

# Supervisors Building a Gender-Inclusive Workplace



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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, nonbinary, 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 nonbinary 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 nonbinary 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 for a Gender-Inclusive Workplace
- Gender-Inclusive Language 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, nonbinary, 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, nonbinary, 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 gender 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, nonbinary, and gender nonconforming employees, even if they are not transitioning? How do we do that without targeting folks?
- Transition plan
- 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 – available for out-of-class work



# Today's objectives – How did we do?

- State supervisor roles in supporting transitioning employees and all transgender, nonbinary, 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

- Resource Guide for a Gender-Inclusive Workplace
- *Gender Inclusive Language* training
- *LGBTQ+ Parts 1 and 2* trainings
- LGBTQIA+ Social