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

This is a one page cheat sheet for tips for employers to help with deal with a transgender person transitioning from male to female or female to male in your workplace. These are just some dot points to consider and do not cover everything that should put in place for a person transitioning in your workplace or that should be in your guidelines/policies around this.

- When your employee advises you of their intention to transition ensure that there is appropriate support in the workplace for them or that this can be put in place quickly. Also assist where you can around 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.
- Telling the other employees in an appropriate setting and as per the transition plan. This may mean that if the transgender person is not comfortable telling the other people in their team that the manager will do it on their behalf in the weekly team meeting. As long as it is worked out beforehand so can deal with questions that may arise during the team meeting.
- Management to 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 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.
- These are some of the main things that you can do to ensure that when a transgender person transitions in your workplace it goes more smoothly than not having any guidelines/policies.

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).