every gender

Trans Inclusion Diagnostic Tool

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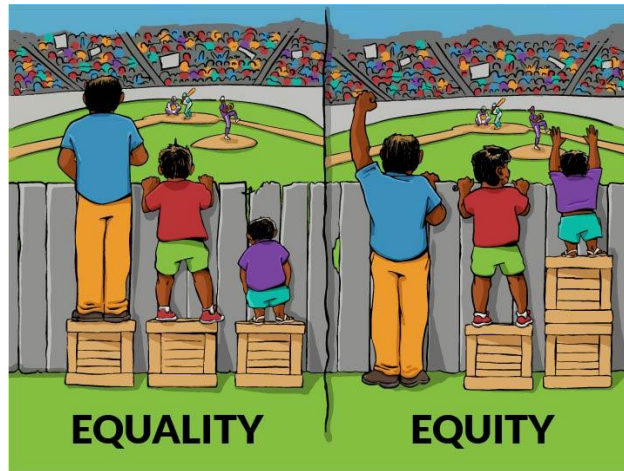
Equity: A Preface

Image created by the Interaction Institute for Social Change | Artist: Angus Maguire (he/him)

When aiming to include anyone from a marginalized group, it's essential to customize supports to meet their unique needs. This tool, created by trans individuals, provides insights into what will help us bring our best selves to work. Some of our suggestions are 'nice to haves', some are a human right, and some are legally enforceable obligations. All are part of the next inevitable wave of the civil rights movement.

Introduction

It requires courage to take an honest look at where you stand and where you need to grow. We admire your bravery in taking on this challenge.

This tool exists to offer you a well-organised set of questions, allowing you to assess your organisation's current practices and identify opportunities for growth. Once you have identified the areas you'd like to develop, we can work with you to craft a strategy that not only ensures the safety of you, your colleagues, and your organisation, but also lends the most power to your initiatives.

The strength of Every Gender is in its ability to help you ask yourself the right questions, then to collaborate with you in finding the answers most appropriate for your situation. We're not here to offer you 'passes' or 'failures', or to set ourselves as an authority over what a minimum standard of practice might look like. We believe that every organisation (including our own) has its strengths and areas for improvement, and that despite the allure of setting up an ideal 'gold standard' or 'best practice' to work towards, the reality is that growth is complex, perpetual and often non-linear. By offering you questions instead of answers, this tool remains useful as your context continues to evolve, and you can re-visit it to find new solutions that align with the ever changing, complex and human aspects of your workplaces.

Most importantly - we believe that success looks like authentic and committed engagement in this conversation. By being here, you are already on the right track.

Part One: Allocating Resources

Providing gender inclusive facilities, leave options, and support packages that cater to the specific needs of trans/non-binary employees.

☐ Are gender inclusive toilets (and other relevant facilities) available, within a reasonable distance, and with similar accessibility to binary gendered facilities?

☐ Are there easy to access leave options provided to support transgender/transitioning employees?

☐ Are flexible work arrangements offered to accommodate diverse needs?

☐ Do you offer Employee Assistance Program (EAP) services that are LGBTQ+ competent and inclusive?

☐ Are additional forms of support available to transitioning staff, such as wardrobe grants or assistance with legal expenses?

☐ Does your organisation provide time, resources and a supportive culture to foster Employee-Led Networks aimed at promoting self-determination and ally support for transgender individuals?

☐ Do you have inclusive policies in place that specifically address transgender inclusion? Were these policies developed with input from professionals with expertise in transgender inclusion?

☐ Is there room within formal or informal dress codes for diversity of gender expression?

☐ Is the responsibility for organisational development work being carried out by individuals who are qualified and appropriately compensated for the task?

Part Two: Clear Pathways

Establishing clear and flexible pathways that place transgender and non-binary individuals at the forefront of all decision making processes, and empower people in leadership roles to effectively navigate and support diverse gender affirmation journeys.

☐ Are the pathways to accessing support obvious to all employees?

☐ Are employees going through a gender affirmation process able to participate (should they wish to) in all planning and strategy conversations regarding their transition at work? Is their consent an essential factor at all decision points?

☐ Are the pathways for gender affirmation designed to be flexible and adaptable to accommodate diverse transition journeys?

☐ Does your organization have a well-defined strategy for fostering trans inclusion? Is this strategy seamlessly integrated into a broader Diversity, Equity, Inclusion, and Belonging (DEIB) framework?

☐ Is confidentiality and privacy maintained throughout the gender affirmation process, ensuring the individual's comfort and control?

☐ Is there an open feedback mechanism that allows individuals undergoing gender affirmation to provide input on their experience with the process and suggest improvements?

Part Three: Effective Storytelling

Building an understanding of your trans employees' experiences and developing communication that respects confidentiality, employs accurate language, and celebrates their journeys.

- ☐ Do trans individuals have control over when and how their personal information is shared?

- ☐ Are gender-inclusive data capture systems implemented across the whole organisation?

- ☐ Are a person's chosen name and pronouns consistently respected in all interactions (including digital comms), regardless of their legal documentation status?

- ☐ Are communications related to trans identities framed in an affirming and normalising tone?

- ☐ Is there a qualified transgender individual or trained ally reviewing all communications for correct and respectful language?

- ☐ Is the organisation's commitment to transgender inclusion clearly communicated, both internally (e.g. within strategic documents) and externally?

- ☐ Does your organisation celebrate national and international days of significance that are relevant to trans and non-binary folk?

- ☐ Are data capture systems in place to understand trans employee experiences (e.g., Pulse Surveys that make space for self-identification as a gender minority)?

Part Four: Proactive Education

Educating leaders and employees to support their current and future trans colleagues, fostering a safe and inclusive work environment for all.

☐ Is there a strategy in place to ensure the effective rollout of educational content related to transgender and non-binary inclusion across the whole organisation?

☐ Do those in leadership roles have easy access to training and resources (such as organization-specific support guidelines, workshops and e-learning content) to effectively support transgender, non-binary, and transitioning staff members?

☐ Do employees have a clear understanding of the reasons behind inclusive actions, such as sharing personal pronouns proactively?

☐ Given that the gender binary, gender essentialism, sexism, misogyny etc are woven into the fabric of our society, does your leadership team take an active approach to counter this? Do they speak publicly and authentically about these issues, encouraging self expression, safety, and the bravery required to question historical and harmful constructs around gender, regardless of their personal identities?

A note on education: Implementing changes to policy or process without first educating employees on the 'why' can prematurely signal inclusion in an environment that remains unsafe. This could lead to greater harm to your staff and organisation. Proactively providing educational resources on trans identities and inclusion is a crucial aspect of conducting organizational development safely and effectively.

Closing

Once again, we commend you for your commitment to this cultural development journey. By engaging with Every Gender, you are working to actively place marginalized voices at the forefront of your organisational development efforts. That is the heart of allyship: knowing when to seek leadership from those that you stand behind, and when to use your own voice as a lever for change.

The results of these questions will provide you with starting points for planning your next steps forward. Take your time to process what you have learned. It may seem overwhelming at first, but we are here to help you in crafting strategies that will achieve the greatest impact, and have extensive experience supporting organisations like yours in these endeavors.

We want to take a moment to explicitly state that the trans and non-binary communities are regularly victims of xenophobia and negative biases which have been on the rise in recent years. We understand that by publicly aligning yourselves with our efforts towards greater equity and inclusion, you may end up facing some of these same challenges - but unlike us, you are doing so willingly. Thank you. We are constantly building and improving on tools that can help you face any difficult encounters with confidence and empathy, and keep yourselves and your organisations safe while doing so.

Please reach out to us with your questions and requests for support.

Our warmest regards,

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