

# OUR MADISON: INCLUSIVE, INNOVATIVE AND THRIVING



## Creating a Gender Inclusive Workplace for All

This communication provides frequent and transparent information on our efforts to create a Gender Inclusive Workplace. The APM 2-52 team has been busy hosting informational sessions, implementing new trainings, updating and developing resources, and updating language in our operations.

### **Did You Know?**

We have two new courses: [LGBTQ+ Inclusion Part 1: Creating a Welcoming Environment](#) and [LGBTQ+ Inclusion Part 2: Advocating for Change](#) which were offered for the first time in October and received positive feedback. There are spaces left in the November 14<sup>th</sup> and 15<sup>th</sup> courses, so be sure to register!



### **Communications Team Updates**

We have completed **ten** info-sessions to agencies, committees, and stakeholders reaching over 200 staff members with updates and implementation plans. These sessions also highlight what each staff member can do to help our culture start to shift.

### **Operations Team Updates**

We are making great progress including:

1. Over 96% of the gender-inclusive restroom signs have been installed.
2. IT forms are updated and under review.
3. The City Attorneys office is working to update all Ordinances.

### **Training Team Updates**

We have developed a one-page tip sheet: *Gender Inclusive Language for Facilitators* for anyone who leads trainings or meetings.

Reach out to:

[InclusiveWorkplace@cityofmadison.com](mailto:InclusiveWorkplace@cityofmadison.com).

### **Resources Team Updates**

1. We have solicited feedback from supervisors and transgender, nonbinary employees through small focus groups. We will use the feedback to update resources by the end of the year.
2. We are working on an EmployeeNet page as a resource for supervisors.

The most recent APM 2-52 Gender Inclusive Workplace updates – including copies of communications like these – can be found on [EmployeeNet under Announcements](#).

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## **What You Should Know**

In the [APM 2-52](#) there are specific expectations listed. These are separated out by the following groups; The City, all employees, and Division heads. Check these out to see what's expected of you as City employees to uphold this APM. **We are highlighting a few of these expectations this month:**



**City:** Provide gender-inclusive restrooms and locker rooms, including single-occupancy facilities, in all City buildings where possible.



**Employees:** Address employees and members of the public by their chosen name and pronouns.



**Division Heads:** Maintain a workplace free of expectations of dress based on gender.

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## **Calls to Action**

### **All Staff!**

- Practice addressing individuals by pronouns if you don't already.
- Introduce yourself using your pronouns if comfortable. *Example: "Hi, I'm Anne Nowak, my pronouns are She/They."*
- If you don't know someone's pronouns, make sure to use their name and not a pronoun.
- When addressing groups of people, use gender-neutral language such as; "folks", "y'all", "colleague's", instead of "guys" or "ladies and gentlemen".
- Correct yourself and others in a respectful manner if a mistake is made. *Example: "I understand that Jerry uses they / them pronouns."*
- If you see some gender non-inclusive language on a City website, please send in a HelpDesk Ticket with the location of the language. IT has updated all the language they found, but, there could be more.



### **Division Heads!**

- Communicate with team members that dress code is not based on gender; it is based on specific expectations.
  - Challenge your perspective around "gendered clothing".
  - Make sure to provide examples of what is okay and not okay for dress code.
  - Consider this when ordering uniforms.
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## Resources & Links:

- [Learn More About Degendering Fashion](#)
- [GLSN Pronoun Guide](#)
- [LGBTQ+ Inclusion Part 1: Creating a Welcoming Environment](#)
- [LGBTQ+ Inclusion Part 2: Advocating for Change](#)
- [Affinity Groups Guidance Document](#)

### Administrative Procedure Memorandum (APM) No. 2-52:

- [Inclusive Workplace APM 2-52](#)
- [APM 2-52 – Resource Guide for Transgender, Gender Non-Conforming, and Non-Binary Employees](#)
- [APM 2-52 – Gender-Inclusive Language Style Guide](#)

### Organizational Development:

- [Upcoming Organizational Development Courses](#)

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## Contacts:

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