**Disclaimer**

**This document is intended to help other organisations to create their own transitioning at work policy. It is not an official document, is not an opinion nor legal advice. Organisations must seek their own professional and legal advice.**

Social Transitioning at Work Policy Template & Ideas

About this policy

[Insert Organisation’s statement]   
Set out the commitment of your organisation to support transgender employees through their transition. As an idea, you can list your organisation’s internal policies, such as its code of ethics, whistleblowing/speak up policy, anti-harassment, discrimination and bullying policy, inclusion and diversity policy, etc. It is good practice to include that your organisation is willing to receive feedback from your employees including how you would like employees to provide this feedback.

[People/Individuals/Employees] who are transitioning at work

Provide a statement and internal resources to your employees so they can reach out to their managers, HR teams, etc, throughout the transitioning process, so they feel supported.

Dress code

You can mention that your employees are encouraged to “dress for your day”. This means that employees may use their discretion to choose the attire that fits their work day, position, environment, location and individuality.

If your employees work at client’s premises, you may need to set out specific provisions regarding dress code requirements.

Action plan

[Insert Organisation’s action plan]

It may be helpful to clarify the actions that will be taken over the course of the transition, such as dates by which certain tasks will be done and the person who will take responsibility. An example plan is included in Appendix A.

Facilities

Insert your organisation’s gender neutral facilities. If none, you may wish to communicate how the organistion plans to adapt the facilities in the future.

Updating workplace records

You can state that your organisation can update certain records but some others may require legal documentation (such as payslips, social security, etc.).

Recruitment

You can set out that employees have no obligation to disclose their trans status or their decision to transition.

Confidentiality

You can include your organisation’s commitment to keeping the information and data safe and confidential in compliance with all applicable laws in accordance with your organisational privacy policies.

Complaints and Reporting

You can state that your organisation will not accept any form of discrimination, bullying or harassment including not limited to on the basis of gender identity or expression. You can also include a reporting procedure so your employees can raise these actions.

Ongoing Support and Questions

You can provide support and guidance to your employees through their transitioning process. You can think about creating affinity groups, channels of communication, social media resources, training, etc.

You can also create a FAQs and Helpful Resources document, which could be a collaborative document of your employees in relation to this Policy. See some ideas below.

Appendix A – Action Plan (This form to be adapted to the needs of the individual with EX)

| **Chosen name and pronouns** |  |
| --- | --- |
| **Job title** |  |
| **Team/ department** |  |
| **Present in meeting** |  |
| **Storage of this document process** |  |
| **Date** |  |

**Who needs to know**

|  | **Who is responsible for telling them?** | **When will it happen?** | **What information will be given and how?** | **Completed** |
| --- | --- | --- | --- | --- |
| **Manager** |  |  |  |  |
| **HR Team** |  |  |  |  |
| **Team members** |  |  |  |  |
| **Other colleagues** |  |  |  |  |
| **Others (specify)** |  |  |  |  |

**Internal Changes**

|  | **Who is responsible for this?** | **When will it happen?** | **Completed** |
| --- | --- | --- | --- |
| **Security pass** |  |  |  |
| **Business cards** |  |  |  |
| **Email address/ footer** |  |  |  |
| **Internal structure or online address book** |  |  |  |
| **Voicemail** |  |  |  |
| **HR records** |  |  |  |
| **Other** |  |  |  |

| **Are there any temporary or permanent changes / reasonable adjustments to the role which should be considered?** |  |
| --- | --- |
| **Do you require any other support not already covered?** |  |
| **Is any time off required? This is not a formal leave request notification but made available if you would like to start to plan any period of time off** |  |

**Meetings**

| **Date of meeting** | **Agreed action points** |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |

Social Transitioning at Work FAQ

FAQs & Helpful Resources

[Insert Organisation’s name and commitment to fair and equitable treatment for all employees and intention to provide support and guidance transgender employees through their transition].

You can set out that this resource guide is not an organisational policy and that it is a collaborative document that aims to provide resources and may be amended from time to time.

Ideas for FAQs from a Transitioning Employee

* What should you do if you experience harassment, discrimination or bullying due to a change in wardrobe?
* What should you do if you become aware of any act of harassment, discrimination or bullying due to a change in wardrobe that is engaged in or suffered by another Kin or third party (such as a client, visitor or supplier)?
* I am transgender and wish to transition, who should I contact first for support?
* Will all my colleagues be informed of my transition?
* Will all my clients be informed of my transition?
* Can I use the facilities, for example changing rooms and toilets, which match my gender?

## FAQs from a colleague of an employee who is transitioning

* What does it mean if someone is transitioning and what does it involve?
* How long does transitioning take?
* Someone has told me they want to transition, what do I do?
* Is there training about transitioning and trans equality/issues?
* What is a pronoun and how do I know which one to use?
* How should I refer to my colleague in the past tense, before they transitioned?
* How do I respond if a client, supplier, or colleague is using inappropriate language in relation to a colleague who is transitioning?
* What sorts of topics or questions are generally considered too private or inappropriate to ask a transgender or non-binary person?
* How can I affirm my colleague and show support without overstepping?

## [INSERT CHANNEL OF COMMUNICATION/YOUR ORGANISATIONAL RESOURCES]

## Third Party Resources [IF ANY]

## Glossary of Frequently Used Terms

## Glossary of Frequently Used Pronouns

## Template Copy for Communications