



TRANSWORKS

Tips for human resources professionals to create 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; coach supervisors and colleagues 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** Set high standards for an inclusive workplace.
- W** Work to support the success of all individuals in the workplace.
- 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.
- Point out restrooms, including any gender-inclusive restrooms.
→ Learn more at [UIOWA.EDU/UI-TRANS-RESOURCES/RESTROOMS](https://uiowa.edu/ui-trans-resources/restrooms).
- Revise HR forms to include preferred name in addition to legal name and include blank options to identify gender and pronouns.
- Use preferred names on websites and marketing materials.
- Invite individuals who identify as transgender to seek you out should their needs or circumstances change.
- 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 the University of Iowa Diversity Resources Team for additional resources and training.

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

- The HR representative or senior HR leader in your department (listed on the Employee Self Service website)
- 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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