

OUR MADISON: INCLUSIVE, INNOVATIVE AND THRIVING



Creating a Gender Inclusive Workplace for All | January 2023

This communication provides frequent and transparent information on our efforts to create a Gender Inclusive Workplace. As we begin a new year, we first want to thank the members of our team for their dedication and work to help Team City progress on our journey to create a gender inclusive workplace. We also want to share our 2022 accomplishments and upcoming plans for 2023.

What You Should Know

APM 2-52 calls on all of us to center on the safety and inclusion of transgender, gender non-conforming, and non-binary employees. Like all workplace culture shifts, this will take time, will require each of us to make progress in our individual journeys as the organization progresses toward a Gender-inclusive workplace and protect the legal rights and safety of all employees.

Call to Action



Each one of us can show support in many ways, like displaying the Gender-Inclusive Workplace bi-monthly [poster communication](#), or the Progress Flag. These things help identify your work space as a safe space.



Implementation Teams 2022 Accomplishments and 2023 Plans

Communications Team

1. 12 informational sessions with key stakeholders were



Training Team

1. Two new courses have been launched and are available for registration:



- held, reaching over 250 staff.
- Two [Bi-Monthly communications](#) for City staff were shared in 2022.
 - Flyers and TV Boards were developed, designed and distributed to all Agencies.
 - A dedicated confidential email address: inclusiveworkplace@cityofmadison.com was created.

In 2023 look for:

- An interactive map of gender neutral bathrooms physical locations by agency and building.
- Continued bi-monthly all staff communications.
- Informational sessions upon request.
- Development of a plan to measure impact and outcomes.
- A new webpage for all staff.



Operations Team

- 170 single stall bathroom signs replaced with gender neutral signs.
- 100+ documents reviewed and updated including purchasing documents, contracts, IT forms, and MGO's.



In 2023 look for gender inclusive language updates on the following:

- Employee Handbooks
- Labor contracts
- APM 2-21 Family and Medical Leaves of Absence

- [LGBTQ+ Part 1: Creating Inclusive Spaces](#), [LGBTQ+ Part 2: Contributing to Systemic Change](#).
 - Over 90 staff have attended these trainings so far, with overall positive feedback.
- Our new course [Supervisors Building a Gender-Inclusive Workplace](#) will be launched on 2/28, and provided multiple times throughout 2023.
 - A fourth course, Gender Inclusive Language, will run as a pilot session on 2/17 with a goal of launching organizational wide in quarter two.
 - A one-page tip sheet:** *Gender Inclusive Language for Facilitators* was developed. This can be found on Organizational Development's [Learning Partners Overview webpage](#).



Resources Team

- Gathered feedback from supervisors, as well as transgender and nonbinary employees to inform updates to the policy and resources.
- Completed the annual review of the policy and resources. Updates to the resources will be available soon.
- Assisted a local company in the creation of a similar policy for their staff.
- Look for a new web page for Supervisors and staff in the coming months!



Did You Know?

- 7.1% of Americans identify as LGBTQ, according to a 2021 Gallup poll, though the percentage is higher for Generation Z (20.8%) and Millennials (10.5%)
- More than 1 in 4 LGBTQ employees are not broadly out at work, according to McKinsey research. Nearly half of respondents reported having to come out at work at least once a week.

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

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](#)
- [Supervisors Building a Gender-Inclusive Workplace](#)
- [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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