

Transgender Inclusion & Affirmation: Questions to consider

Inclusion and affirmation of people of diverse gender identities and expressions takes intentional work on the part of employers. This list of questions is meant to guide dialogue and engagement around deepening your workplace's inclusion and affirmation of transgender people and those who don't conform to societal norms and expectations around gender—one step at a time.

It's important to remember that change can be challenging and may take time. Widening the circle of inclusion and creating space for another person's experiences and needs can be uncomfortable at first, yet creating a workplace where everyone feels safe and supported is a crucial goal.

- Have you taken intentional steps in the last 5 years to increase understanding and welcome around transgender identity and gender diversity among your staff and leadership?
- Are transgender people explicitly welcomed in places like your website, employee handbook, brochures, and other printed materials?
- Do you have at least one gender neutral bathroom?
- Are any gender-specific groups and events explicitly trans-inclusive?
- Do you have a nondiscrimination policy inclusive of “gender identity or expression”?
- Do your policies and procedures take gender diversity into account?
- Are your front desk staff trained to greet clients and employees in a manner that is respectful of their gender identity?
- Do you have inclusive language guidelines for all staff that offers best practices around trans- and gender-related issues?
- Is there trusted referral information on hand for any employees or clients who seek support around their gender identity?
- Do you participate as an organization in social justice or community service impacting transgender populations? Are your LGBTQ social justice efforts “T”-inclusive?

- Do you affirm transgender issues and history during the year, as you would other days of remembrance e.g., honoring Transgender Day of Remembrance?