

“No one should not be allowed just to be who they are.”

Eden Anaï Luna

Pronoun: They
Manager, TEEP
Legal Services

Pronouns-Best Practices

- Use introductions that include pronouns as an opportunity for people to make their gender pronouns visible.
- Introduction-My name is Sue and I use the pronoun “she”.
- Put pronouns used on work email signature.
- Provide information in onboarding process.
- Create an informational site on your internal system.
- What to do if you make a mistake on the pronoun.

Gender Pronouns

Please note: Not the only pronouns

Subjective	Objective	Possessive	Reflexive	Example
She	Her	Hers	Herself	She is speaking. I listened to her. The backpack is hers.
He	Him	His	Himself	He is speaking. I listened to him. The backpack is his.
They	Them	Theirs	Themselves	They are speaking. I listened to them. The backpack is theirs.
Ze	Hir/Zir	Hirs/Zirs	Hirself/ Zirself	Ze is speaking. I listened to hir. The backpack is zirs.

transstudent.tumblr.com
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Design by Landyn Pan

For more information,
go to transstudent.org/graphics

TSER
Trans Student Educational Resources

Pronouns-Best Practices

- Review internal documents for he/she language.
- Ensure gender neutral language with dress code policy.
- Be the voice in meetings to remind staff to review their external materials to ensure gender neutrality.

Communicating gender pronouns in company email signatures

Example:

Sue Schumacher

Human Resources Manager

Gender pronoun: she

City of West Hollywood

Case Study

You are in a meeting with an executive and they let you know as the HR Manager that an employee who “appears male” but identifies as female has notified their supervisor they want to use the female restroom. The executive then asks that HR notify all managers of the name of the employee and their request. The purpose is to explain “how to deal with an employee who comes to them upset that someone who looks like a man is using the women’s restroom.”

Confidentiality

- Transgender employees have the right to discuss their gender identity or expression openly, or to keep that information private. The transgender employee gets to decide when, with whom, and how much to share their private information. Information about an employee's transgender status (such as the sex they were assigned at birth) can constitute confidential medical information under privacy laws like HIPAA.
- Co-Workers, supervisors / managers, or Human Resources should not disclose information that may reveal an employee's transgender status or gender non-conforming presentation to others. That kind of personal or confidential information may only be shared with the transgender employee's consent and with coworkers who truly need to know to do their jobs.

Restroom Accessibility

- Employees shall have access to the restroom corresponding to their gender identity regardless of the employee's sex assigned at birth.
- The decision should be left to the transgender employee to determine the most appropriate option for them.

Religious Beliefs

- It is not required that you believe in or accept transgender, gender expression or identity.

However...

- Every employee is required to be treated with respect and dignity at all times.

Be an Advocate

- Conduct regular trainings.
- Specialized trainings for Recreation staff.
- Share the info from the training with others outside of the organization and keep the dialogue going.
- Remember, everyone has their own experience.
- Find your own expert as a resource.

The Transgender Economic Empowerment Project's Gender and Sexual Diversity Training

- LGBT 101 overview of identities, terminology, transition timelines across many demographics.
- Overview of Barriers and Challenges the LGBT communities face in daily life and the rights and protections for the community.
- Ally 101 overview to teach best practices and language to use when interacting with any person, regardless of sexual orientation or gender identity.

Helpful Tips

- Don't say "At what point did you decide to be a boy or girl?"
- Use "Hey guys" instead of "Hey everyone".
- Remember, you never know who is transgender until they tell you.

Name Change

- Individuals may adopt a new name that represents their gender identity and expression.
- Same process as employee who identify as their middle name or Sue instead of Susan.
- Nicknames are used in emails and business cards.
- Same consideration should be made for employee who identifies with new name.
- Do not ask for any documents that you would not ask other employees for to support their requests

Name change for payroll

- The Internal Revenue Service requires the name on an employee's W-2 form to match the name on his or her Social Security card.
- These records can be changed when the employee has completed a legal name change.
- Until then, a note referencing the more commonly used name can be placed with payroll records for internal purposes.

Website

- Review the recruitment section
- Ensure EEOC statement-Includes gender language



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The Transgender Fight For Safe Bathrooms -Video

