

*Transform
Belonging at Work*

*Be brave - We deserve
better*

*Personalized coaching,
organizational climate
health & healing,
speaking engagements*

Employment Resource Guide



TRANSFORM



BELONGING



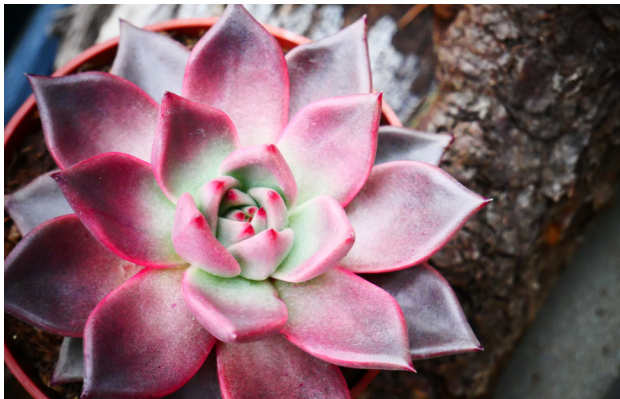
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Goal Setting & Policy Purpose

Clearly state the organization's/company's goal to ensure the safety, comfort and healthy development of transgender and gender non-conforming employees while maximizing the employee's workplace integration and minimizing the stigmatization of the employee.



Privacy

Make a clear commitment to keeping employee records confidential and honoring employee privacy. Employees get to decide when, with whom, and how much to share about their private information including their transgender status and their sex assigned at birth (confidential medical information under privacy laws & HIPAA).



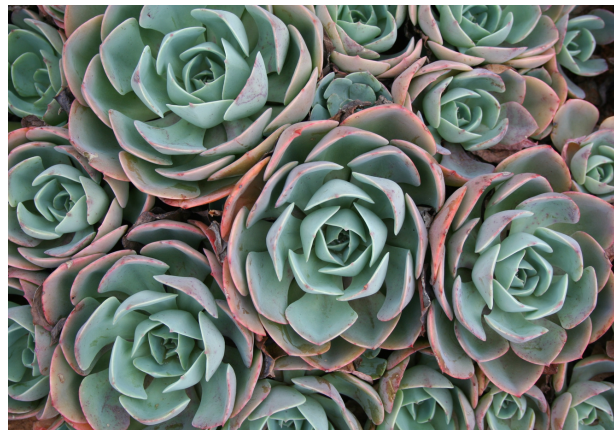
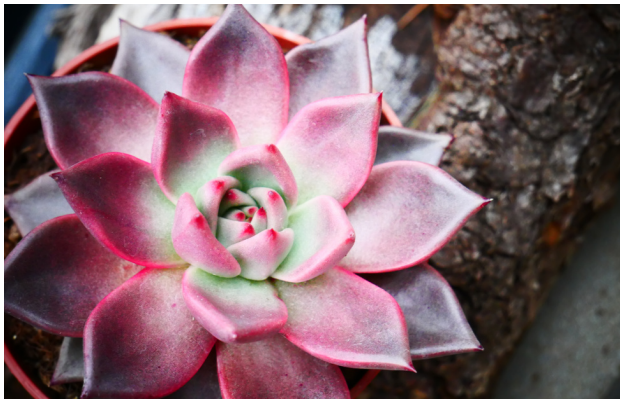
Official Records

State which records may require a legal name change (if applicable in your state). Commit to timely changing records, photos, ID badges, etc. without proof of legal name change whenever possible. Pay attention to payroll, retirement accounts, email addresses, signature lines, business cards with pronouns, etc.



Names/Pronouns

Employees have a right to be addressed by the name and pronoun that match their gender identity. A court-ordered name or gender change is **not required** to honor this. Intentional or persistent refusal to respect an employee's gender identity is harassment and should be considered a violation of the employment policy.



Transitioning on the Job

Not every transgender or gender non-conforming person wishes to "transition" in a medical way. Do not presume that an employee will have surgery, take hormones, etc. Do ensure your policy makes clear that those who do medically transition will have the full support of management and human resources staff.

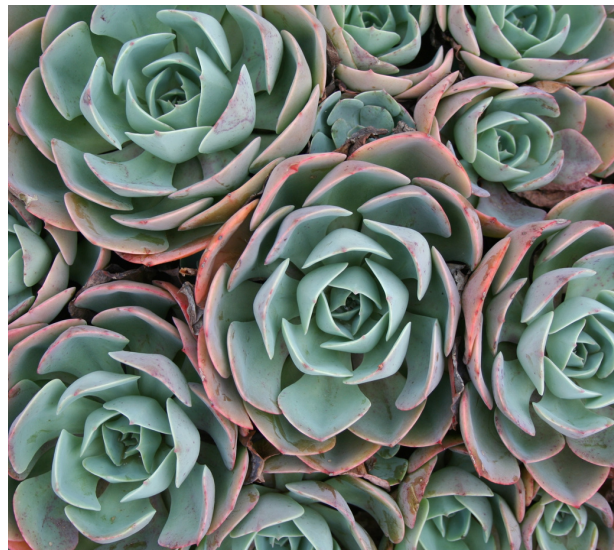
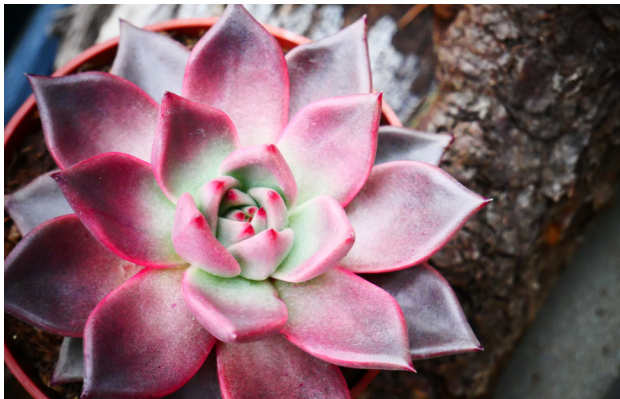
Restrooms

Provide access to restrooms that correspond to transgender and gender non-conforming employees' identities. State a right to safe and appropriate restrooms including single stall, and all gender/gender neutral bathrooms. Transgender women are welcome in the women's restroom. Transgender men are welcome in the men's restroom. No one should be presumed to be in the "wrong" restroom. Have signage to support the policy.



Dress Codes

Be clear that transgender and gender non-confirming employees have the right to comply with any dress code in a manner consistent with their gender identity and expression. If there is no dress code state that no dress code restricts employees' clothing or appearance on the basis of gender.



Discrimination/ Harassment

State that it is unlawful and violates company policy to discriminate in any way (hiring, promotion, termination) because of an employee's actual **or** **perceived** gender identity or expression. Commit to taking immediate and effective action including investigation, relational repair, education & training, or termination.



Health Insurance Benefits

Use this section to highlight any LGBT+ specific benefits. Include parental leave, adoption and birth polities. Commit to only enter into health insurance contracts that include LGBT+ specific coverage including transition-related care.



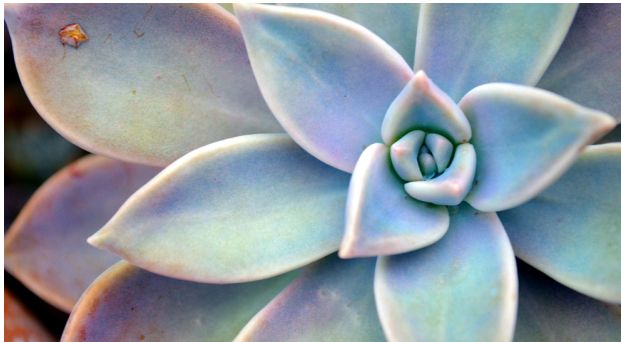
Definitions

State that definitions of terms are provided not to label employees, but instead to support all employees to have a shared understanding of vocabulary. Employees may use different terms than those included in the policy. Make clear the terms you provide are not an exhaustive list. Best practice terms change, and should be updated annually. Provide the year, on documents, to show when the policy was last updated.



Everyone has a

- Sex Assigned at Birth
- Gender Identity
- Gender Expression
- Sexual Orientation



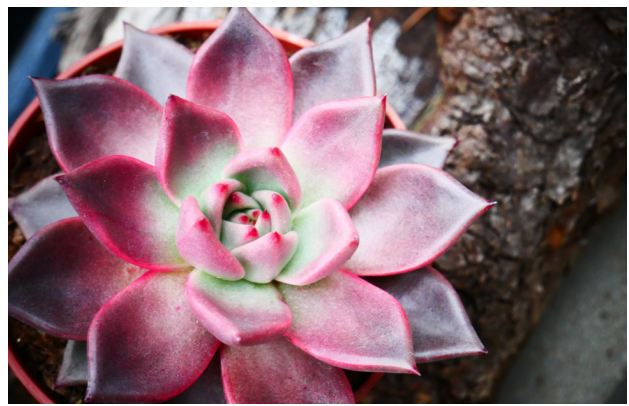
Terms

- Gender identity
- Gender expression
- Gender non-conforming
- Transition
- Transgender
- Sexual orientation
- Sex assigned at birth
- LGBT + (LGBTQIAA2S)



Gender Identity & Expression

Gender identity is the internal felt sense of our gender regardless of our sex assigned at birth. **Gender expression** is how we outwardly express our gender identity (androgyny, femininity, masculinity). This includes our appearance, dress, mannerisms, speech patterns, social interactions. This is distinct from one's **sexual orientation** (romantic and/or sexual attraction to a specific gender, or all genders/pansexuality).



Transgender/Trans

An umbrella term which includes many other "sub-categories" of identity such as non-binary and gender non-conforming. Refers to people whose sex assigned at birth is different than their own felt sense of their gender identity. The term for people who aren't transgender is cisgender/cis. Be clear that a person who is gender questioning/exploring is protected by an employer's nondiscrimination policies.



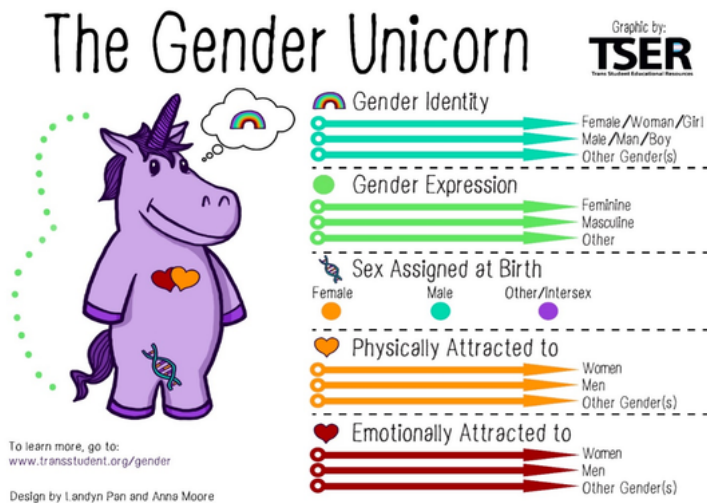
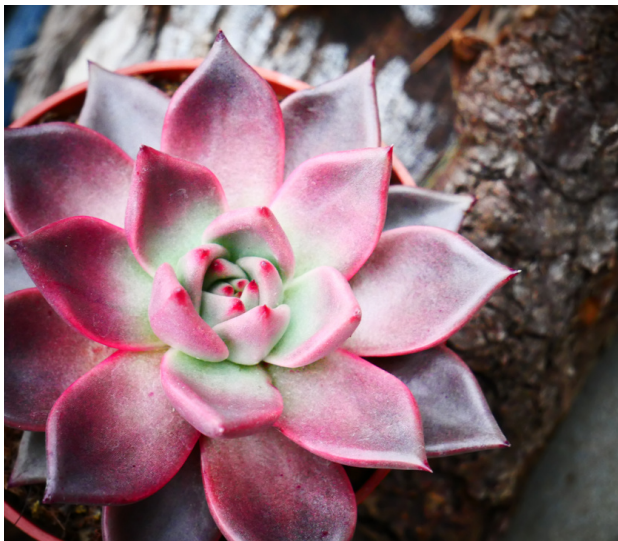
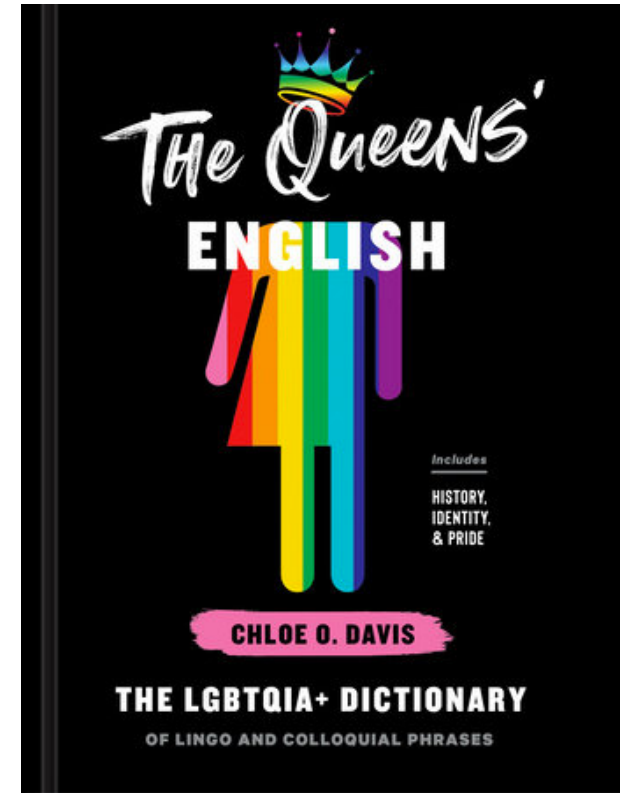
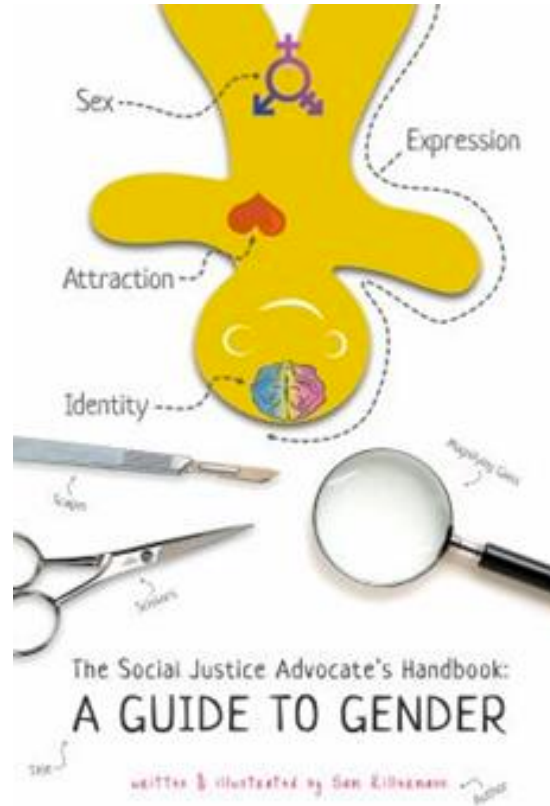
LGBT+ =

Lesbian, Gay, Bisexual, Transgender, Queer, Questioning, Intersex, Asexual, Allies/Accomplices, 2-spirit (indigenous community only)



Resources

There are numerous resources with definitions and terms as well as in-depth guidance. These are a few favorites from *Transform Belonging*. You're encouraged to read books such as these and familiarize yourself with terms, in an in-depth way, as a part of a lifelong cultural humility learning process. Please book a consultation with *Transform Belonging* for additional support.



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