



# 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:** Alex currently uses the pronouns he/him. Alex is transitioning and only a few co-workers know this. Alex will now be using she/her pronouns.

***Consider:** What type of support will you provide Alex? What type of support will you provide your team members? How can you help raise awareness and help all feel safe and included?*

**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.