TGEU
Transgender Europe



TRANS-INCLUSIVE WORKPLACES

Guidelines for Employers and Businesses

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Trans-inclusive Workplaces
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The sample cases and names used in this guide are fictitious. No identification with actual people or cases is intended or should be inferred.

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Transgender Europe, December 2017

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Find out more about Transgender Europe (TGEU) and its work on employment at:
https://tgeu.org/trans-peoples-eu-employment-rights-gender-recognition-laws/

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Introduction

What does trans mean?

For trans people, their experience as male or female or non-binary is different from what you would expect from the gender assigned to them when their birth was registered. Under the term transgender, or more commonly, trans, there are three main groups:



People who want to live full-time in a gender which is different from the one assigned to them at birth. Often, they seek to transition (change gender) and undergo hormone treatment and/or surgeries to make their bodies conform with their gender identity. Trans women are people who were assigned male at birth (their birth gender was registered as male) who identify as female and trans men are people who were assigned female at birth (their birth gender was registered as female) who identify as male.

Non-binary or genderqueer describes a person who does not identify with the male/female binary but somewhere outside or between. Some non-binary people use gender-neutral pronouns like they and them.

People who move between male and female and vice versa to express the male and female sides of themselves may identify as gender-fluid.

These terms and identities are not definitive as the language of gender is constantly changing and developing over time. We are likely to see more nuanced terms in the future.

Some people who have undergone a gender-affirming process, or transitioned, may no longer describe themselves as trans.

Being trans is not a sexual orientation issue, it is a gender identity issue. Trans people can be lesbian, gay, bisexual, queer, straight, or not interested in sexual relationships at all. People of diverse gender identities and expressions have existed all over the world. In many cultures, local or indigenous terms are used to describe people who could be understood as trans or gender-diverse in the West.

Since 1996, trans people in the European Union (EU) have had legal protection from direct and indirect discrimination in employment, vocational training, promotion, and working conditions. This protection has encouraged more trans people to come out at work and many employers have supported their employees, as evidence suggests that this is in their interests as well as the employee's. For example, research has found that organisations that are supportive of diverse employees benefit from more committed, productive workforces with improved workplace relationships and health outcomes.[1] It is worth remembering that trans people may identify as non-binary and express their gender in different ways and it is in their employers' interests to respect and accommodate this. When trans people's experiences in the workplace are not managed well, it can result in claims of bullying and harassment, reduced

[1] Badgett, M.V.L., Durso, L. E., Kastansis, A., and Mallory, K. (2013) The Business Impact of LGBTI- supportive workplace policies. The Williams Institute: https://williamsinstitute.law.ucla.edu/wp-content/uploads/Business-Impact-of-LGBT-Policies-May-2013.pdf (21.11.2017).

productivity due to ill-health and, ultimately, time and money spent in court – as well as the costs of potentially recruiting new staff.

In this guide, we will advise how best to accommodate trans employees, as well as avoid discrimination against trans people in the recruitment process and employment. Managing the trans employee is not complicated or difficult, but the key is that it requires a 'whole organisation' approach, involving strategic and operational planning and working with your employee. The guide will present examples of best practice and policy guidance for an environment where people who are not yet out as trans may feel more encouraged to do so.

How many trans people are there?

Some estimates range from 0.5%-1% of the population, but the difficulty with having a definitive figure is that estimates may only count those who are intending to, or have undergone gender-affirming treatment, whereas others include anyone whose gender identity does not entirely match the gender assigned at birth.[2]

Providers of trans-specific healthcare across Europe have reported a marked increase in people seeking gender-affirming treatment over the last ten years and TGEU's membership has grown throughout Europe as, for many different reasons, more people are coming out as trans.

[2] Flores, Andrew R., Herman, Jody L., Gates, Gary J., and Brown, Taylor N. T. (2016) How Many Adults Identify as Transgender in the United States: https://williamsinstitute.law.ucla.edu/press/press-releases/updated-estimates-show-1-4-million-adults-identify-as-transgender-in-the-us-doubling-estimates-from-a-decade-ago/ (21.11.2017).

In which employment sectors do most trans people work

Trans people are as diverse as the rest of the population and can be found in all sectors of work – from teachers and police officers, accountants, to shop assistants and carers. Often, when an employee comes out as trans at work, it can be a complete surprise to the employer as the employee may not have previously expressed their gender identity for fear of ridicule and discrimination. For example, many trans women may have struggled with their female identity for some time and, when younger, chosen a very masculine job in the hope that it would lessen these feelings. We have seen many boxing promoters, athletes, body builders, and members of the armed forces who have come out as trans. People who identify as non-binary and gender-fluid may also choose not to express their gender identity in the workplace.

We don't have any trans people in our organisation – do we?

It is not wise to assume this as you may already have an employee who is not visible as a trans person. One large organisation in the UK, with 43,000 employees, regularly conducts anonymous staff surveys, which is a good way of measuring job satisfaction as well as identifying potential issues which may arise. In one of these surveys, staff were asked if they identified as trans and, to the organisation's surprise, 59 did so (there are different ways to ask this – **please see Appendix**). This prompted action to make sure policies and procedures were in place to support trans employees within the organisation.



Importance of support

By the time a trans person comes out at work, it can often be after years of struggling with their gender and attempting to find ways to manage it. Many more people are coming out at a younger age, but there are also many who do so later in their lives after a seemingly conventional life of marriage and children. Coming out as trans is not a decision which is taken lightly and it is extremely rare for people to revert back to the gender assigned at birth.

In this circumstance, they may have found that being out as trans is too difficult. This is often due to negative reactions of family members, spouses, or colleagues at work, as well as unsuccessful medical treatments, and social stigma and exclusion.

Trans people who have been supported at work prove to be happier, healthier, more productive and loyal employees.

Case Study: Recruiting a trans person with incorrect identity documents



Bette is a trans woman of colour. She has been unemployed for more than a year and is finally invited to an interview for a customer service position at a department store. Her identification card (ID) does not correctly reflect her gender identity as it lists the marker "M" (male gender assigned to her at birth) and her legal name, traditionally read as masculine. She is a bit nervous about using her name "Bette" in the application form and other communication with her potential future employer.

The interview goes very well as the manager and the Human Resources staff member seem to appreciate Bette's earlier experience with customer service and her people skills. Five days later, Bette receives an email offering her the job and asking her to come in to sign the contract and also bring her ID.

At the meeting, Bette comes out as trans and the Human Resources staff member reassures her that the company has an Equality and Non-Discrimination policy so that only Human Resources would need to know her trans status and her employment file would be protected, with records referring to her legal name and gender having restricted access. Bette's employee name badge will match her name and she is entitled to wear the uniform that reflects her gender identity.

Interaction with customers

The department store has an anti-harassment policy that protects employees against any disrespectful behaviour motivated by gender prejudices. According to this policy, the employer has the responsibility to protect employees not only against mistreatment by the management or other staff, but also external partners (such as a delivery company's employees), and customers. Harassment on grounds of gender identity or gender expression is defined in the policy as any behaviour that violates the integrity of an employee and is related to the person's gender identity or gender expression. This includes insulting the person by calling them names, deliberately

misgendering them, ignoring or refusing to interact with the person because they are trans.

During the first three months of employment, Bette's manager schedules regular meetings with her to check in and discuss any issues, including interaction with clients, to see if there are any disrespectful incidents or harassment. Sometimes, Bette speaks about occasions where customers have made inappropriate comments or demanded to be served by another employee and the manager advises to immediately call her in these situations. The manager could then explain to the customer about the company's non-discrimination policy which includes a zero tolerance position on gender-related harassment and bullying. Any customer behaving disrespectfully towards an employee will be asked to leave the department store.

What makes a trans-friendly workplace?



Many large organisations have recognised the benefits of having a workplace which is welcoming of a diverse workforce and there is a strong business case for this.[3] It is also important to remember that other employees benefit as well. If an organisation is seen to be forward thinking and welcoming of diverse people, employees may be more likely to be open about their identities. Some employees may also have friends or family members who are trans, lesbian, gay, bisexual, or queer. Research has found that trans employees who can be open about their gender identity are more likely to report being satisfied at work than those who cannot.[4] In this section, we present some examples of positive steps that can be taken.

[3] The Business Case for Diversity in the Workplace: sexual orientation and gender identity. Report on good practices, European Commission, 2016: http://ec.europa.eu/justice/discrimination/files/report_companies_final_en.pdf (21.11.2017).

[4] Stonewall Top 100 Employers 2016: http://www.stonewall.org.uk/sites/default/files/top_100_employers_2016.pdf (21.11.2017).

"The company I work for allowed me to design my transition programme. Having no experience of trans people before, they listened, learned, and allowed for a very positive experience for not only myself but for my colleagues and clients as well. I could share my experience and speak to my colleagues directly, informing them of the changes, allowing them the space to ask questions. Once the company was positive, open and supportive, it allowed others to be as well. I am now with the company 12 years and integral to their business strategy. Since my transition, we have developed a diversity and inclusion policy in the company."

Respondent, TGEU employment micro-survey

An LGBTQI staff network

Many large organisations have found that having an LGBTQI staff network is good for employees, as well as the organisation:

- Being a source of information and expertise for the organisation, for example, with equality strategies and policy reviews.
- Sending out a message to all LGBTQI employees that the organisation is supportive of LGBTQI staff.
- Sending out a positive message to LGBTQI customers.
- Being a source of peer support for LGBTQI staff.
- Attracting talented LGBTQI people to the organisation.
- Having engaged and loyal staff.

Active support from senior and executive staff is crucial in ensuring a successful staff network.

Senior managers leading on workplace diversity issues

It is important that senior managers are seen to be championing diversity in the workplace and this can be achieved by:

Being visibly and vocally supportive of the LGBTQI staff network.

Emphasising the value of equality in the workplace in all communications.

Attending events which celebrate diversity, for example, trans and LGBTQI pride events or diversity awards.



Encouraging mentoring and coaching within the organisation to identify talent and encourage LGBTQI staff to participate.

Having a 'Zero Tolerance' policy on transphobic and homophobic behaviour.

Robust policies and procedures

There are some policies and procedures which are particularly relevant to trans people:

Equality and Diversity statement should always explicitly include gender identity and gender expression as grounds of protection against discrimination and harassment. This statement should be easily accessible to all staff and available to view on the website for future employees and customers.

An equality policy will normally include:

- The policy's purpose
- The organisation's equality and diversity commitments to its employees
- The employee's duties and responsibilities
- Employee's process for making formal complaints
- Details of whistle-blowing protections (when telling authorities or the public that the organisation you work for is doing something dishonest or illegal)
- Details of how to access training and development.

Policy against Bullying and Harassment could be included in an Equality and Diversity policy or a stand-alone document. It should be well communicated and explicitly include gender identity and gender expression, detailing the procedure for reporting, as well as a clear statement against bullying, harassment, and victimisation.

There must be clear procedures which allow complaints to be investigated quickly, sensitively, and thoroughly. Typical bullying or harassment experienced by trans people includes:

- Refusing to address a trans person by their name and/or refusing to use the correct pronoun
- Referring to a trans person as 'it'
- Inappropriate questions about genitals and surgery
- Sexual harassment
- Ignoring or excluding someone because they are trans
- Verbally or physically threatening behaviour
- Commenting on how 'convincing' a trans person is in their gender expression
- Refusing to acknowledge that a person has transitioned or is transitioning.

Harassment should be a disciplinary offence and should not be tolerated by anyone.

Sick leave: Time off work related to gender-affirming treatment should be considered as any other medical reason, with discretion in the employee records regarding the exact nature of treatment, for example, a surgery.

Dress code and employee uniform: Strict dress codes where employees are required to wear clothing which is specifically for male or female staff can significantly impact trans people. Dress codes and uniform policies should be gender-neutral and flexible. If there are specific uniforms for some roles in the organisation, there should be a flexibility for all staff so that employees can choose which is most appropriate for their gender.

> *"I was employed by an organisation which was aware that I was trans prior to being invited to interview. Once I got the job, they made sure to use the correct pronouns at all times, and when filling out tax/financial information forms for payment of wages, invited me into a private room to select the options I prefer (most options offered were male or female and I am non-binary)."*
>
> *Respondent, TGEU employment micro-survey*

Gender-neutral recruitment: Anonymised gender-neutral, age-blind, ethnicity and race-blind, pro-disability recruitment ensures you will shortlist and interview individuals who have the very best potential for the job being offered. It doesn't just help trans people to be selected for interview, but many others who may not reach the shortlisting stage, because of unrecognised prejudices (which are often conceived as being natural). For example, if employers can see a person's date of birth, they may unjustly consider them unsuitable for the job being offered.

Advertisements for positions in the organisation should use non-gender specific language and state that 'applications are welcome from trans and gender-diverse people', as well as including different marginalised identities and experiences on the list.

Anonymised application forms should be used. Personal details which may identify someone by their name, ethnicity or gender, for example, should be on a separate cover page, removed from the rest of the application. The main application form should never include:

- Name
- Date of Birth
- Birth sex, gender, or gender identity
- Address
- Dates when the job applicant received their qualifications as this will identify their approximate age
- Dates of previous places of work

The application procedure should focus on the competencies and skills required for the job rather than personal characteristics.

Other considerations

Gender-segregated facilities: Changing Rooms

Often organisations have separate locker rooms/changing facilities for men and women. In the past, these tended to be open spaces with a few benches and lockers. Many organisations have found offering the option of privacy within these spaces has proven to be very popular with workers. For example, separate cubicles are not just of benefit to trans people but also people who may have scarring, certain disabilities, or who simply prefer not to be undressed in public. If possible, it is good practice to provide gender-neutral toilets and changing rooms so that everyone has privacy.

Training for Human Resources staff on trans awareness

It is beneficial for an organisation if senior managers and staff in Human Resources have a well-informed and considerate understanding of trans people and the barriers they experience in employment.

Organisations with no experience or knowledge of trans people have a tendency to 'over think' a trans person's identity rather than dealing with other related issues and this can waste time and resources, as well as being bad for employer-employee relations. If Human Resources staff have an understanding of aspects of trans people's employment experiences that have been overcome elsewhere, they will be more competent in their role of recruiting and working with trans people.

Case Study: Non-Binary Civil Servant

Zach has worked for the Civil Service for over thirty years, and is now an Overseas Trade policy chief in the government. As a senior civil servant, Zach was expected to wear standard male business clothing in the office: a dark suit, white shirt, and tie. Zach had become increasingly uncomfortable and stressed because of the strict normative male gender expectations and workplace presentation. Zach had consulted a Gender Identity specialist and chose to begin hormone therapy, but did not wish to live as a woman.

Zach came out to their senior manager as a non-binary trans person. While Zach wished to make personal changes, they wanted to retain their senior position and duties which included working overseas and meeting with senior diplomats from other countries.

Senior colleagues

Zach's senior manager suggested they seek a confidential appointment to discuss the possible options with their Human Resources Officer (HRO). The HRO explained that as long as they presented themselves in a professional way, Zach's gender presentation was not a concern. Zach was also referred to the Civil Service LGBTQI group for support

where they met other staff who were non-binary, gender-fluid, and others simply varying their clothing to be less normatively gendered.

Zach agreed with their senior manager that they would wear gender-neutral clothing in the office as frequently as they wished. Zach said they would prefer to continue to present in masculine clothing when working outside the office. It was agreed that this would be reviewed as part of Zach's regular professional development evaluations, with consideration given to further gender expression changes if Zach wished.

Co-workers

Zach chose to talk to members of their team, seeing them all individually over a period of two weeks. Everyone expressed support for Zach, but some staff were concerned that they might cause offence by making pronoun and name mistakes, or make a mistake while talking to overseas officers and diplomatic representatives. Zach arranged for all staff to attend a short training session from a national organisation that supports trans and non-binary people.

Reasonable adjustments

Zach stated in meetings with the HRO that they would prefer to use a gender-neutral toilet. It was agreed with senior management that they could use the single toilet in the building near to their office, which was originally reserved for the Chief Officer, but was rarely used by anyone, since the Chief Officer was now located on another floor in the building.

Zach now works in the office several days each week in gender-neutral or feminine clothing, and continues to work on overseas missions in a suit and tie, though with a variety of coloured shirts. Increasingly in London, overseas representatives and diplomats have met Zach wearing gender-neutral or feminine clothing, and frequently invite them to attend social events in their home countries.

Zach has raised the profile of trans and non-binary people within government and international trade delegations at home and abroad, but they insist that they should not be considered a 'trans community stakeholder voice'. Zach is clear that their expertise lies in overseas trade and not trans people's rights. However, Zach has chaired the national LGBTQI Civil Service group on two occasions, and raised the profile of the group within the Civil Service.

How to support a trans person at work

Supporting a trans person in the workplace, when planned and managed well, should proceed smoothly with the minimum of distress. It is crucial that the employee feels supported by the organisation and that they are consulted and included in all decision-making.



"Well... It was hard to come out for me. I could not even think of saying the words 'gender identity'. I'll never forget the day: it was 10 May 2014. When I came out to my manager as a trans man, he said what is important for them is my teaching technique and my relations with students and their parents, not my 'preferences'. I explained the legal gender recognition process to him and said that this is not a preference for me. He asked me to stay on in the school as a teacher, which made me feel comfortable working there."

Respondent, TGEU employment micro-survey

‘Support team’: first formal meeting

What works well is having a team of people in the organisation who can co-ordinate and ensure the necessary organisational changes happen together. This is particularly important in large organisations as it prevents the employee having to constantly explain themselves to different departments. The team should include senior staff in Human Resources, Information Technology, a Senior Manager responsible for the trans person’s area of work, as well as their immediate supervisor.

The team will ensure that all internal changes are co-ordinated and take place, for example, email addresses, identity cards, and website references are all changed at the time agreed with the employee. Photographs may have to be updated as the person’s appearance may change. In some countries, there may be delays in changing the employee’s legal name, however this should not delay the documentation changes internally within the organisation.

In the first formal meeting with the trans employee, an action plan should be written with an agreed time frame. In some countries, changing name is a very quick and easy legal process, in others an application has to be made to the Court to obtain permission to change name and can take up to a year or longer. This can be difficult for the employee, unless employers can put in place a ‘dual name’ system for them; using an informal ‘new’ name with other staff, but keeping their previous name within the administrative system until legally changed.

The action plan should include:

How the information will be managed and by whom

The trans person might want to tell colleagues themselves or might want it done for them. If they prefer someone to speak on their behalf, it is important that they are consulted about who will be told and the language that is used.

If they want their colleagues to be advised formally, the most appropriate way is for a senior member of staff to inform others in an upbeat and positive tone. Normally, this would be done by email or staff memo, so that there is no misunderstanding, stating that the organisation supports the trans employee and also expects everyone else to. It should welcome and address the employee in a way that reflects their gender identity. Some organisations have done this by making an announcement in a similar way that they would when a member of staff gets married or has a baby, others have expressed appreciation that their employee has made a very difficult decision to come out as trans.

Co-workers should be advised that, as employees of the organisation, they have a legal obligation within their own terms of employment to not discriminate or treat the trans employee differently to their disadvantage. If the policies are robust, they will also prevent other employees, customers, and clients from expressing prejudices or discriminating.

Once all the administrative changes have been made within the organisation, access to the trans person's employment record with details about their gender history should be restricted.

The date of returning to work

Many trans people take a short break when they come out at work, as this also allows the organisation time to make any necessary organisational changes. Co-workers in the trans person's team should be advised by a senior manager that the organisation is supportive of the employee. It should be acknowledged that some people will find a possible change of name and pronoun difficult at first and that some may make mistakes. However, it should also be made clear that after a reasonable period of time, referring to a person in their previous gender will be dealt with as a disciplinary matter. It is important that managers and senior staff make a special effort to consistently refer to the trans person with their correct name and pronoun.

"I work in a university, and despite not having obtained [from the state] a legal name change, I was able to amend my staff record so that I could obtain a correct ID card. My direct supervisor also went to great lengths to ensure that he, my co-workers, and other staff were informed on trans issues and respectful of my pronouns."

Respondent, TGEU employment micro-survey

Toilet facilities

Some trans people may prefer not to use single-sex facilities at first. Many organisations find creative ways to accommodate this by making small adjustments, such as using gender-neutral disabled facilities for a while and then gendered facilities if they want, after an agreed period.

Some may wish to use gender-specific facilities immediately. It is important to note that it is not appropriate to expect a trans person to use disabled or 'unisex' facilities indefinitely if that is not what they want and this may constitute bullying or harassment. Non-binary employees may choose to use gender-neutral facilities and organisations which do not have these currently, often make reasonable adjustments to accommodate this, for example, by labelling a single toilet in the building as gender-neutral. It is not reasonable, however, to expect an employee to use the only gender-neutral toilet if they have to walk a long distance to access it.

Research has shown that trans women in particular may have problems using gender-specific, women-only facilities at work. It is quite common for some female staff members to object to a trans woman using the female toilets or facilities and not respect her gender identity. In most cases, the objection is essentially about fear of harassment in women-only facilities.

Access to gendered spaces should never be linked to any requirement of gender-affirming treatment.

If a strong position is taken by the senior management team, the problem usually resolves itself. It is crucial that the trans person has support through this from a member of the senior management team. If there is an ongoing problem, a short training (frequently provided at low cost by national or local trans organisations) for staff will help clarify their fears and address any issues, and often encourages staff to become actively engaged in supporting their co-worker.

The first week

At the end of the week, it would be a good idea for the trans person to meet with the nominated member of staff who they initially met to discuss how the week went and what problems may have arisen. It is important to monitor the situation perhaps monthly or even weekly for the first six months so that potential problems can be anticipated or dealt with before they escalate.

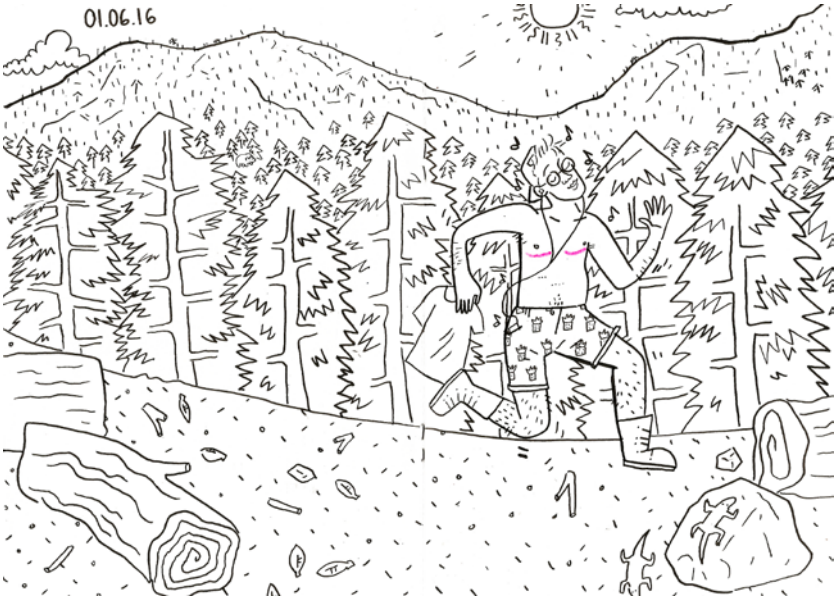
Managing time off for gender-affirming treatment

Managing medical appointments and treatment may need some careful consideration in relation to work schedules, particularly for those whose absence can cause disruption to many people, for example, a teacher may need to arrange substitute cover.

Managing time away from work for gender-affirming treatment can be difficult. In some countries, trans people with private health insurance may have more choice about how and when their treatment will happen, compared to people using a public health system, who may have appointments cancelled and postponed. It is suggested that trans people are careful about discussing medical treatment with their co-workers.

Times, schedules, and how best to plan for this should be discussed and agreed with the trans person. Please see the section, ‘Robust policies and procedures’.

Case Study: Transitioning in the Police



Peter, a Police Officer, made the decision to come out as a trans man and advised his Inspector (senior manager).

A meeting was arranged with Peter's Union representative, a Senior Officer, Peter's Inspector, the Police Counsellor, a member of the LGBTQI staff network, and a senior person from Human Resources to decide the way forward. In this meeting, key decisions were agreed with Peter about the date of transition, communications, arrangements to be made regarding toilets, changing and showering facilities, and how Peter would get ongoing support.

The **date of transition** was agreed, giving sufficient time for Peter's police identity card, email address, and employee record to be changed. This involved Human Resources working closely with the Information Technology department to make arrangements for the new identity card and new uniform to be issued. Peter was given two weeks off with full pay because it would take that long for the changes to be made, and Peter should not be disadvantaged as a result. During this time, Peter legally changed his name.

Communication: At Peter's request, an email was sent to all officers and staff in the organisation, stating that on the date he returned to work he should be addressed as Peter in all communications and referred to with a male pronoun. It also stated he would be using male toilets. Peter's Inspector also met with Peter's team that he worked with to discuss the changes, giving team members the opportunity to ask questions.

Reasonable adjustments were agreed upon, for example:

Peter was given a male uniform to wear, but continued wearing a female stab vest because until he had chest surgery, he would also be wearing a binder (to flatten his chest) underneath. It was recognised that because of the heat generated from the binder, Peter would be allowed time to shower

while on duty. The Police station where Peter worked only had communal showers and changing facilities, so Peter was allowed to use a private changing room and shower (normally used by a senior officer), until he was more comfortable using the communal facilities.

As Peter was still undergoing formal training, the tutor for each course was informed about Peter's circumstances to make sure they referred to him with the correct pronoun. Although all officers were instructed to wear short-sleeved shirts for training sessions, Peter was allowed to wear a fleece sweater to cover his chest and, because this would make him very warm, he was allowed to sit by a window.

Mentoring and confidence building

Although officers usually patrol alone, for the first few weeks, Peter went out on patrol with another officer to increase his confidence. Peter also had some voice coaching at his own time and expense, and soon he was confident enough to go on patrol alone again.

Peter's colleagues were given three weeks to adjust to addressing Peter in the correct way, as it was understood that mistakes would be made at first. Most adapted immediately, but there were some who continued to address him the wrong way (misgendering) after the three-week period. Peter's Inspector reminded them that this was unacceptable

and they adjusted. One individual persisted in misgendering Peter and this was dealt with during one-to-one supervision.

Time off for treatment and surgery was recorded as 'special circumstances' rather than time off sick, as this would be detrimental to Peter's sick record. Peter had a series of operations and reasonable adjustments were made on his return to work, for example, he was given office-based duties until he got fit again.

Peter's employment record was updated and any personal information on file regarding Peter before transition was restricted, so that only a senior member of Human Resources staff could access it. Details of his service record and annual reviews, which could affect salary, promotion, and retirement were transferred over, so he retained a complete set of records with his new name and gender, as if they had always been there.

Peter was supported by the LGBTQI staff network that found a local group for trans men, which Peter joined for additional support. Peter is now an asset to the Police as an out trans officer. He reflects the community that he serves and has helped build bridges between the police and the local trans community, as well as being a useful source of information about trans people for his colleagues.

How to ask if someone is trans in questionnaires

These questions will only be answered honestly if they can be answered **anonymously.**

Annual Monitoring: Some organisations have an annual staff monitoring programme. They are advised to make any questionnaire concerning sexual orientation or gender identity an online survey which can be answered anonymously.

Recruitment Monitoring: If your organisation is going to include this for recruitment purposes, the monitoring form should be sent separately from the application form. There should be a facility, such as a separate email address or envelope, for the applicant to return it separately from their application form.

Question 1:

Please describe your gender identity.

Many trans people who have already transitioned will state 'male' or 'female', so a separate question needs to be asked to identify those who are also trans. Therefore, the following question can be asked:

Question 2:

Do you identify as the gender you were assigned at birth (the gender on your original birth certificate)?

Yes **No**



"This comprehensive and sensitive overview will not only help transgender people better adapt to the workplace but, just as importantly, be an important coaching tool for those around them.

With greater cooperation and understanding from all parties, realising truly inclusive workplaces for transgender people has just taken a step in the right direction."

David Pollard
Executive Director, Workplace Pride

Workplace Pride
THE INTERNATIONAL PLATFORM FOR LGBTI INCLUSION AT WORK

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