



## **TIPS FOR EMPLOYERS for A TRANSGENDER PERSON TRANSITIONING IN YOUR WORKPLACE**

This is a general one-page guide that contains for employers to help with deal with a transgender person transitioning from male to female or female to male in the workplace. These dot points cover the main areas but do not cover everything that should put in place for a person transitioning in the workplace nor what should be in your guidelines, policies and culture.

- When your employee advises you of their intention to transition ensure that there is appropriate support in the workplace for them or that support can be put in place quickly. Also, offer to assist where you can in relation to outside support for them.
- Work with your employee to develop a transition plan that meets both their needs and your needs as an employer to ensure that you are both on the same page around timeframes when transitioning; any time off work required; when to tell employees and how to tell other employees and who should do it.
- Telling the other employees in an appropriate setting and as per the transition plan. If the transgender person is not comfortable telling their work colleagues, it may fall to the manager to make the announcement in an appropriate setting. e.g. at a regular staff meeting. Providing it is all worked out beforehand, questions that may arise during the meeting can be handled appropriately. Questions are inevitable.
- Management must ensure that there are clear written guidelines around how to deal with any issues that arise after the person transitions in the workplace. It would explain basic terminology such as what gender identity is and that affirmed gender simply means that gender by which they are living as i.e. transgender female.
- Understand that issues will arise after the person has transitioned such as mis-gendering the person, calling them by their former name (e.g. John or Sir John, when the person is now Jenny) or issues with using the toilet which matches their affirmed gender.
- Ensuring other employees are aware of the appropriate pronouns are used when addressing the transgender person in your workplace.
- Respect the person transitioning in the workplace even if disagree or not fully understand their decision or fully accept them.
- Understand that it may take some time for things to settle down in the workplace.
- Recognise when they are doing good job and encourage them so they feel more welcome and settled coming to work. This will mean that the transgender person is more likely to stay rather than leave when they don't feel welcomed or supported.

If you have any further questions or would like some advice on someone transitioning in your workplace or to put some guidelines/policies in place for the future then email me at: [melissa@melissagriffiths.com.au](mailto:melissa@melissagriffiths.com.au) or call me on mobile phone: 0411 969 005.