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Transgender and Gender Non-Conforming HR Toolkit

Kelly Ducharme

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Transgender and Gender Non-Conforming HR Toolkit

Objective

The purpose of this toolkit is to assist organizations with developing a sustainable transgender and gender-inclusive workplace environment through a best-in-class policy. The best-in-class policy will also look to educate and raise a greater awareness. The outcome of the organization's transgender and gender-inclusive policy should be to help educate, promote greater awareness, build a community of allies, and, most important, support transgender and gender non-conforming employees.

Transgender and Gender Non-Conforming HR Toolkit

Challenges faced by transgender and gender non-conforming individuals

- Discrimination and biases in the workplace
- Perception of gender identity discrimination
- Transphobia and microaggressions
- Legal protections at the state and federal level
- Organization culture change

Transgender and Gender Non-Conforming HR Toolkit

Best practices

- Non-Discrimination Policy that includes gender identity and expression as a protected category.
- Periodic review of policy to ensure its effectiveness and meets state and local regulations.
- Administration systems, processes, and forms allow for the use of a chosen name and gender identity. Employee health and identity data needs to be protected and only available to those that have a need for access.
- Create transgender-inclusive practices that include access and use of facilities, dress code, chosen name, pronouns, and self-identifying gender identity options.

Transgender and Gender Non-Conforming HR Toolkit

Best practices – continued

- Gender-neutral dress code that avoids gender stereotypes
- Gender transition guidelines.
- Training and resources that are easily accessible for all employees. This should include a glossary of terms and examples of scenarios that highlight non-inclusive behaviors or actions.
- Transgender inclusive health care.

Transgender and Gender Non-Conforming HR Toolkit

Proposed Toolkit

1. Policies should be reviewed annually to ensure they offer equitable treatment and meet any new state and federal regulations.
2. Non-discrimination and anti-harassment policy
 - I. Includes gender identity and expression are protected categories
3. Administrative and record-keeping
 - I. Protection of data
 - II. Allows for chosen name
 - III. Allows for personal pronouns

Transgender and Gender Non-Conforming HR Toolkit

Proposed Toolkit - Continued

4. Facilities
 - I. Allow all employees access to gender-segregated facilities that correspond to their gender identity.
 - II. Advise those that are uncomfortable with transgender employee's use of gender-segregated facilities to use separate facilities.
 - III. All single-occupancy bathrooms should be labeled as gender-neutral or all-gender restrooms.
5. Dress code
 - I. Gender-neutral dress code that avoids gender stereotypes
 - II. Accommodate gender-fluid expression
6. Health care and gender transition guidelines
 - I. Health insurance policy needs to provide a full range of transgender-inclusive coverage, as indicated by WPATH
 - II. Gender transition guidelines outline the critical components to successful on-the-job transition experiences for the employee, the co-workers, and the company.

Transgender and Gender Non-Conforming HR Toolkit

Proposed Toolkit – Continued

7. Education and Training
 - I. Glossary of terms
 - II. Terminology to avoid
8. Additional Transgender-Inclusive Policy Resources
9. Support from allies