



TEN STEPS TO BEGIN WORKPLACE TRANS INCLUSION

- 1** Include gender identity and gender expression in general diversity and inclusion policies. Remember that by referring only to sexual orientation, you are not speaking to trans-identified employees.
- 2** Take steps to ensure trans-identified employees can report bullying and harassment. Ensure your bullying and harassment policy or statement refers to transphobic bullying and that this is promoted widely to all staff.
- 3** Set up an LGBT employee resource group (ERG) and arrange a speaker on trans-identified inclusion. If your organization has several thousand staff, consider setting up a trans advisory council. If your organization is not large enough to set up an ERG, ensure that the contact details of external support organizations are available to staff via employee counseling services and your organization's website.
- 4** Create a procedural guidance note for your organization listing all computer and paper records which record the gender of employees and how to update them fully upon notification that an employee has started a gender reassignment process.
- 5** Update the workplace absence management policy of your organization to make explicit that absences required for gender reassignment medical assessments and treatments including counseling, speech therapy and surgeries need to be treated in a similar manner to other medically necessary special leave provided for in your policy.
- 6** Define and advertize your organization's policies surrounding dress code and toilet usage for employees who have started a gender reassignment process.
- 7** Identify a senior member of staff to champion trans-identified equality and encourage them to speak out publicly against transphobia in the workplace.
- 8** Review your current diversity training program to ensure that it includes a consideration of trans-identified issues in the workplace. This will raise awareness among all staff of trans issues.
- 9** Carry out a staff attitude survey which includes questions designed to understand attitudes towards trans-identified people. This will ascertain where further training and awareness raising is required within the organization.
- 10** Improve your reputation among trans-identified employees and prospective employees by stating a commitment to trans-identified equality in recruitment advertizing and by advertizing in LGBT media.

This pamphlet was adapted from Changing For the Better, 2009.

The full report can be downloaded from http://www.stonewall.org.uk/scotland/about_us/2870.asp