Spouse Network:** An international organization that provides personal, confidential support and information to heterosexual spouses/partners, current or former, of gay, lesbian, bisexual or transgender mates and mixed-orientation couples for constructively resolving coming-out problems.
- » **Trans Family:** TransFamily provides support, education, advocacy, and outreach for the transgender community, families, friends, partners, and allies of all ages, through meetings, presentations, seminars, media outreach, and an emergency resource hotline.

**For additional resources, please visit <http://community.pflag.org/page.aspx?pid=209> or email community@pflag.org.*

II. LGBT-friendly non-profits

- » Hetrick-Martin Institute - educate, feed, and support at risk LGBT youth and young adults denounced by their parents for being gay
www.hmi.org/
- » God's Love We Deliver - provides homemade free meals to NYC-residents that live with life-altering illnesses like cancer, AIDS, and Alzheimer's
www.glwd.org/
- » Gay Men's Health Crisis AIDS Walk - fights to end the AIDS epidemic and uplift the lives of all affected by it
www.gmhc.org/

III. Examples of adding Ally status to your e-signature

Please review the email signature overview document for additional information. When completed, copy the text and paste directly into the Outlook signature window. For more information on email signatures, visit Moody'sNet > Quick Links > Branding.

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*I am an LGBT Ally and member of
the LGBTA Employee Resource Group.
For more information, contact
Moody's Diversity & Inclusion
at diversity@moody.com.*

IV. Examples/instructions for adding Ally status to your bio

- » John is an ally and Steering Committee member of the Moody's Lesbian, Gay, Bisexual, Transgender and Allies (LGBTA) Employee Resource Group.
- » Maria is a third year mentor to the Moody's Summer Internship Program interns and is an MD Ally and Steering Committee member of the New York Lesbian, Gay, Bisexual, Transgender and Allies (LGBTA) Employee Resource Group.

V. Steps to add your sexual orientation to PeopleSoft (U.S. only)

- » Moody'sNet->Employee Center-> Human Resources -> Human Resources Systems-> PeopleSoft-> Employee Self Service-> Employee Home->Personal Information Home-> Personal Information Summary ->Update Sexual Orientation

VI. Overview of the LGBT rainbow flag

One LGBT symbol that most people recognize, but may not know the history of is the rainbow flag. It was designed for the first-ever gay pride parade in San Francisco on June 25, 1978. It was originally 8 colors, but it's most commonly used in the 6 color version below. Each color stands for a different aspect of the LGBT movement:



- Red = Life
- Orange = Healing
- Yellow = Sunlight
- Green = Nature
- Blue = Harmony
- Violet = Spirit

MOODY'S