



TRANSWORKS

Tips for creating a trans-inclusive workplace

- T** Treat transgender individuals with respect as you would anyone in the workplace.
- R** Respectfully ask all individuals how they wish to be addressed.
- A** Always refer to individuals by the name and pronouns they provide; encourage others to do the same.
- N** Never reveal that an individual is transgender without their expressed consent; establish an expectation for this standard of privacy among others who have this information.
- S** Speak up if you hear inappropriate or misinformed comments about trans issues or people.
- W** Welcome and encourage the ideas and contributions of trans employees.
- O** Offer a positive environment by avoiding potentially offensive language and actions.
- R** Remember that it is not the responsibility of a trans individual to educate you about trans issues and communities.
- K** Know as much as you can. Educate yourself and others.
→ Learn more at [UIOWA.EDU/UI-TRANS-RESOURCES](https://uiowa.edu/ui-trans-resources).
- S** Simply say you are sorry if you make a mistake related to someone's gender, correct yourself, and move on with the conversation. After the conversation, educate yourself.

Creating a positive environment

- Model introductions by including your name and pronouns. When uncertain about someone else's pronouns, use gender-neutral pronouns, e.g., they, them, theirs.
- Model inclusion of pronouns by including your own pronouns in your email signature.
- Be able to share locations of restrooms, including any gender-inclusive restrooms.
→ Learn more at [UIOWA.EDU/UI-TRANS-RESOURCES/RESTROOMS](https://uiowa.edu/ui-trans-resources/restrooms).
- Use preferred names in communications, websites, and marketing materials.
- Educate yourself by completing Safe Zone or Trans Awareness training. Consider these trainings for your team/unit.
- Wear or display a button, pin, sticker, or placard you received following training to communicate you are an ally to LGBTQ+ communities.
- Promptly report and address concerning or discriminatory comments and behavior.

Campus resources

Consult your HR representative as listed on the Employee Self Service website.

For concerns regarding discriminatory behavior or comments in the workplace or on campus, these resources are available.

- Your HR representative/senior HR leader
- The UI Office of Equal Opportunity and Diversity

For additional support, several offices are available to the university community as confidential resources.

- The UI Office of the Ombudsperson
- Employee Assistance Program (for faculty and staff)
- University Counseling Service (for students)
- The Women's Resource and Action Center (all genders welcome)

→ For resources or training information, email DIVERSITY-RESOURCES@UIOWA.EDU.

→ For additional information and resources, visit UIOWA.EDU/UI-TRANS-RESOURCES.

Helpful definitions

Sex: The classification of people as female, male, or intersex. Sex is typically assigned at birth based on characteristics such as anatomy, hormones, and chromosomes.

Intersex: Describes a person born with a combination of sex characteristics that falls between the typical definitions of female or male.

Sexual orientation: Sense of personal and social identity based on emotional, romantic, and sexual attraction.

Gender identity: A personal conception of one's own gender, such as woman, man, non-binary, gender nonconforming, genderqueer, etc.

Gender expression: External display of gender through name, pronouns, appearance, and behavior.

Transgender (trans): People whose gender identity does not coincide with the sex they were assigned at birth.

Cisgender: People whose gender identity coincides with the sex they were assigned at birth.

Transgender man or trans man: Person assigned female at birth who identifies as a man.

Transgender woman or trans woman: Person assigned male at birth who identifies as a woman.

Non-binary: Any gender that is not exclusively woman or man. Specific identities may include genderqueer, gender fluid, or agender.

Pronouns of reference: A set of pronouns a person would like others to use when referring to them in the third person.

Examples of pronouns include:

- he/him/his
- ne/nem/nirs
- she/her/hers
- they/them/theirs
- ze/zir/zirs

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