



Supervisors Building a Gender-Inclusive Workplace

Directions: Learners will discuss examples of each responsibility below in small groups. For each example, have someone read it out loud. As a group address these questions:

1. What do you say now?
2. What should you do next?
3. What resources might you utilize?

A. Responsibility: Supporting employees, especially through transition

Example A: An employee (they/them) has been on your team for a year and asks for a meeting with you. They tell you that they are transitioning to using he/him/his pronouns and will be going through some other changes that will alter their appearance. They are also planning a name change and have requested your support in using that name in interpersonal interactions now.

B. Responsibility: Create and maintain a safe and affirming workplace

Example B: An employee asks "Why do we have to share our pronouns all the time? Isn't it obvious?" You see some non-verbals of discomfort from other employees and frustration from others. No one jumps in, and everyone turns to you.

C. Responsibility: Eliminate gender-based expectations of dress

Example C: Teal (she/her) has received a promotion and will soon start in a new role on your team. Teal is open about being assigned male at birth and transitioning while working in a previous job. Teal's co-workers commented when she first started at the City about her clothing. You previously addressed the comments of co-workers about Teal wearing long skirts with more "masculine appearing" shirts. Now that Teal will be working in a more public facing role, the comments have started up again. Co-workers are talking about dress codes and "appropriate clothes."

D. Responsibility: Maintain confidentiality of legal name and sex assigned at birth.

Example D: You notice that an applicant has two different first names in sections of their application materials. The person assembling screening materials asks if they should contact the person or make changes to the materials.

E. Responsibility: Prevent, recognize, and respond to harassment in the workplace.

Example E: Bo (they/them) corrected an employee who used incorrect pronouns for them. You overhear the employee continuing to refer to a Bo with incorrect pronouns.