

AFFIRMING GENDER IN THE WORKPLACE

As a manager it can be overwhelming when an employee discloses their transgender or non-binary status, as well as their intent to undergo gender affirmation procedures and social changes. The following guidelines will help you to ensure a smoother affirmation process.

Work with the employee and HR to identify the employee's needs and discuss time frames, boundaries and how you can assist during the affirmation process. Confidentiality and respectful disclosure should be a primary concern in the early stages of gender affirmation.

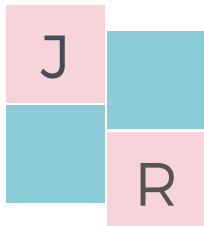
Establish a plan around restroom accommodations, changing rooms, pronoun and name usage, and coming out in the workplace.

If applicable, refer your employee to the LGBTQ+ employee resource group.

Immediately change documents and official records (e.g., ID cards, email addresses, etc.) to reflect the employee's gender identity and name.

Give the employee the option to inform their colleagues themselves or, if they prefer, have the yourself or HR send out communications around gender affirmation on their behalf.

Make sure that all communications relay the message that the transgender or non-binary employee will continue to perform their job competently and that it is expected that employees will treat them with respect.



POLICIES

Having policies in place that protect transgender and non-binary individual foster an environment to create a safe and affirming workplace.

Sample Policy Statement

Purpose

Our company does not discriminate in any way on the basis of sex, sexual orientation, gender identity, or gender expression. This policy is designed to create a safe and productive workplace environment for all employees.

This policy sets forth guidelines to address the needs of transgender and non-binary employees and clarifies how the law should be implemented in situations where questions may arise about how to protect the legal rights or safety of such employees. This policy does not anticipate every situation that might occur with respect to transgender or non-binary employees, and the needs of each transgender or non-binary employee must be assessed on a case-by-case basis. In all cases, the goal is to ensure the safety, comfort, and healthy development of transgender or non-binary employees while maximizing the employee's workplace integration and minimizing stigmatization of the employee.

You can find more information about laws and policies from Trans Equality:
www.transequality.org

