



CREATING INCLUSIVE WORKPLACES FOR **TRANSGENDER EMPLOYEES**

DEFINING TRANSGENDER

TRANSGENDER (n.)

A term to describe any individual whose **gender identity** and / or **gender expression** differs from what is typically associated with their **assigned sex at birth**

STEPS TO CREATING AN INCLUSIVE WORKPLACE FOR TRANSGENDER EMPLOYEES

1

UNDERSTAND GENDER TERMS

Gender identity, sex assigned at birth, gender expression, and sexual orientation are all unique tenets of an individual's identity, and it is important to understand the difference between each

2

UNDERSTAND TRANSITIONING

Transitioning is a highly personal process, and it is important to respect pronouns and be cognizant of sensitivities

3

ESTABLISH & ADHERE TO PROTOCOLS

Every company should create an inclusive workplace for transgender employees, and it is important have protocols and guidelines in-place for transitioning employees

1

UNDERSTAND GENDER TERMS

Gender identity, sex assigned at birth, gender expression, and sexual orientation are all unique tenets of an individual's identity, and it is important to understand the difference between each

GENDER IDENTITY

An individual's experience with their own gender



"I identify as male"

"My pronouns are he / him / his"

"I identify as genderqueer"

"My pronouns are they / them / theirs"



Gender non-conforming (or *genderqueer*, or *non-binary*) refers to individuals who do not fully identify as male or female

An individual may not use traditionally masculine or feminine pronouns



Always acknowledge and be respectful of an individual's gender identity and pronouns



By definition, **gender identity** differs from...

SEX ASSIGNED AT BIRTH

An individual's sex given at birth, typically related to biological anatomy

Transgender

is an umbrella term referring to any individual whose gender identity does not fully correspond with their sex assigned at birth

GENDER EXPRESSION

The behavior, mannerisms, interests, dress, or appearance associated with gender, typically based on gender stereotypes



"He expresses himself in a traditionally masculine way"

SEXUAL ORIENTATION

An individual's sexual identity vis-à-vis the gender to which they are attracted



"I identify as gay"

"I identify as straight"



2

UNDERSTAND TRANSITIONING

Transitioning is a highly personal process, and it is important to respect pronouns and be cognizant of sensitivities

Understanding Transitioning

Transitioning is a process undergone by some transgender individuals to live in accordance with their gender identity as opposed to their gender assigned at birth.

Transitioning may (or may not!) involve:

- Changing one's name
- Changing one's pronouns (e.g., he / him / his)
- Hormone therapy
- Surgery

Respecting Pronouns

If an individual reveals their pronouns, respect and adhere to them.



Some individuals choose not to identify using *he / him / his* or *she / her / hers*, and instead choose *they / them / theirs*. In this case, “they” functions like a singular pronoun:

- **They** are going to grab lunch
- I sent **them** an email
- That's **their** laptop

Respecting Sensitivities

The transitioning process is very personal, and it is impolite to inquire about surgical status, birth names, or to ask when someone “became” a particular gender.

If you're unclear on what is appropriate, get in touch with your LGBTQ employee resource group.

3

ESTABLISH & ADHERE TO PROTOCOLS

Every company should create an inclusive workplace for transgender employees, and it is important have protocols and guidelines in-place for transitioning employees

Transition Protocols

Every company should have clear, readily-accessible guidelines for transitioning employees, and HR personnel trained and tasked with overseeing transition processes for employees (i.e., the **transition team**)

Guidelines should clearly denote how to navigate:

- Administrative procedures (e.g., name changes)
- Healthcare options
- Restroom access and guidelines
- Dress code
- Contacting the transition team

Comprehensive Guidelines

For comprehensive guidelines on how to establish protocols for transitioning employees, download the **Workplace Gender Identity and Transition Guidelines** from **Out & Equal**



(click the image to access)

THANK YOU!

For more workplace resources, visit www.speakoutfoundation.net

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