

Supporting Trans, Non-Binary & Gender Fluid People At Work

2023





People are all different and have many different identities.

Gender is just one part of our identity. Some people identify with the gender that was assigned to them at birth and for some, their innate sense of their own gender does not align with that assigned at birth.

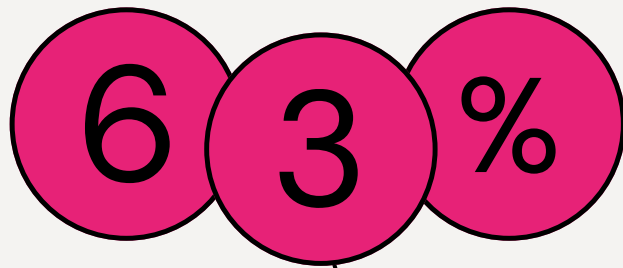
Trans is an umbrella term for people whose gender differs, or does not fully align with the gender assigned at birth. Non-binary is used to describe gender identities that fall outside the binary of man or woman.

Some people's gender identity (or their relationship to gender) changes throughout their life – this could be on a daily, weekly, monthly or other basis and is known as gender fluid.

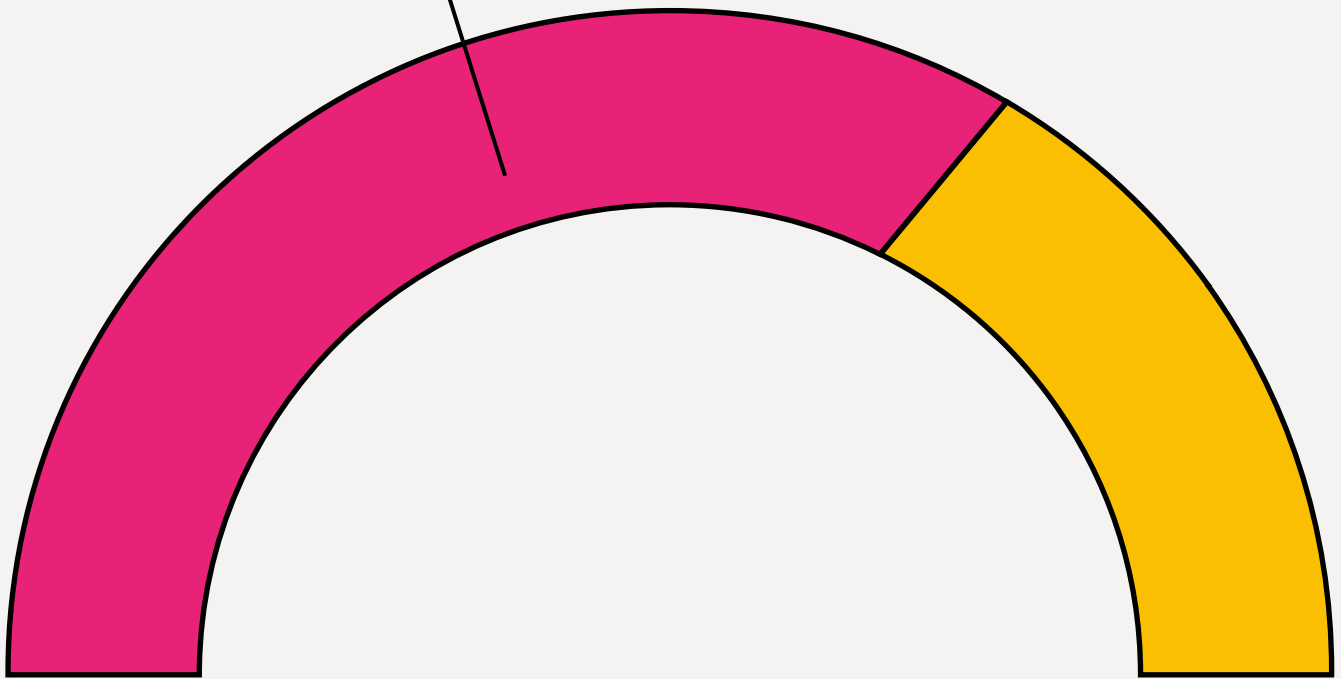
These are some of the terms that we use today in 2023, but language does evolve with time so it best to keep up to date with good practices.

It's also important to note that all of us have many layers to our identity – gender isn't the only part of this. We also have our ethnicity, sexuality, class, faith or belief, and many more!

Attraction & Recruitment



of **trans and non-binary people** experience transphobia while seeking employment.



Where do you start to make your recruitment processes more inclusive?

Recruitment materials need to support people of all genders – think about the images and the language that you use. It is easy to replace gendered words with gender neutral terminology, for example, use gender neutral job titles like ‘waiting staff or Postal Officer’ etc.

Do use a statement of Positive Action on job adverts to encourage trans applicants, for example: We encourage a diverse range of applicants, including trans, non-binary, and gender fluid people, as we recognise that these groups are currently under-represented in our workforce.

Avoid binary gender categories (e.g., male, female) on forms. The category ‘other’ can feel alienating so give people autonomy over how they answer. You can ask about gender identity and sex separately, or people can opt-out. If there is a legal requirement to collect this data, ensure the document explains why and where confidential enquiries can be made.

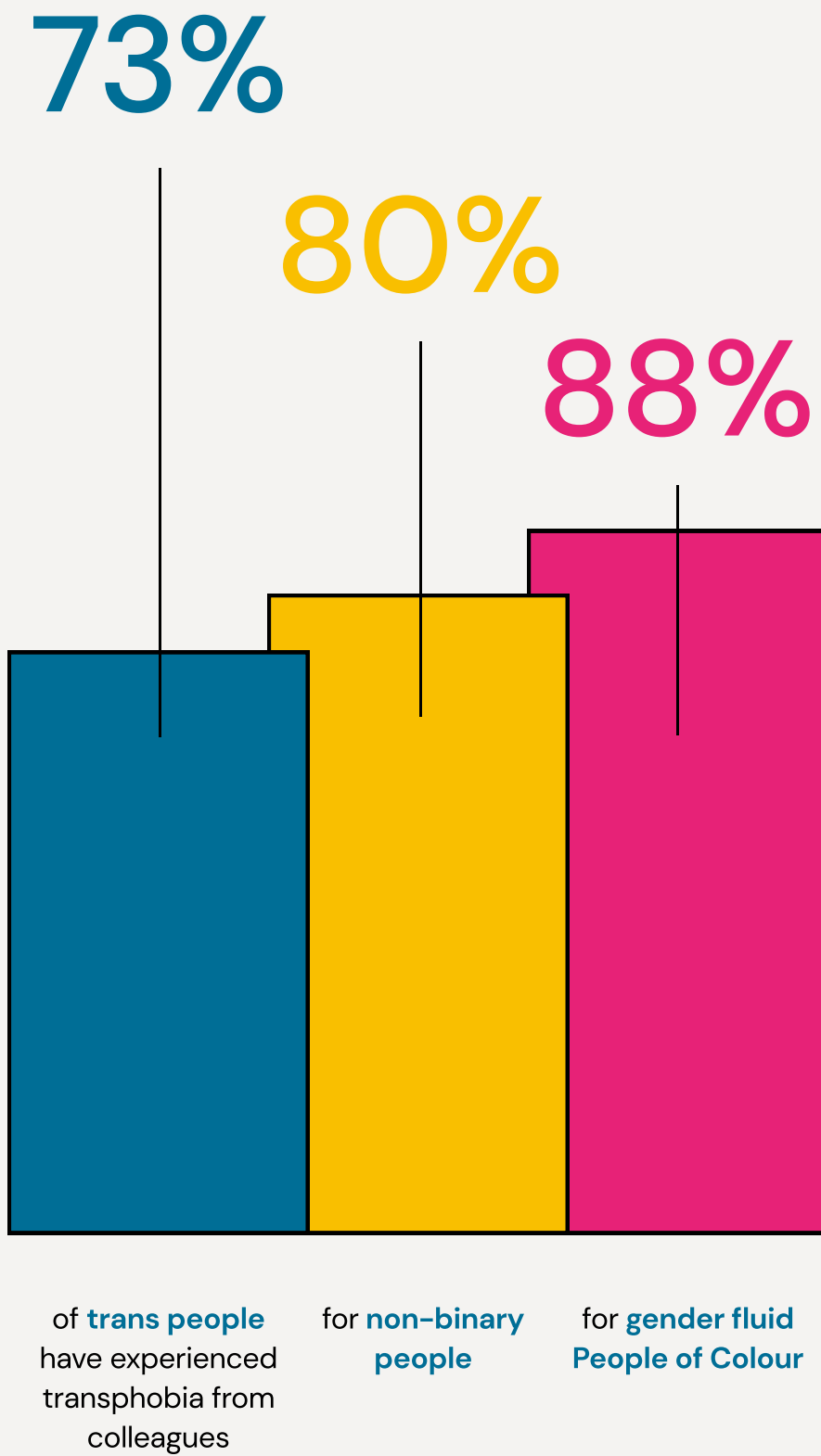




Ask for pronouns and names and ensure disclosure of personal information is kept strictly confidential. Always let the applicant lead the information disclosure and do not pressurise anyone to share any information that they do not feel comfortable sharing. Also ensure HR/recruitment leads are aware of the law relating to disclosure and Gender Recognition Certificates. Always be person-centered in your approach, and (with consent from the person) reach for support from community-led sources should you need it.

Be understanding of what might appear to be 'inconsistencies' on documents such as references and degree certificates. Keep any historical record or sight of previous names confidential, and communicate with the person about who, where, and how their data is shared. For example, if payroll bank account name is different, let them know who needs to see this data and where there is flexibility.

Ensure you have gender inclusive policies and practices and a trans, non-binary, and gender fluid inclusive policy or inclusion statement. Make these publicly available and ensure they are regularly reviewed as good practices evolve over time. Equality practices are also best done intersectionality; gender is only one aspect of our identity



How can you make YOUR workplace more inclusive?

Educate workers on the importance of correct pronoun and name use and respect for peers, customers or colleagues from the community. Let people know where they can raise concerns should there be any challenges. Ensure education is embedded regularly and forms part of the organisation's learning and development programme.

Accommodate reasonable adjustments including toilet or changing room use, time off for gender affirming care, uniforms etc

Do not ask probing and personal questions about people's bodies or life experiences.

Shut down gossip or rumours, and let others know where they can report disrespectful behaviour. Allow the individual to guide you regarding whom they wish to share information with and when. Create a culture of allyship and accountability





Do not discriminate on work projects due to gender identity and don't assume that trans, non-binary, and gender fluid workers aren't comfortable with customer facing roles. Invite and support community members to get involved but be led by the individual.

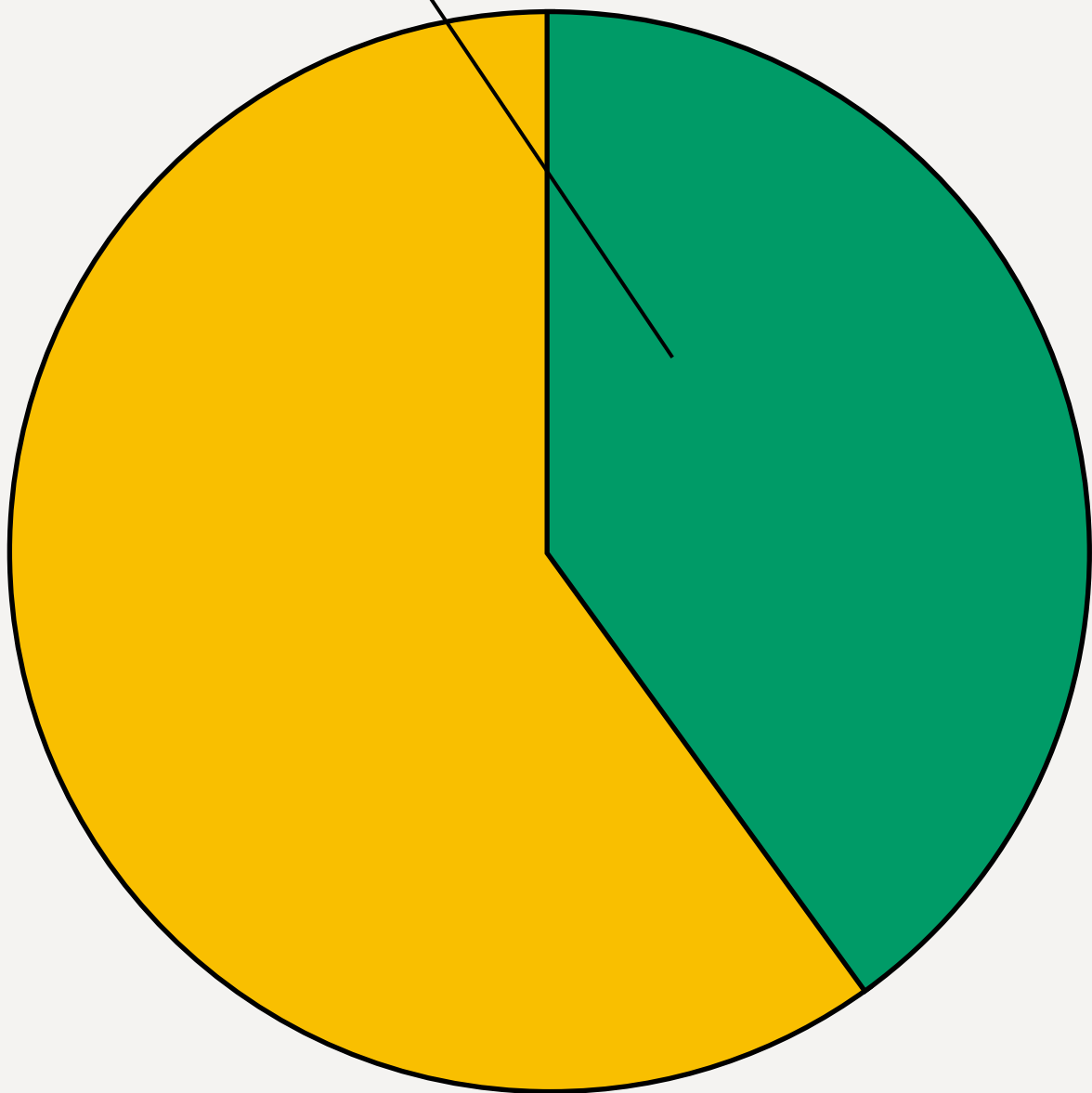
Ensure clear reporting systems for bullying and harassment AND most importantly, action complaints! Intimidating, degrading, and humiliating someone is not an acceptable form of humour. Show that your organisation will not tolerate this kind of behaviour. Lead by example!

Do not force trans, non-binary, and gender fluid persons to lead on diversity and inclusion activities for the company if they do not want to. Trans, non-binary, and gender fluid people don't have to marketise their gender identity. If someone does want to engage in organisational activism, ensure that this is a recognised and rewarded work. Do not tokenise, but enable and empower where someone is interested

Supporting Working Authentically

40%

of **trans people** felt a sense of being out of touch from their 'true self' when at work.



How can you support trans, non-binary, and gender fluid workers?

It is up to individual people to decide how much they want to disclose about their identity – not everyone is 'out' in every sphere of life. HR and managers should always allow the trans, non-binary, gender fluid person to lead on any disclosure.

Workplace policies need to give guidance as to how organisations can consider trans, non-binary, and gender fluid workers' needs on a person-centred basis.

A team could be established to support a person should they require support to medically transition. Remember, not everyone wants to take this route, and this route might change with time. Ensure medical leave/absence practices consider gender affirming care. Don't assume everyone's experience of transition is the same.

Do not refer to time off relating to gender affirming care as 'sick leave'. Being trans is not a sickness!





Record and update staff

records appropriately, for example, following a name change, without revealing private matters. Do NOT out anyone and allow the applicant/employee to lead the information disclosure. People are different. Some people will openly share their gender identity, others might prefer not to.

Start but don't stop with educating managers on

enhancing inclusion. Allyship is the ongoing work of all of those in the organisation, and needs to be consistent in approach in order to develop a truly inclusive and equitable culture.

Ask your trans, non-binary, and gender fluid workers and remember, everyone is

different. Personalised decisions and open lines of communications are imperative! Be open to feedback as to how this person might want to be asked, or whether they would like you to seek advice from an agreed source.

We are grateful to everyone who has co-produced this document:

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