

# EVERYDAY TIPS FOR CREATING A TRANS AND NON-BINARY INCLUSIVE WORKPLACE

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## *An Everyday Feminism Webinar Handout*

### **DO'S:**

1. Transgender should always be used as an adjective. For example, "Laura is a transgender woman."
2. When you are not sure what pronoun to use stick to the person's first name or "they."
3. When relevant it's ok to ask a person's "preferred" name and/or pronoun--never use the term "real name."
4. If you make a mistake on the pronoun, acknowledge the mistake, apologize and be honest about your familiarity. Let the person know that moving forward, you will use the preferred pronoun.
5. PEOPLE ARE WHO THEY SAY THEY ARE. It is important to trust that someone's decision to present themselves as gender diverse is not made lightly or without due consideration.
6. Validate people's gender expression. It is important to refer to a trans person by the pronoun appropriate to that person's gender identity.
7. Use non-gender specific language: "Are you seeing anyone?" instead of, "Do you have a boyfriend/girlfriend?"
8. California law states that trans people are able to use the bathroom that is in alignment with their identity. **NO ONE HAS THE RIGHT TO PREVENT SOMEONE FROM USING THE BATHROOM.** As of May 2018, 18 states and the District of Columbia have adopted anti-discrimination laws that include protection for transgender people in housing, employment and public accommodations.
9. Educate yourself and others about transgender experiences and concerns.
10. Ensure privacy! Treat a trans person's identity as private and confidential.

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### **DON'TS:**

1. Avoid statements like, "Laura was born a man."
2. Don't make assumptions about people's identity.
3. Do not assume that someone who is transgender is also lesbian, gay or bisexual, or that the person will transition to become heterosexual.
4. Do not say things like, "she wants to be called Laura," "she calls herself Michelle," "he goes by Marco," or other phrases that cast doubt on the transgender person's identity.
5. Never ask transgender people about how they have sex or what their genitals look like. This is inappropriate in every situation.
6. Never use words such as "it" or "whatever" when referring to someone who is transgender.
7. Interrupt trans-phobic instances! For instance, if you hear someone referring to a trans person by a pronoun you know is incorrect, let them know that they are using the wrong pronoun and that using the wrong pronoun is not only embarrassing for trans people, but potentially outs them and can create a hostile environment for them.