










## MANAGER SERIES

### Tips for fostering a gender inclusive workplace

-  **Move toward gender neutrality.** Especially with respect to any employee dress code. If an employer's uniforms must have a "male" and "female" version, the company should let workers dress according to their gender identity. Relax dress code policies, relax assumptions about how people of certain genders are supposed to act
-  **Model a safe, inclusive environment at work.** Starting with how you talk about transgender people. Avoid misgendering (calling Caitlyn Jenner "Bruce," for example) and make sure any conversation involving transgender people stays respectful.
-  **As the supervisor of an employee who is transitioning.** Start by listening, express your willingness to brainstorm ways you can support them — that might mean helping them come out to a small number of co-workers as necessary, or communicating the information to others on their behalf with their permission. Be supportive and follow the person's lead.
-  **Confidentiality is key.** Supervisors should have these discussions in a private place where the transgender employee can speak freely, and take care not to disclose any feelings, medical decisions or other private details they haven't authorized you to share with other people.
-  **Don't make transgender people educate you.** While the intent behind your curiosity might be positive, accept that it's not the responsibility of visibly transgender people to answer your questions about all things transgender. Instead, respect people's time and privacy.
-  **Let workers use gender-segregated restrooms that correspond to their gender.** Additional options may include single-occupancy bathrooms that are gender-neutral.
-  **Respect privacy.** Asking for a transgender co-worker's surgical status is effectively asking them to describe their genitals to you. Don't ask a transgender person anything you wouldn't feel comfortable being asked yourself.



**Recognise the worker's preferred gender and name on directories.** Business cards and email address as much as is possible and establish ways to deal with discrepancies regarding legal documents. In particular make sure to establish with the employee their preferred pronoun.



**Involve a transgender person in decision-making around policies involving transgender staff.** That might mean enlisting outside expertise from an LGBTQ group like Q Life.



**Build transgender examples** into respectful workplace or sexual harassment training and have employees experience these.

#### References:

<https://www.diversityaustralia.com.au/lgbtqi/>

<https://qlife.org.au/>

<https://www.marketwatch.com/story/12-simple-ways-to-make-your-workplace-more-inclusive-of-transgender-people>

If you would like to book an appointment and /or speak with one of our Counsellors, it's as easy as calling 1300 66 77 00 or New Zealand 0800 327 669 or visit our website [www.accesswellbeingservices.com.au](http://www.accesswellbeingservices.com.au)