

10 WAYS TO SUPPORT YOUR TRANSGENDER AND GENDER DIVERSE EMPLOYEES

1. Train all employees, in particular managers and HR, on how to support transgender employees (including those who identify with neither, both, or a combination of masculine and feminine genders) and how to challenge any inappropriate behaviour.
2. Make clear that you have a zero-tolerance approach to discrimination, bullying and harassment, including in relation to gender identity.
3. Work closely with employee networks to understand transgender related issues in your organisation, including how transgender employees can best be supported at work.
4. Keep HR policies and procedures up-to-date (e.g. equality and diversity, anti-bullying/harassment and terms and conditions of employment). Use gender neutral language and think about the scope and accessibility of your policies.
5. Show your commitment to diversity in job adverts and ensure your recruitment/selection processes are fair and non-discriminatory.
6. Engage senior leaders in driving diversity and supporting transgender employees.
7. If an employee is planning to transition gender, work with them in advance to create a support plan. Allow the individual to take time off work to support their transition process.
8. Take care with employees' records. Treat records of transgender employees' gender confidentially and do not share their gender status or transition history without their permission.
9. Be respectful of how transgender employees describe their gender identity, including which pronouns they prefer. Consider whether you can update your systems to include other gender identities in addition to binary options.
10. Allow transgender employees to use facilities which are appropriate to their gender identity.

Make UK can help you to implement these strategies.

Email enquiries@makeuk.org or call us on **0808 168 5874** to discuss how we can assist you to support your transgender and gender diverse employees.

We can also support you with your people strategy, training & development or any HR consultancy matters

