Transgender Inclusion
Best Practices
Welcome to today’s installment of The Look Forward Webinar Series
• 2023 Educational Series every other Monday
• 50 Minutes (Including Q&A)

Purpose of this Webinar:
• The Workplace Equality team is bringing you HRC Foundation’s new webinar series – timely topics to help guide your efforts in your own organizations.
• Engage with diversity & inclusion thought-leaders
• Stay up to date with information relevant to LGBTQ+ workplace equality
Who’s this for?

- HR professionals
- D&I professionals
- LGBTQ+ Employee Resource and Affinity Group members
- Executive Sponsors of LGBTQ+ employee groups
- Other stakeholders in workplace inclusion
How to engage…

This is a recorded Presentation followed by Q&A

- Microphones are automatically muted
- Type in your questions via the Q&A function

Recording and all slides will be shared with attendees
FAQs before we get started

• All slides and resources will be shared with attendees
• This session is being recorded
• There will be **NO CEI survey during the 2022** calendar year
• The **2023 CEI survey will be open in Spring 2023**
  • Employers will have 3 months to complete the survey
• All changes need to be in place by the submission deadline in 2023
Today’s Agenda

- Criteria review
- Gender transition guidelines
- Additional trans inclusion best practices
  - Bathroom/facilities policy
  - Gender-neutral dress code
  - Optional pronoun sharing
- Necessary documentation
- Frequently asked questions
- Open Q&A
PLEASE NOTE:
Today’s presentation will be on the new Transgender Inclusion Best Practices portion of the CEI criteria.

For a more general overview of the criteria changes:
● Watch our 2023 CEI Informational Webinar
● Check out the 2023 CEI Criteria Toolkit or
● Review the CEI criteria webpage
New Criteria

Transgender Inclusion Best Practices
New Criteria

Transgender Inclusion Best Practices
(5 points)

Businesses must demonstrate ongoing commitment to workplace gender inclusion with the following efforts:

- Gender transition guidelines
- Implementation of the at least one (1) of the following policies or practices:
  - Trans-inclusive restroom/facilities policy
  - Gender-neutral dress code
  - Policies/procedures that allow for optional sharing of gender pronouns
Gender Transition Guidelines
What are gender transition guidelines?

Gender transition guidelines are a written document that provides information for transitioning employees, their supervisors, and colleagues.

Gender transition guidelines should include information on the following:

- who in the business is charged with helping a transitioning employee manage their workplace transition;
- what a transitioning employee can expect from management (confidentiality, etc.);
- what management's expectations are for staff and transitioning employees (non-discrimination; flexibility);
- what the general procedure is for implementing transition-related workplace changes, such as adjusting personnel and administrative records and;
- applicable company policies, such as dress code, non-discrimination, restroom and facilities policies.
Additional Transgender Inclusion Best Practices

Gender-neutral dress code, restroom policies, and pronoun sharing
A *transgender inclusive restroom policy should include the following*:

- Language that allows employees to access gender-segregated facilities such as locker rooms and bathrooms corresponding to the gender with which they identify.
- Clarify that individuals uncomfortable with a transgender employee’s use of the same restroom or locker room should be advised to use separate facilities.

*Note: This policy should be reiterated in gender transition guidelines along with other applicable policies.*
Gender-neutral dress code

A gender-neutral dress code is a policy on dress, grooming, etc. that does not mention gender or require gendered differences in clothing requirements or guidelines.

- Examples of gender neutral dress codes:
  - Employees may wear earrings no more than two inches in length or diameter.
  - Employees must wear a suit to meetings with clients.
  - Employees with hair below the chin must wear their hair tied back while working with or on the floor with machinery.
  - No sweatpants, shorts or athletic apparel
  - No slip-on shoes or sandals

Note: This policy should be reiterated in gender transition guidelines along with other applicable policies.
Policies/procedures on optional pronoun sharing

Employers may choose to allow employees the option to share personal pronouns

- Places for pronoun sharing may include:
  - Email signatures
  - Company directories
  - Onboarding/application forms

- A pronoun policy or procedure can be as simple as an email announcement about the option to share and inclusion in company forms, or as extensive as a separate written policy outlining the ways pronouns can be shared.
Necessary Documentation

Gender transition guidelines, gender-neutral dress code, restroom policies, and pronoun sharing
Necessary Documentation

Gender transition guidelines
● Employers will need to provide a copy of the gender transition guidelines document including the aforementioned information

Gender-neutral dress codes
● Employers will need to provide a copy of the dress code (please remember this should be your company’s standard dress code, not a separate or additional policy)

Inclusive restroom/facilities policy
● Employers will need to provide a copy of the inclusive restroom/facilities policy. This can be a part of any existing restroom/facilities policies or a stand alone policy.

Optional pronoun sharing
● Employers will need to provide a description of the policy or procedures and any relevant documentation, such as any standalone policy, email/letter announcement, or screenshots of forms with optional pronoun sharing
Frequently Asked Questions
How long should gender transition guidelines be?
There is no required length for the policy, however very short policies often do not include all necessary elements to meet criteria. Remember, gender transition guidelines should include applicable policies (non-discrimination, dress code, restroom/facilities), information on adjusting personnel and administrative records, relevant point people, and expectations of employees and supervisors.

Does the company need to have a separate gender neutral dress code?
No. We are looking for your existing dress code, which should be gender neutral. If they have not already, employers should update existing policies to avoid gender stereotyping or gendered dress requirements.

Should pronoun sharing be required?
No. Pronoun sharing should always be optional. Policies or procedures simply make it known that the option is available.
Unsure about how to center trans inclusion in your workplace? We’re here to help!

Reach out to us at cei@hrc.org!
Q+A

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Questions?

Please use the Q&A function to ask your questions!
Next Session Details:

Monday, October 10th
@ 3pm ET