

GENDER TRANSITION IN THE WORKPLACE



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OVERVIEW

- Explore the the importance of a gender inclusive workplace
- Learn appropriate terminology & spectrae
- Create transgender inclusive policies and procedures
- Manage a gender transition plan

Why is gender transition important to human resource management?

- You will have a transgender employee.
- Attract and retain the people most qualified for particular jobs.
- Become productive, innovative and creative, because inclusion means an employer can draw from a broad range of talented people.
- Fulfill diversity and inclusion initiatives.
- Demonstrate compliance with federal, state, local and global employment laws.
 - EEOC
 - VII Circuit Court of Appeals

So where do we start?

LEARNING

Knowledge – Skills – Abilities

CREATES

BEHAVIORAL (Say/Do) **CHOICES**

BIOLOGICAL SEX

- Traditionally, the classification of a person as male or female
- What is written on the birth certificate
- A combination of chromosomes, hormones, internal and external reproductive organs, and secondary sex characteristics

BIOLOGICAL SEX

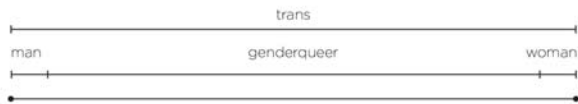


GENDER IDENTITY

A person's internal, deeply held sense of their gender

One's own internal gender identity
may or may not match
the sex they were assigned at birth

GENDER IDENTITY



GENDER IS A SPECTRUM



WHAT IT MEANS TO BE TRANSGENDER

- People are born transgender. It's not a choice.
- One's gender identity forms in the first 3 years of life.
- Experience a persistent conflict between their birth sex and gender identity.



GENDER EXPRESSION

- How we present to the world through our name, pronouns, clothing, haircut, behavior, voice, and/or body characteristics.
- Society identifies these cues as masculine and feminine, although what is considered masculine or feminine changes over time and varies by culture.
- Typically, transgender people seek to align their gender expression with their gender identity, rather than the sex they were assigned at birth.

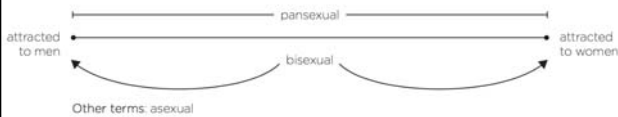
GENDER EXPRESSION



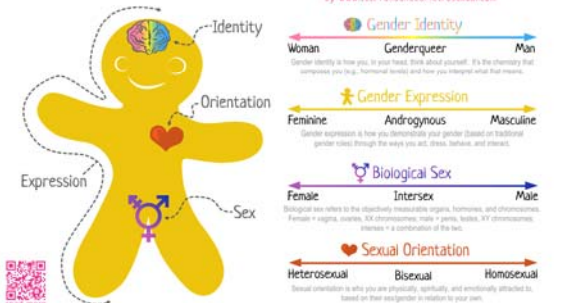
SEXUAL ORIENTATION

- A person's enduring physical, romantic, and/or emotional attraction to another person.
- Gender identity and sexual orientation are not the same.
- Transgender people may be straight, lesbian, gay, bisexual, or pansexual.

SEXUAL ORIENTATION



The Genderbread Person



**CREATING TRANS-INCLUSIVE
POLICIES AND PROCEDURES**

- Non-Discrimination
- Privacy
- Names, pronouns
- Official records
- Restroom/locker room accessibility
- Workplace transition plan



NON-DISCRIMINATION POLICY

- It is unlawful and violates company policy to discriminate in any way against an employee because of the employee's actual or perceived gender identity.
- Any incident of discrimination, harassment, or violence based on gender identity or expression will be given immediate and effective attention.
- It is unlawful and contrary to this policy to retaliate against any person objecting to, or supporting enforcement of legal protections against, gender identity discrimination in employment.

PRIVACY

Privacy Policy

Shhhh!



- Right to discuss or not discuss gender identity
- Transgender status = confidential
- Management, HR staff or coworkers should not disclose information that may reveal an employee's transgender status

1. What is your preferred name?
2. What are your preferred pronouns?
3. Where can I use these?

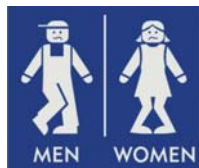


OFFICIAL RECORDS

- Our company will change an employee's official record to reflect a legal change in name or gender upon request from the employee.
- As quickly as possible, we will make every effort to update any photographs at the transitioning employee's workplace so the transitioning employee's gender identity and expression are represented accurately.
- If a new or transitioning employee has questions about company records or ID documents, the employee should contact _____.

RESTROOM ACCESSIBILITY

- All employees have a right to safe and appropriate restroom facilities, including the right to use a restroom that corresponds to the employee's gender identity, regardless of the employee's sex assigned at birth.
- Any employee who has a need or desire for increased privacy, regardless of the underlying reason, will be provided access to a single-stall restroom, when available.



WORKPLACE TRANSITION PLAN

#1 Create a Transition Team



#2 Create a Transition Plan

- ✓The date when the transition will officially and formally occur. This means the date that the employee will change their gender expression, name, and pronouns.
- ✓Decide how, and in what format, the transitioning employee's co-workers should be made aware of the employee's transition.
- ✓Decide what, if any, training will be given to co-workers.
- ✓Determine what/when updates should be made to the transitioning employee's records.
- ✓Determine dates of any leave that may be needed for pre-scheduled medical procedures.
- ✓Ensure that all name changes and photographs are updated in advance so that they can go live on the transition day.

#3 Provide Clear, Consistent Communication



- Emphasize the transitioning employee's importance at the company and the management's complete support of the employee's transition.
- Review the company's relevant nondiscrimination policies.
- Indicate that the transitioning employee will be presenting themselves in accordance with their gender identity and this should be respected.
- Advise co-workers about the transitioning employee's new name and preferred pronoun.
- Be a behavioral model by using the transitioning employee's new name and pronoun in all communication – written and oral, formal and informal.
- Make a point that the transition will not change the workplace and that everything should go on as it did previously.
- If training is going to occur, the date should be announced at this meeting.