

Supervisors Building a Gender-Inclusive Workplace



Molly Herrmann (she/her), Consultant
Humble Pie Consulting LLC

Content of this session has been developed for City of Madison employees.

Welcome

- Name
- Pronouns (optional for introductions and screen name)
- Role

Today's objectives

- State supervisor roles in supporting transitioning employees and all transgender, non-binary, and gender non-conforming employees regardless of transition status
- Name ways to protect legal name and sex assigned at birth information
- Demonstrate prevention and recognition of and response to harassment in the workplace

City of Madison

Standard Group Agreements

Be here and be present

Share the space

Think well of each other

Expect unfinished business

Intent vs. Impact

Avoid assumptions, ask questions

Hard on systems, soft on people

Pause, paraphrase, inquire

Keep confidentiality

Live the values

City of Madison Administrative Procedure Memorandum (APM) 2-52: Purpose

To address the needs of transgender, gender non-conforming, and non-binary employees, and to protect the legal rights and safety of all employees.

City of Madison APM 2-52: Goals

- Ensure the safety and comfort of transgender, gender non-conforming, and non-binary employees
- Maintain a safe and affirming process for employees who want to transition in the workplace
- Prevent the stigmatization of employees
- Create a safe and productive work environment for all employees

Review of APM 2-52 and Supporting Guides

- APM 2-52
- Resource Guide
- Style Guide

Poll: Familiarity with materials

On a scale of 1-3, how familiar are you with these materials?

1 – No or only vague familiarity

2- I have been through them once or twice but not used them

3 – Quite familiar, have used them

Rights of transgender, non-binary, and gender non-conforming employees

- Be addressed by their chosen name and pronouns.
- Use the restroom and locker room of their choosing.

Rights of transgender, non-binary, and gender non-conforming employees

- Dress in a manner consistent with their gender identity and expression.
- Decide if, when, how, and with whom to share personal information regarding gender identity, gender expression, medical history, and any other confidential information.

Responsibilities of supervisors to enforce APM 2-52 and create an inclusive work environment

- Responsibility
- Example in small groups
- Participant questions and examples, if any

Responsibility: Supporting employees, especially through transition

- What should supervisors offer for transgender, non-binary, and gender nonconforming employees, even if they are not transitioning? How do we do that without targeting folks?
- Transition plan, transition liaison
- Example A

Responsibility:

Create and maintain a safe and affirming workplace

- Adding pronouns to Zoom name and to emails
- Introducing yourself with your pronouns
- Respect the names all employees go by, even if they are not transgender
- Avoid honorifics such as Mr., Miss, Mrs., and Ms. Also avoid using gendered language such as “sir” or “ma’am.”
- Example B

Responsibility:

Eliminate gender-based expectations of dress

- Uniforms – Is sizing binary? Are the articles of clothing traditionally gendered?
- What business formal or “dressed up” means, if applicable to their role
- Review any dress codes: Are there expectations of what men or women should wear? Are there different requirements for men than women?
- Example C

Responsibility:

Maintain confidentiality of legal name and sex assigned at birth

- Supervisors may have access to legal names that employees no longer use.
- Supervisors should protect legal names and gender markers.
 - If a program assistant or someone else in the hiring process sees a deadname, they should NOT share it with anyone.
 - Example D

Responsibility:

Prevent, recognize, and respond to harassment in the workplace

- Recognizing and disrupting common microaggressions /subtle acts of exclusion
- Misgendering
- Conflating sex, gender, gender expression, sexual orientation, pronouns, etc.
- Asking or commenting about legal status, medical procedures, etc.
- Backhanded compliments
- Example E

Today's objectives – How did we do?

- State supervisor roles in supporting transitioning employees and all transgender, non-binary, and gender non-conforming employees regardless of transition status
- Name ways to protect legal name and sex assigned at birth information
- Demonstrate prevention and recognition of and response to harassment in the workplace

Closing

- What questions do you still have?
- What is one tip you will use right away?
- What are some ways that you can interrupt language that is not gender inclusive?

Resources

- The Guide
- *Gender Inclusive Language* training
- *LGBTQ+ Parts 1 and 2* trainings