

# **A Guide for Gender Transitioning in the Workplace**

**Ontario Provincial Police, 2016**

*For further questions about the content and application of this document, please speak with your manager and/or a Human Resources Advisor, Career Development Bureau.*

Alternate formats of this document are available upon request from the OPP Accessibility Lead, Respectful Workplace Programs, Career Development Bureau (CDB).

**HR Services, Career Development Bureau**

## Table of Contents

**A: INTRODUCTION**

**B: GENDER TRANSITION PROCESS AT A GLANCE**

**C: GENDER TRANSITION PROCESS IN DETAIL**

**D: CONCLUSION**

## APPENDICES

- |                |                                       |
|----------------|---------------------------------------|
| • Appendix A   | Glossary of Terms                     |
| • Appendix B   | List of Resources                     |
| • Appendix C-1 | Checklist for Managers                |
| • Appendix C-2 | Tips for Transitioning Employee       |
| • Appendix C-3 | Important information for Co-Workers  |
| • Appendix C-4 | Use of Language Tips                  |
| • Appendix D-1 | Template Transition Plan              |
| • Appendix D-2 | Sample Letter, Manager to Employee    |
| • Appendix D-3 | Sample Letter, Employee to Co-Workers |
| • Appendix D-4 | Sample Letter, Executive Support      |

### A. INTRODUCTION

This Guide was adapted from the Ministry of Community Safety and Correctional Services (MCSCS) “Best Practices for Transitioning Gender in the Workplace” and draws on lessons learned from actual experiences with gender transitioning in Ontario Provincial Police (OPP) workplaces.

This document is intended for use within the OPP by:

- Trans employees who decide to transition in the workplace;
- Managers and HR practitioners who are supporting the transition process in the workplace; and
- Co-workers of the trans employee who is transitioning in the workplace.

**Trans or transgender** is an umbrella term that describes people with diverse gender identities and gender expressions that do not conform to stereotypical ideas about what it means to be a woman or a man in society. “Trans” includes people whose gender identity is different from the gender assigned to them at birth. *See Appendix A – Glossary of Terms - for definitions of “trans” and related terms.*

Trans people are represented in every social class, occupation, race, culture, religion and sexual orientation. They have the same rights and responsibilities as everyone else. Yet, trans people are one of the most disadvantaged groups in society, routinely experiencing prejudice, discrimination, harassment, hatred and even violence in their everyday lives.

As an inclusive organization, the OPP is committed to providing support to its members to ensure the gender transition process in the workplace is individualized and responsive. This Guide aims to help improve the experience of trans employees who are transitioning in the workplace by:

- Affirming trans employees’ human rights and promoting recognition of their inherent dignity and worth;
- Creating a climate of understanding and respect, so that trans employees feel included in and can fully contribute to the workplace; and
- Helping prevent discrimination and/or harassment because of gender identity and/or gender expression.

This Guide is not policy and does not replace existing policies, legislation or collective agreements. The Guide reflects OPP Values and the principles of the:

- Professionalism in the OPP Section of Police Orders;
- Ontario Human Rights Code (*Code*);
- Ontario Human Rights Commission’s Policy on preventing discrimination because of gender identity and gender expression;
- OPS Respectful Workplace Policy (formerly Workplace Discrimination & Harassment Prevention – WDHP);
- OPS Workplace Violence Prevention (WVP) Policy; OPS Disability Accommodation Policy; and
- OPP Inclusion Plan.

## OPP GUIDE FOR GENDER TRANSITIONING IN THE WORKPLACE

Under the Ontario *Human Rights Code* (*Code*), the Ontario Public Service (OPS) Respectful Workplace Policy as well as OPP collective agreements and policies, the employer has a legal duty to provide a workplace free of discrimination and to accommodate the needs of employees based on any of the protected grounds, which include **gender identity and gender expression**. See *Appendix A for definitions*.

Everyone has the right to define their own gender identity. Trans people should be recognized and treated as the gender they live in, whether or not they have undergone medically supportive treatments, or whether or not their identity documents reflect their lived gender identity.

Failure to recognize and respect a person's lived gender identity, or failure to accommodate gender transition-related needs may lead to a finding of discrimination under the *Code*. In addition, it may constitute discrimination, contrary to provisions in a collective agreement and a violation of the Respectful Workplace Policy.

Most importantly, organizations are required to take proactive steps to provide a safe, respectful, and welcoming environment for all employees, including trans people. Managers can help enable trans-positive work environments verbally, emotionally and physically.

### B. GENDER TRANSITION PROCESS AT A GLANCE

Gender transitions involve a series of activities that allow people to live in the gender consistent with their gender identity.

The process of transitioning in the workplace is unique for each individual and will be predominantly employee-driven, with support from the manager, Human Resources and bargaining agent representative if applicable.

Transitions may include changes to the person's name, sex designation, gender marker, dress, or the use of specific pronouns. Each trans person has their own goals for transition that may or may not include medical treatments to physically transition to their self-identified gender.

There is no set timeframe for a transition process. Each person decides what meets their needs, depending on their circumstances. By the time an employee is ready to discuss their workplace transition with their manager, they have likely spent a number of years thinking it through.

Once the employee informs their manager of their intent to transition, planning for the workplace transition can begin. The **HR Services Unit Manager in the Career Development Bureau (CDB) should be engaged** (who will engage the applicable HR Advisor) as soon as the initial discussion occurs; to provide support, advice and guidance for the transition process. The focus of this planning is preparing the groundwork for the employee's first day at work presenting in their self-identified gender. It is important to

## OPP GUIDE FOR GENDER TRANSITIONING IN THE WORKPLACE

remember that each transitioning individual will have their own set of unique factors, which will require a customized plan.

Each individual's journey is unique and the transition and/or accommodation process must be customized accordingly. Having said that, generally speaking, there are four main steps involved in the process of gender transition in the workplace:

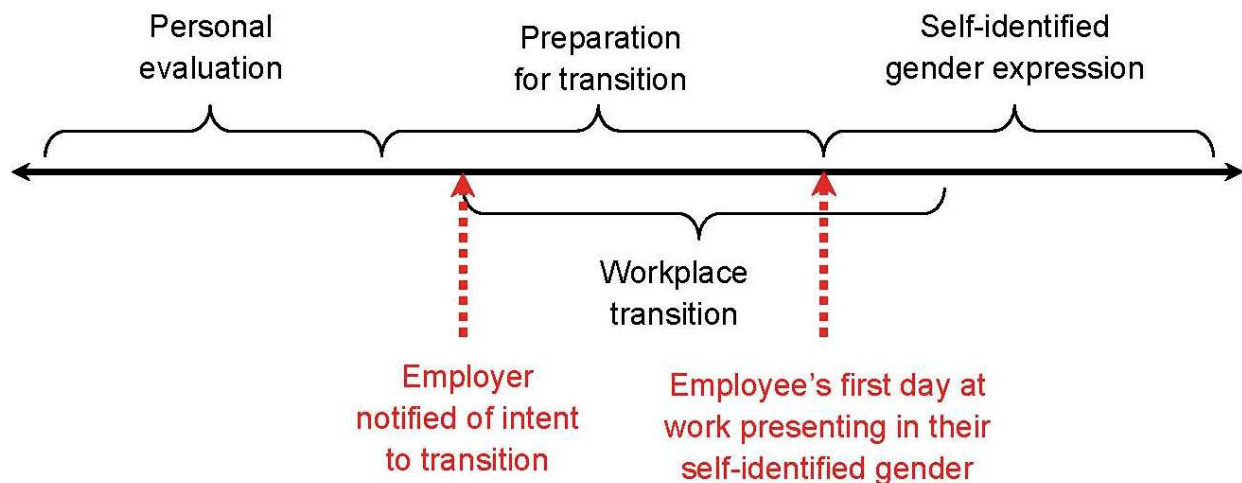
**Step 1:** The **initial conversation**, in which the employee speaks with their manager about their intention to transition into their self-identified gender identity at work. Employees may speak to a Positive Space Champion or a Respectful Workplace Programs member if they would like assistance facilitating that conversation.

**Step 2:** The **planning** stage, in which a mutually agreed upon transition support team works together on a transition plan.

**Step 3:** The **implementation** stage, in which the items agreed upon in step 2 are actioned.

**Step 4:** Ongoing **monitoring and evaluation** to determine whether the plan is working as intended and make adjustments if needed.

Each step is addressed in detail on the following pages, along with critical factors to consider. The illustration below depicts the broad steps typically involved in the transition process.



Note: While this roadmap provides one example, not everyone will follow this process exactly. For example, the day the employer is notified of the intent to transition may be the same as the employee's first day at work presenting in their self-identified gender.

## OPP GUIDE FOR GENDER TRANSITIONING IN THE WORKPLACE

Each individual's experience is unique and each of these steps can be altered to respect and support the needs of the employee.

### **Pre-Employment Best Practices**

Not all transitions will take place after an employee is hired, and new members going through the recruitment process may simultaneously be at any stage of their personal transitioning journey. For example, a new recruit may choose to have their first day of employment be their first day presenting in their self-identified or preferred gender. In these situations, managers must be prepared to have all identification documentation and records be reflective of the new team member's self-identified name and/or pronoun, which may be different from their employment application.

Hiring managers are also reminded that any information collected during the hiring process that may identify a trans person's status is protected information under the *Freedom of Information and Protection of Privacy Act (FIPPA)*, 1990.

As with current employees, new recruits should always have the main voice in the amount, timing, manner, and extent in which others are informed about their gender transition. They alone should decide whether to disclose any information about their gender transition to their manager. The role of management is to foster an inclusive environment that is respectful and supportive of all team members.

## C. GENDER TRANSITION PROCESS IN DETAIL

### **STEP 1: Initial Conversation**

The initial conversation occurs when the employee informs their manager that they intend to transition in the workplace. Typically, this is a very difficult step for an employee and they have likely spent a number of years thinking it through. The key at this point is to establish/build upon **trust, respect and open communication**. See *Appendix C-1: Checklist for Managers* and *Appendix C-2 Tips for Transitioning Employee*.

The manager should reassure the transitioning employee that they will have **full participation** in planning each step of their transition at work. The manager should also **consult with the HR Services Unit Manager** for supports, tools or guidance. The manager can open the door to communication by suggesting and arranging a follow-up meeting with the employee, Human Resources and a bargaining unit representative (if applicable) as soon as possible, to lay the foundations for a workplace transition plan and address potential issues in the workplace.

**Privacy, confidentiality and control over the flow of information** is very important in managing the transition process effectively. The manager should reassure the employee that the information they share will be treated confidentially and shared only as necessary, based on the comfort level of the trans employee.

## OPP GUIDE FOR GENDER TRANSITIONING IN THE WORKPLACE

Employees who have decided to transition may be under various levels of stress. It is important that the manager provide information on the **Employee and Family Assistance Program (EFAP)** for the employee to access EFAP services during the transition process, if they wish. Another option would be to provide the employee with **OPP Critical Incident Stress Response/Peer Support (CISR/PS) contacts**.

A manager who is well versed in trans issues will be more effective with assisting the transitioning employee. However, if they have little or no trans awareness, they need to educate themselves first. *See Appendix B - List of Resources.*

### STEP 2: Developing a Transition Plan

Once the employee has made contact with their manager, the next goal is to develop a plan detailing how the transition will unfold in the workplace and how potential issues in the workplace will be handled.

An early step in the transition plan is to establish a **main point of contact and a transition support team**. Typically, the main point of contact would be the manager to whom the trans employee reports; and is responsible for managing the transition from the employer's perspective and in accordance with the needs of the trans employee. In some cases, the employee may prefer to have a member of the Respectful Workplace Programs, CDB, as their initial main point of contact.

In assembling the **transition support team**, the trans employee and their manager should ensure they include appropriate levels of technical expertise and emotional support. Depending on individual circumstances, members of the transition support team (in addition to the trans employee and their manager) could include:

- A bargaining unit representative (if applicable);
- A personal support person (if applicable);
- The HR Advisor;
- The Coordinator, Respectful Workplace Programs, CDB; and/or
- The IIEA Program Advisor (only if employment accommodation for medical reasons is needed).

The confidentiality and privacy requirements should be communicated to each member of the team from the outset. Everyone should work together cooperatively and respectfully to explore and implement appropriate solutions, checking in with the trans employee along the way.

In follow-up meetings, the manager, employee and agreed-upon transition support team members can address the key workplace considerations listed below, agree on roles and responsibilities, as well as timelines. These discussions will form the basis of the workplace transition plan and, if needed, an accommodation plan ([OPP Accommodation Plan](#)).

The following key considerations should be included into the transition plan: *See Appendix D-1: Template Transition Plan, which can be customized to suit individual circumstances.*

## OPP GUIDE FOR GENDER TRANSITIONING IN THE WORKPLACE

### **Trans employee's integration and full participation**

Each person's needs are unique and must be considered throughout the transition process. The trans employee should have input into planning the steps of their transition at work, to the greatest extent possible. Managers should be open-minded and discuss the trans employee's needs or concerns and ask their opinion on matters that impact them.

### **Timing of transition**

The employee should always have the main voice in the timing of their transition to their self-identified gender role, as well as any workplace communication about their transition in the workplace.

Usually the employee will have a date or timeframe in mind for presenting themselves in their self-identified, or preferred, gender. The employee may also have an idea about when they may need to take some time off for medical reasons, if at all. These dates can change, depending on the person's readiness at each stage and/or other factors.

### **Confidentiality and Privacy**

Information related to a person's transition process is considered personal information under the *Freedom of Information and Protection of Privacy Act (FIPPA)*, 1990. Managers should ensure that staff who have access to this information on a need-to-know basis are aware of privacy protection requirements and that they have completed the appropriate training. In the OPP, "Privacy and You" is a mandatory training module for all employees.

Other privacy matters related to any OPP records/documents that could identify a person's trans status (e.g. DNA sampling, fingerprints) should be carefully considered in the event of requests, internal or external, for these materials.

The trans employee has the **right to control all aspects of their personal information**, including what information is disseminated, the manner in which co-workers and stakeholders are informed about the employee's transition, and the timing of this disclosure. Individuals may differ in how they want their transition to be communicated. Work situations vary, too. The type of workforce, the nature of work being done, the amount of interaction the individual employee has with co-workers, clients or stakeholders and the surrounding culture all impact how the gender transition should be communicated in the workplace.

### **Accommodation for medical reasons**

Where accommodation for medical reasons applies, managers must respond to the individual's request, in accordance with applicable collective agreements, OPS Disability Accommodation Policy, and in accordance with the Health Information Program (OPP).

Medical information is considered personal health information under the *Personal Health Information Protection Act, 2004*. Managers should adhere to the privacy and record management requirements set out under the OPS Disability Accommodation Policy and Health Information Program (OPP).



## OPP GUIDE FOR GENDER TRANSITIONING IN THE WORKPLACE

For further guidance on these issues, managers should work with their HR Advisor, CDB. Human Resources can also provide advice on the applicable types of leaves, if required under collective agreements (if applicable), OPS policies, and OPP procedures/guidelines.

### **Administrative records and identification documentation**

The transition plan should include a list of all administrative records/documentation that have to be updated to reflect the employee's self-identified name and/or pronoun. See *page 3 of Appendix D-1: Template Transition Plan, for a list of identification documentation and records to be updated*. Trans employees have a right to be referred to by their self-identified name and/or pronoun (e.g., he, she, ze, etc.) or form of address (e.g. Miss, Ms., Mrs., Mr., Mx, etc.) verbally and in written documents, such as emails or correspondence. Some trans employees may choose to never change their legal name but still want to self-identify with a chosen name.

A number of administrative records can be changed at work without proof of a legal name change, which can be complicated and can sometimes take months or even years.

***Note: Legal name change is required in order to update WIN, as this is linked to pay stubs and T4s.***

The transition support team should also consider how to handle existing information in corporate communications products (e.g. stories on the intranet, internal newsletters) that identify the employee by their previous name, birth-assigned gender and/or pre-transition photos. This includes, but is not limited to general correspondence and other information stored on public drives accessible to all employees. A discussion with the trans employee about whether or not this is an issue is advisable.

### **Work attire**

Dress code policies should be flexible and inclusive of everyone, and should not prevent trans people from dressing according to their expressed gender. A trans employee should be able to wear their position's work uniform and/or business attire that corresponds with their gender identity.

A manager has a right to require all employees to wear work-appropriate clothing. Any assessment of safety risk should be based on evidence and not speculation or stereotypes. Dress codes cannot violate the *Human Rights Code* or the *Employment Standards Act*. More information about OPP [Dress Code](#) standards can be found on the intranet.

### **Affected job duties**

In most work situations, job duties will not be affected by an employee's gender transition. The transition support team should discuss how to handle situations in work settings where gender may be a factor. The overarching principle is that the employee should be carrying out all their duties in accordance with their lived gender identity.

## OPP GUIDE FOR GENDER TRANSITIONING IN THE WORKPLACE

### **Washroom, lodging, changing room and locker access**

Trans people have a right to access washrooms, change rooms, dormitories, lockers and other gender-specific services and facilities based on their lived gender identity. Managers should communicate this right to co-workers (at an agreed upon time), and ensure that a trans person will not be pressured or required to use a separate facility because of the preferences or potential opinions of others.

If a trans employee requests access to a private washroom/changing space, such requests need to be accommodated short of undue hardship as defined by the *Code*. Should there be conflicting rights under the *Code*, the manager must contact their HR Advisor.

### **Informing co-workers**

As previously stated, the trans employee should have the main voice in the amount, timing, manner, and extent in which co-workers are informed about their gender transition. While not everyone in the workplace needs to be informed, co-workers, managers and other employees who have regular or semi-regular contact with the trans employee should be included. See *Appendix C-3 – Important Information for Co-Workers*.

When informing co-workers, factors to consider and plan for include:

Informing co-workers - format: Based on past practice, a group meeting may work best to inform co-workers. Another option is to hold individual one-on-one meetings or inform co-workers in writing. The trans employee may choose to be present at the beginning of a group meeting and may wish to speak either personally or in the form of a letter that they, or a manager, can read out loud or hand out. Alternatively, the trans employee may choose not to be present for some or all parts of the meeting, so that co-workers can feel comfortable asking questions or raising concerns. If the trans employee would like to hold personal confidential discussions with close co-workers in advance, this should be included as part of the plan.

Informing co-workers - timing: Recognizing that each situation will vary, co-workers could be informed a week or two before the trans employee begins presenting themselves in their self-identified, or preferred, gender. If the employee is planning a leave in relation to their transition, they may ask that co-workers be informed just prior to their leave. This approach can give co-workers some time to adapt or ask appropriate questions before the employee's first day at work presenting in their self-identified gender identity.

Informing co-workers - key messages and communication materials: The transition plan should address communications products (such as letters, key messages, etc.), ensuring they meet the trans employee's preference for the amount of, and manner in which, information is shared. See Appendix D-2; D-3 and D-4 for sample communication products.

All key messaging from management should stress the need for respectful communication with, and treatment of, the trans employee. The manager should

## **OPP GUIDE FOR GENDER TRANSITIONING IN THE WORKPLACE**

reinforce OPP's commitment to inclusion and human rights and the need for co-workers to be supportive of the trans employee.

Managers should stress that trans people have the right to live in their self-identified gender without harassment or discrimination; to be recognized and be able to use facilities based on their lived gender; and to be accommodated, if necessary, in the workplace.

*Informing co-workers – training:* The transition support team should evaluate what training has occurred to date and whether a refresher or further training is needed/appropriate.

Typically, a best practice is to include a Positive Space Training or trans awareness training session to help co-workers better understand the issues at hand. A further consideration is whether the training should happen in advance, at the same time or after informing co-workers.

It is strongly recommended that the manager work closely with a subject matter expert on trans issues. The manager should contact their HR Advisor for assistance in identifying an appropriate resource.

### **Senior management/Bureau/Regional Commander support**

Another factor to consider is whether senior management will write a supportive letter and/or attend a group meeting to express support. Based on past practice, trans employees, managers and co-workers have found senior management support helpful. A letter of support for the transitioning individual restating the commitment to inclusion and human rights and setting workplace expectations will help lower the stress on the trans employee and will help avoid potential inappropriate behaviour from fellow employees. See *Appendix D-4* for a sample letter of support or key messages for a Senior Manager to open a meeting.

### **Informing stakeholders**

The transition plan should include a list of all possible stakeholders (i.e., individuals inside and outside the organization with whom the trans employee interacts in the course of their duties). The employee and manager should agree on a strategy about how to inform stakeholders on a "need to know" basis. The strategy should include who will inform which individuals, the timing, whether the information will be shared verbally or in writing, and ways to keep the trans employee aware of who has been informed. A best practice is to inform stakeholders verbally, because electronic communication could be forwarded indiscriminately.

Communicating with stakeholders may involve difficult conversations, so the transition support team should discuss and agree on how certain situations should be handled in advance, as well as craft a script approved by the transitioning employee that can be used for these conversations.

## OPP GUIDE FOR GENDER TRANSITIONING IN THE WORKPLACE

### **Employee's first day expressing their gender identity**

The transition support team should also plan for the trans employee's first day at work, when they will be expressing their gender identity in the workplace for the first time. The main goal for this day is to ensure that the trans employee feels **respected and included in the workplace**.

The trans employee should be asked what they need on their first day to make it easier for them (e.g., being accompanied on arrival by a trusted co-worker or a social gathering with coffee/tea); and the transition plan should be drafted accordingly.

In situations where the trans employee is changing their name, having most record changes already completed to reflect the self-identified name and/or pronoun will help affirm the employee's gender identity (e.g., name tag, name plate, identity card, email address, etc.). See *Appendix C-4: Use of Language Tips*.

### **STEP 3: Implementing the Transition Plan**

Once a workplace transition plan is agreed upon, the manager should implement it in cooperation with the trans employee and other key players identified in the plan.

The key factors mentioned in the planning stage (i.e., full integration and participation of the employee, confidentiality and privacy) apply throughout the implementation stage. In addition, the following factors and/or steps need to be considered during the implementation phase.

#### **Administrative records and identification documentation (as applicable)**

If this step has not been completed already, the manager should update the trans employee's self-identified name and/or pronoun on whatever documentation they can (e.g. email, INFO-GO, phone display, photo ID card, name plate, name tag on uniform, business cards, internal phone lists and directories, organizational charts, training records, intranet pages, etc.). *(See page 3 of Appendix D-1: Template Transition Plan, for a list of identification documentation and records to be updated)*

For advice regarding updates to financial records (e.g. travel card), the manager should work with their HR Advisor who will liaise with Business Management Bureau. The timing of these administrative changes should ideally coincide with the employee's first day at work expressing their identified gender.

From a records management perspective, records related to an individual's gender transition at work are considered Human Resources records and should be managed in accordance with the applicable records schedule.

There are some key areas, where – due to factors outside a manager's control – administrative records must match the employee's legal name. These records are: payroll and benefits (WIN), purchasing card (P-card), pension and other insurance documents. Upon the trans employee's legal change of name, the manager can submit a

## **OPP GUIDE FOR GENDER TRANSITIONING IN THE WORKPLACE**

WIN Employee Contact Data form to Ontario Shared Services (OSS) to change information in WIN. Supporting documents will be required by OSS, such as a legal name change certificate or an updated SIN, and additional forms will require completion (e.g., pension). Internal systems, insurance carriers and the pension administrators' systems will then be updated. Purchasing card (P-card) information is linked to WIN and name and gender marker information can only be changed on a P-card after the employee's WIN information is updated.

After co-workers are informed, the trans employee can request, through their manager, to remove existing pictures and other identifying personal information pre-dating the transition. The employee's manager can work with Human Resources about how to do this. The trans employee and their manager can identify what changes, if any, can be made to existing communications products. It should be noted that depending on the form of communications, changes may not always be possible. For instance, it may not be feasible to recall a printed newsletter distributed throughout the province. Each situation will be different and should be addressed based on its specific details.

On a go-forward basis, and consistent with the approach described so far, the employee should be identified in future corporate communications by their self-identified gender identity (name and pronoun). Pictures pre-dating the transition should not be used in future corporate communications (e.g. reports, newsletters, posters), without the trans employee's written consent.

### **Accommodation for medical reasons**

In cases where employment accommodation for medical reasons applies, accommodation options should consider both the needs of the trans employee as well as safety considerations. Assessment of any safety risk should be done in conjunction with subject matter experts from HR; and be based on objective evidence rather than speculation or stereotypes.

In addition, the manager should request information that is necessary to clarify the nature and extent of any accommodation needed for the purposes of the workplace transition. The manager should also make sure that information related to the employee's gender transition is retained in a secure location (e.g. locked cabinet or an electronic drive that has restricted access) and shared only with people who need the information for their role in implementing the transition and/or accommodation plan.

### **Addressing concerns of co-workers**

During implementation, the manager should continue to address co-worker concerns and ensure their ongoing cooperation. If some co-workers express discomfort, managers can reiterate the trans employee's rights and the values that we uphold in the OPP.

Should anyone raise concerns, managers can explain that:

- While employees are entitled to their beliefs, they are required to treat everyone, including the transitioning employee, professionally and with dignity and respect.

## OPP GUIDE FOR GENDER TRANSITIONING IN THE WORKPLACE

- Everyone is expected to conduct themselves in accordance with OPP values and comply with the *Code* and the Respectful Workplace Policy.
- Everyone is protected by the same laws and policies that protect the trans employee.
- Employees are expected to work cooperatively with their colleagues regardless of their gender identity or gender expression.
- Anyone can contact the Employee and Family Assistance Program if they wish.

If answering ad-hoc questions, managers should be cautious and not divulge personal information about the trans employee. If unable to answer questions, managers can defer the answer pending consultation with Human Resources.

It is important to recognize that co-workers may raise some concerns about sharing facilities such as washrooms or change rooms. This can often be a difficult topic that can be addressed through trans awareness training and/or appropriate messaging/communication to co-workers.

Co-workers who still have concerns about sharing a washroom, change room or other facilities with a trans employee should be invited to have a discussion with their manager. For more information on how to handle objections, please refer to the section entitled “Addressing concerns of co-workers and clients/stakeholders”.

If any changes in circumstances occur during implementation, the trans employee should immediately report the new circumstances to their manager. Together, and with the involvement of members of the transition support team, the transition plan should be revised accordingly.

### Step 4: Monitoring and Evaluation

At this stage, the transition support team should review progress/results, barriers and solutions to determine whether the plan is working as intended. Regular check-ins, as indicated in the transition plan, should occur with the trans employee to ensure things are progressing smoothly and to address any potential issues.

#### **Monitor the workplace**

The trans employee may be reluctant to report inappropriate behaviours because they could believe it might increase the potential for harassment and/or retaliation. As such, managers should be proactive in monitoring behaviour toward the trans employee in the workplace and extensions of the workplace (e.g. online, off-site training courses, travelling for business purposes, or employment-related social functions).

Managers should provide a way for the trans employee – or any employee – to report harassment without fear of reprisal, in accordance with the Respectful Workplace Policy.

Any concerns about harassment should be dealt with in accordance with the Respectful Workplace Policy and OPP Respectful Workplace Standard Operating Procedures.

## OPP GUIDE FOR GENDER TRANSITIONING IN THE WORKPLACE

### **Ongoing responsibilities in the workplace**

#### *Changes in management*

If there is a change in management, the outgoing manager, trans employee, HR Advisor and bargaining agent representative (if applicable) should discuss the need to brief the incoming manager and consider:

- Whether the incoming manager needs to know about the transition;
- The nature/amount of information to be shared (i.e. are there ongoing workplace issues that need to be monitored or addressed);
- Who will brief the incoming manager and when;
- The custody transfer of the files related to the transition and the need for continued privacy protection.

In addition to considering what information needs to be passed to the incoming manager, it is also important to consider sharing with the trans employee any information the incoming manager may have about the employee's history. For example, if the manager is already aware of the employee's transition, and this is shared with the trans employee, this may alleviate their stress/awkwardness of trying to decide if/when to tell them and how much information they need to know as a manager.

#### *Employment references*

If the trans employee moves to a new job, they alone should decide whether to disclose any information about the gender transition to their new manager.

Prior to providing the names of their references, the trans employee should contact all those providing references to discuss the name and pronoun to be used for the purposes of providing employment reference checks. The existing manager and any other references must not disclose the employee's transition or trans history.

#### *Employment security checks*

If the trans employee does not wish to disclose any information about the gender transition to a hiring or new manager and requires a security check for a new or existing job, the employee should take some time to understand how security checks work and what steps they need to take to safeguard the confidentiality of their transition information. A good starting point is to review the OPS Employment Screening Checks Policy and related OPP procedures.

### D. CONCLUSION

This Guide is intended to be a helpful resource for OPP members considering/planning their gender transition in the workplace, and for managers and colleagues who are supporting an employee who has indicated they wish to make this important transition.

Every experience will be unique, as the transition process is very employee-centred/driven. As stated earlier, this Guide does not replace any applicable policy or legislation but includes some helpful suggestions and/or best practices to provide support to the trans employee, assistance to the manager, and to ensure the transition process in the workplace is as smooth and as positive an experience as possible.



## OPP GUIDE FOR GENDER TRANSITIONING IN THE WORKPLACE

### APPENDIX A

### GLOSSARY OF TERMS

**Cisgender and cisnormativity:** most people are “cisgender” (not trans); that is, their gender identity is in line with or “matches” the sex they were assigned at birth. Cisnormativity (“cis” meaning “the same as”) refers to the commonplace assumption that all people are cisgender and that everyone accepts this as “the norm.” The term is used to describe prejudice against trans people that is less overt or direct and more widespread or systemic in society, organizations and institutions. This form of systemic prejudice may even be unintentional and unrecognized by the people or organizations responsible.

**Gender binary:** a social system whereby people are thought to have either one of two genders: man or woman. These genders are expected to correspond to birth sex: male or female. In the gender binary system, there is no room for interpretations, for living between genders, or for crossing the binary. The gender binary system is rigid and restrictive for many people who feel that their natal sex (sex they were labelled with at birth) does not match up with their gender or that their gender is fluid and not fixed.

**Gender discrimination** happens when a person experiences negative treatment or impacts, intentional or not, because of their gender identity or gender expression. It can be direct and obvious or subtle and hidden, but harmful just the same. It can also happen on a bigger systemic level such as organizational rules or policies that look neutral but end up excluding trans people. Friends, family or others who face discrimination because of their association with a trans person are also protected.

**Gender expression:** how a person publicly presents or expresses their gender identity. This can include behaviour and outward appearance such as dress, hair, make-up, body language and voice. A person’s chosen name and pronoun are also common ways people express their gender identity. Others perceive a person’s gender identity through these attributes.

All people, regardless of their gender identity, have a gender expression and they may express it in any number of ways. For trans people, their chosen name, pronoun and apparel are common ways they express their gender identity.

**Gender identity** is each person’s internal and individual experience of gender. It is a person’s sense of being a woman, a man, both, neither, or anywhere along the gender spectrum. A person’s gender identity may be the same as or different from their birth-assigned sex.

For most people, their sex and gender identity align. For some, it does not. A person may be born male but identify as a woman, or born female but identify as a man. Other people may identify outside the categories of woman/man, or may see their gender

## OPP GUIDE FOR GENDER TRANSITIONING IN THE WORKPLACE

### APPENDIX A

### GLOSSARY OF TERMS

identity as fluid and moving between different gender identities at different times in their life.

People who are trans may take medically supportive steps to align their body with their gender identity.

**Gender non-conforming/gender variant/gender queer:** individuals who do not follow gender stereotypes based on the sex they were assigned at birth. They may identify and express themselves as “feminine men” or “masculine women” or as androgynous, outside of the categories “boy/man” and “girl/woman.” People who are gender non-conforming may or may not identify as trans.

**Gender norms:** the gender binary influences what society considers “normal” or acceptable behaviour, dress, appearances and roles for women and men. Gender norms are a prevailing force in everyday lives. Strength, action and dominance are stereotypically seen as “masculine” traits, while vulnerability, passivity and receptiveness are stereotypically seen as “feminine” traits. A woman expressing masculine traits may be stereotyped as overly “aggressive,” while a man expressing “feminine” traits may be labeled as “weak.” Gender norms can contribute to power imbalances and gender inequality in the home, at work and in communities.

**Intersex:** a term used to describe a person born with reproductive systems, chromosomes and/or hormones that are not easily characterized as male or female. This might include a woman with XY chromosomes or a man with ovaries instead of testes. Intersex characteristics occur in one out of every 1,500 births. Typically, intersex people are assigned one sex, male or female, at birth. Some intersex people identify with their assigned sex, while others do not. Some choose to identify as intersex. Intersex people do not typically identify as transgender or transsexual.

**“Lived” gender identity:** the gender a person internally feels (“gender identity” along the gender spectrum) and publicly expresses (“gender expression”) in their daily life including at work, while shopping or accessing other services, in their housing environment or in the broader community.

**Sex:** the classification of people as male, female or intersex. Sex is usually assigned at birth and is based on an assessment of a person’s reproductive systems, hormones, chromosomes and other physical characteristics.

**Sex vs. gender:** whereas “sex” is a person’s physical characteristics, “gender” is about what it means to be a man or woman in society. It is the expectations and stereotypes about behaviours, actions and roles linked to being a “man” or “woman.” Social norms related to gender can vary depending on the culture and can change over time.

## OPP GUIDE FOR GENDER TRANSITIONING IN THE WORKPLACE

### APPENDIX A

### GLOSSARY OF TERMS

**Sexual orientation vs. gender identity:** sexual orientation describes human sexuality, from gay and lesbian to bisexual and heterosexual orientations. A person's gender identity is fundamentally different from and not related to their sexual orientation. Because a person identifies as trans does not predict or reveal anything about their sexual orientation. A trans person may identify as gay, lesbian, queer, straight or bisexual, just as people who do not identify as trans.

**Trans or transgender:** an umbrella term that describes people with diverse gender identities and gender expressions that do not conform to stereotypical ideas about what it means to be a girl/woman or boy/man in society. "Trans" can mean transcending beyond, existing between, or crossing over the gender spectrum. It includes but is not limited to people who identify as transgender, transsexual or gender non-conforming (gender variant or gender queer).

"Trans" includes people whose gender identity is different from the gender associated with their birth-assigned sex. Trans people may or may not undergo medically supportive treatments, such as hormone therapy and a range of surgical procedures, to align their bodies with their internally felt gender identity.

People who have transitioned from one gender to another may simply identify as female or male. Others may also identify as trans, as a trans woman or a trans man. Some people may identify as trans and not use the labels "female" or "male." Others may identify as existing between male and female or in different ways beyond the binary of male/female.

Trans people may identify their gender in many ways. There is no single or universal experience of what it means to be trans. As a result, different trans people face distinct forms of discrimination in society, and this may relate to whether they identify as male, female, a person with a trans history, a person in the process of transitioning, a trans man, trans woman, transsexual, or gender non-conforming.

**Trans man and trans woman:** A person whose sex assigned at birth is "female" and identifies as a man may also identify as a trans man (female-to-male FTM). A person whose sex assigned at birth is "male" and identifies as a woman may also identify as a trans woman (male-to-female MTF).

**Transitioning:** refers to a host of activities that some trans people may pursue to affirm their gender identity. This may include changes to their name, sex designation, dress, the use of specific pronouns, and possibly medically supportive treatments such as hormone therapy, sex-reassignment surgery or other procedures. There is no checklist or average time for a transition process, and no universal goal or endpoint. Each person decides what their transition will include based on what meets their needs.

## OPP GUIDE FOR GENDER TRANSITIONING IN THE WORKPLACE

### APPENDIX A

### GLOSSARY OF TERMS

**Transphobia:** the aversion to, fear or hatred or intolerance of trans people and communities. Like other prejudices, it is based on stereotypes and misconceptions that are used to justify discrimination, harassment and violence toward trans people.

**Transsexual:** a person whose gender identity differs from their sex assigned at birth. They may or may not undergo medically supportive treatments to align their bodies with their gender identity, such as hormone therapy, sex reassignment surgery or other procedures. They may also undertake other changes to align their external attributes and appearance with their gender identity.

**Two-Spirit:** a term used by Indigenous peoples to describe from a cultural perspective individuals who are gay, lesbian, bisexual, trans or intersex. It is used to capture a concept that exists in many different Indigenous cultures and languages where an Indigenous person feels their body simultaneously has both a masculine and a feminine spirit. For some, the term Two-Spirit describes a societal and spiritual role that people played within traditional societies, such as: mediators, keepers of certain ceremonies, transcending accepted roles of men and women, and filling a role as an established middle gender.

# OPP GUIDE FOR GENDER TRANSITIONING IN THE WORKPLACE

## APPENDIX B

## RESOURCES AND CONTACTS

### Legislation, OPS Policies and Directives

- Ontario [Human Rights Code / Ontario Human Rights Commission](#)
- [Occupational Health and Safety Act](#), 1990
- [Public Service of Ontario Act](#), 2006
- OHRC's [Policy on Preventing Discrimination because of Gender Identity and Gender Expression](#)
- OHRC's [Gender Identity and Gender Expression](#) (brochure)
- OPS [Respectful Workplace Policy](#)
- OPS [Disability Accommodation Policy](#)
- OPS [Employment Accommodation and Return to Work Guidelines](#)
- OPS [Workplace Violence Prevention Policy](#)
- OPP [Sexual Harassment Prevention Action Plan](#), 2015
- OPS [Employment Screening Checks Policy](#)
  - [General Screening Check brochure](#)
  - [Enhanced Checks brochure](#)
  - [Vulnerable Services Sector Check brochure](#)

### Contacts

- [Employee and Family Assistance Program](#) ( 24 hours)
  - 1-800-268-5211 for service in English, TTY 1-800-363-6270.
  - 1-800-363-3872 service en Français, ATS/ATME 1-800-263-8035
  - RW/WDHP Information Line: 1-877-298-8851
- [OPP CISR/PS Contacts](#)
- [HR Services Benefits Portal](#)
- [OSS Contact Centre](#)
- [OPS Pride Network \(OPN\)](#)
- Find a [Positive Space Champion](#) in your area

## OPP GUIDE FOR GENDER TRANSITIONING IN THE WORKPLACE

### APPENDIX B

### RESOURCES AND CONTACTS

#### Training

- [Privacy and You](#) (mandatory online course for all OPP employees)
- OPS [Positive Space Program](#) (OPS Pride Network)
- [OPP Connections Positive Space Intranet Site](#)
- Contact the [OPS Chief Positive Space Champion or OPN Chair](#) to make arrangements for trans awareness training
- [OPS Pride Network \(OPN\)](#)
- [The 519](#) (external expert - Toronto)
- [It's OK2BME](#) (external expert - Toronto)
- [TG Innerelves](#) (external expert - Sudbury)
- [Preventing discrimination because of gender identity and gender expression](#) (OHRC webinar)
- [Preventing sexual harassment at work](#) (OHRC and HRPAA webinar)

#### Further reading

- [Andre to Andrea: Don Jail guard thrives on job after sex change](#), Toronto Star, 15 May 2012
- [Becoming Marni](#), iheartedmonton.org
- [Life in TRANSition](#), OPS Topical, 31 August 2015 Issue
- [Dispelling Myths About Transgender](#), OPS Pride Network
- [Terminology Brochure](#), OPS Pride Network
- [Fact Sheet Gender](#), OPS Pride Network
- [Creating Authentic Spaces: A Gender Identity and Gender Expression Toolkit](#), The 519, 2015
- [The Social Justice Advocate Handbook: A Guide to Gender](#), Sam Killermann
- [The Gender Book](#), Mel Reiff Hill and Jay Mays
- [Tips for Allies of Transgender People](#), GLAAD
- [Trans 101\\* – Primer and Vocabulary](#), New Jersey State University
- [Avoidance of Public Spaces by Trans Ontarians: The Impact of Transphobia on Daily Life](#), Trans PULSE E-Bulletin, Volume 4, Issue 1, 16 January 2014

## OPP GUIDE FOR GENDER TRANSITIONING IN THE WORKPLACE

### APPENDIX B

### RESOURCES AND CONTACTS

- [Experiences of Racism among Trans People in Ontario](#), Trans PULSE E-Bulletin Volume 3, Issue 1, 7 March 2013
- [Who are Trans People in Ontario?](#) Trans PULSE E-Bulletin Volume 1, Issue , 26 July 2010

#### Videos

- [Transforming Gender](#) (CBC Doc Zone documentary, 2015, 40 minutes duration)
- [Transgender Basics Video](#) (The Lesbian, Gay, Bisexual & Transgender Community Centre, hosted by the Ontario Correctional Services College)
- OHRC Living Rights video - [Being trans can be deadly](#) - Susan Gapka
- OHRC Living Rights video - [Remembering Toby Dancer](#) - Cheri DiNovo
- OHRC Living Rights video - [Celebrating Toby's Act](#) - Kyle Rae
- OHRC Living Rights video - [First transgender case at OHRC](#) - Andre Goh
- OHRC Living Rights video - [I'm a woman – that's all you need to know](#) - Susan Gapka
- OHRC Living Rights video - [What about washrooms?](#) - Cheri DiNovo
- [Toilet Training - Law and Order in the Bathroom](#) (Film by Tara Mateik and the Sylvia Rivera Law Project, 2003, 30 minutes duration)

#### Gender transition guidelines in other organizations

- Ontario Association of Chiefs of Police, "[Best Practices in Policing and LGBTQ Communities in Ontario](#)," 2013
- Toronto District School Board, "[TDSB Guidelines for the Accommodation of Transgender and Gender Non-Conforming Students and Staff](#)," 2011
- Toronto Dominion Bank, "[Workplace Gender Transition Guidelines](#)," (year not listed)
- Ernst & Young Global Limited, "[Workplace Gender Transition Guidelines](#)," (year not listed)
- Chevron Corporation, "[Transgender @ Chevron](#)," 2005-08
- Homewood Human Solutions, "[Managing Transgender in the Workplace](#)," (year not listed)

## OPP GUIDE FOR GENDER TRANSITIONING IN THE WORKPLACE

### APPENDIX B

### RESOURCES AND CONTACTS

- Canadian Labour Congress, "[Workers in Transition: practical guide about Gender Transition for Union Representatives](#)," (year not listed)

#### Trans-inclusive days of significance

- February: **Pink Shirt Day** – An anti-bullying day that occurs near the end of February
- April: **International Day of Pink** - International Day against Bullying, Discrimination, Homophobia, Transphobia, and Transmisogyny and all forms of bullying. Occurs on the second Wednesday of April
- May 17: **International Day Against Homophobia, Transphobia, and Biphobia**
- June: Pride Month
- November 20: Transgender Day of Remembrance
- December 10: Human Rights Day



## OPP GUIDE FOR GENDER TRANSITIONING IN THE WORKPLACE

### APPENDIX C-1

### CHECKLIST FOR MANAGERS

- ☐ Increase your own awareness of transgender issues (you are the main point of contact for the transitioning employee).
- ☐ Proactively prepare the workplace environment to ensure it is welcoming, respectful and inclusive of trans and gender non-conforming employees.
- ☐ Establish trust, respect and open communication with the trans employee by:
  - Inviting employee's full participation in the transition process
  - Ensuring privacy and confidentiality of personal information
  - Referring employee to appropriate resources/supports (e.g., EFAP, CISR/PS contacts)
- ☐ Consult with HR Services Unit Manager as soon as possible.
- ☐ Identify members of the transition support team, with input from the employee.
- ☐ Develop a transition plan with input from the employee and members of the transition support team. The transition plan should include/address:
  - Timing
  - Records/documentation that need to be updated
  - Employment accommodation for medical reasons (if applicable)
  - Work attire
  - Affected job duties
  - Washrooms/lodging/change rooms/lockers
  - Informing co-workers, stakeholders, others
  - Providing trans-related resources as reference for all stakeholders
  - Senior management support
  - Employee's first day expressing their gender identity
  - Monitoring and evaluation
- ☐ Ensure the transition plan is implemented in cooperation with the employee and other key players identified in the plan. This document should be kept very confidential.
- ☐ If applicable, provide employment accommodation in accordance with the OPS Disability Accommodation Policy and the Ontario Human Rights Code. \*Link in with your HR Advisor as needed.
- ☐ Address concerns of co-workers.
- ☐ Monitor for and address incidents of harassment or discrimination in the workplace.
- ☐ Check in regularly with the employee to ensure things are progressing smoothly.
- ☐ Revise the transition plan and/or its implementation as needed.

## **OPP GUIDE FOR GENDER TRANSITIONING IN THE WORKPLACE**

### **APPENDIX C-2**

### **TIPS FOR TRANSITIONING EMPLOYEE**

*In addition to the obligations that employees have under the applicable legislation, collective agreements and OPS/OPP policies, here are some additional tips to facilitate a smooth transition:*

1. Inform your manager about your intention to transition in the workplace. You may also wish to speak to a Positive Space Champion or member of the Career Development Bureau (CDB) to assist in facilitating this conversation.
2. Collaborate with the manager in developing an individualized transition plan.
3. Determine at what stage to include the bargaining unit representative (if applicable) in the transition process.
4. Adhere to the transition plan, monitor how well it is working, and advise the manager immediately about any difficulties encountered.
5. Advise the manager promptly of any changes that may require altering the transition plan and/or accommodation.
6. Inform the manager of any issues including incidents of harassment or discrimination in the workplace.
7. If workplace accommodation is needed:
  - Inform your manager of the need for workplace accommodation in a timely manner.
  - Participate in the development of a workplace accommodation plan and respond to requests for information about your employment needs, including information about restrictions and limitations in the workplace. Your manager will need clear and sufficient information in order to effectively implement an employment accommodation plan.
  - Meet any agreed-upon standards once accommodation has been provided.
8. Consider contacting your Association representative (if applicable), the Employee and Family Assistance Program and/or the OPP Critical Incident Stress Response/Peer Support contacts for additional supports.

## **OPP GUIDE FOR GENDER TRANSITIONING IN THE WORKPLACE**

### **APPENDIX C-3**

### **IMPORTANT INFORMATION FOR CO-WORKERS**

*In addition to the obligations that employees have under the applicable legislation, collective agreements and OPS/OPP policies, here is some additional important information for co-workers:*

1. Create a welcoming, respectful and inclusive work environment for trans and gender non-conforming co-workers (e.g. display trans-inclusive posters in your work space, participate in marking days of significance, use gender-neutral language).
2. Respect an individual's gender identity and gender expression by using the proper pronouns and name.
3. Recognize the right of trans co-workers to use the washrooms and change rooms based on their gender identity.
4. Inform your manager of concerns, and/or incidents of harassment or discrimination in the workplace.
5. Protect/respect the trans co-worker's right to privacy.

*Additionally, it is strongly encouraged that you:*

6. Learn more about trans issues.
7. Participate in trans awareness training provided in the workplace.
8. Show your support by taking Positive Space training and becoming a Positive Space Champion.
9. Contact the Employee and Family Assistance Program for additional support.

#### **Being Respectful of a Transitioning Employee or Trans Person**

Language is a powerful tool that can influence and reinforce perceptions. These tips are intended to make communication and interactions with or about trans people more successful, by helping employees choose language that is neither demeaning nor hurtful.

- **Respect an individual's gender identity.** Ask the person how they would like to be addressed/what pronoun they would prefer used. Here are some ways in which you can ask for pronouns: "My name is John and my pronouns are he and him. What about you?" Alternatively, you can ask "How would you like to be addressed?" or "What pronouns do you use?"

If you mistakenly use the wrong pronoun or name, just follow the mistake with the right term and continue what you were saying. E.g. "Her books are—I'm sorry, his books are over there." Privately you can apologize later: "I'm sorry I used the wrong pronoun earlier. I'll be more careful next time."

If you want to correct others' use of pronouns, you can say: "I think Sam uses she and her pronouns. And yes, I'm going to her house later too!"

- **Ask respectful and appropriate questions.** Do not ask questions about surgeries, and former names.
- **Avoid the phrase "sex change" and overemphasizing the role of surgeries in the transition process.** Someone's gender identity and expression is not dependent on their physical sex. Also, transitioning is not a one-step procedure, but a complex process that occurs over a long period of time.
- **Do not refer to someone as being "pre-op" or "post-op."** For a variety of reasons, not all trans people undergo medically supportive steps to align their body with their gender identity.
- **Do not "out" a trans person.** If you see a person on the street that you know to be trans, it is a private matter and not appropriate to tell your friends that the person is trans. It is also not appropriate to mention anything that would "out" a trans person if you are with that person in a public setting.
- **Do not make assumptions** about a trans person's sexual orientation. Also, don't assume that this person wants to educate you about trans issues or even discuss them. If the person wants to talk about trans issues, they will make it known that they are open and willing to discuss them
- **Do not say "You pass really well."** While some trans people may take this as a compliment, especially in the early stages of transition, "passing" implies that a person is not what he or she seems to be – that the person is "passing" for something else.
- **Transgender is an adjective and should never be used as a noun or verb.** For example, rather than saying "John is a transgender," say "John is a transgender

## OPP GUIDE FOR GENDER TRANSITIONING IN THE WORKPLACE

### APPENDIX C-4

### USE OF LANGUAGE TIPS

person.” And transgender never needs an “-ed” at the end, so do not say “John is transgendered.”

- **Avoid referencing gender when talking about the past** by using other frames of reference, for instance “last year”, “when you were a child”, “when you were in high school”, etc. If you must reference the gender transition when talking about the past, say “before you came out”, or “before you began transitioning” (if applicable).
- **Do not shorten LGBT(Q)** to “gay and lesbian” or “gay,” because it leaves out trans people.
- **Use gender-neutral language** in the workplace.
  - Use the singular “**they**” instead of “**he or she**” (e.g. “A researcher has to be completely objective in their findings,” instead of “A researcher has to be completely objective in his or her findings”).
  - Refer to someone’s gender (“**man**” or “**woman**”) rather than their biological sex (“**male**” or “**female**”) (e.g. “Women in the civil service,” rather than “Female civil servants”).
  - If biological sex (“**male**” or “**female**”) must be referenced, ensure it is used as an adjective not noun (e.g. “Female Elders attended the event,” rather than “Elder females attended the event”).
  - Avoid “**ladies and gentlemen**”, “**sir**,” “**ma’am**” as forms of address.
- **Set a trans-inclusive tone in meetings.** As a best practice, ask everyone to introduce themselves by their name and pronoun and provide the option for people to opt out from saying their pronouns if they wish. You can also add pronouns to name tags, as shown in the image below:



If pronouns have not been established at the beginning of a meeting, it's best to identify participants by other non-gendered identifiers (e.g. “the person in the blue shirt,” instead of “the woman in the blue shirt”).

## OPP GUIDE FOR GENDER TRANSITIONING IN THE WORKPLACE

### APPENDIX D-1

### TRANSITION PLAN TEMPLATE

*This template will help users detail how the gender transition process will unfold in the workplace. It should be customized according to specific circumstances, and kept very confidential.*

Employee's birth assigned first name:	
Employee's self-identified first name (as of xxx date):	
Date when legal name change to take effect (if applicable):	
Self-identified gender pronoun (e.g., she/he/ze, etc.):	
Self-identified honorific (e.g., Ms., Miss., Mr., Mx., etc.):	
Name of Employee's Manager (Main point of contact):	
Date when employee notified manager of intent to transition:	
Date of planned announcement in the workplace:	
Date when employee will express their gender identity in the workplace:	

## OPP GUIDE FOR GENDER TRANSITIONING IN THE WORKPLACE

### APPENDIX D-1 Members of the Transition Support Team

### TRANSITION PLAN TEMPLATE

Name	Title/Position	Contact Info	Role on Team

Tick the boxes below to confirm all members of the transition support team understand these requirements.

- ☐ Information related to the transition and/or accommodation is personal information and must be retained securely (e.g., locked cabinet or an electronic drive with restricted access); used for the purposes for which it was collected; and disposed of securely, in compliance with the applicable records retention schedules.
- ☐ Information is shared only with staff who need it for their role in implementing the transition and/or accommodation.
- ☐ Requests for information from the employee are made only as necessary to clarify the nature and extent of the workplace transition and/or accommodation needed.

## OPP GUIDE FOR GENDER TRANSITIONING IN THE WORKPLACE

### APPENDIX D-1

### TRANSITION PLAN TEMPLATE

**Identification documentation and records** - *List all administrative records/documentation that have to be updated to reflect the employee's self-identified name and/or pronoun (add/remove rows as necessary).*

Item	Lead	Target date	Status
Email Address			
GAL			
Name on phone display			
Phone and contact lists			
ID card (photo)			
Name plate or Name tag			
Business cards			
Travel card (T card)			
Organizational chart			
WIN, insurance/benefits, pension, purchasing card (after legal name change)			
DAR, IFIS, Niche, OPP Intranet, MyOPS, LearnOn, Special Constable, Smartcard, Other			



## OPP GUIDE FOR GENDER TRANSITIONING IN THE WORKPLACE

### APPENDIX D-1

### TRANSITION PLAN TEMPLATE

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**Dress code** – *Please explain what if any changes will occur and when.*

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**Affected job duties** – *The employee should be carrying out all duties in accordance with their lived gender identity. Please explain what, if any, job duties are affected and how they will be handled.*

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**Washroom, dormitory, changing room and locker access** – *The employee has a right to access washrooms, change rooms, dormitories, etc. based on their lived gender identity. Please include details of how this legal right will be achieved, the preparatory work needed and when access will take effect.*

## OPP GUIDE FOR GENDER TRANSITIONING IN THE WORKPLACE

### APPENDIX D-1 Communication plan

### TRANSITION PLAN TEMPLATE

Audience	What will be communicated/training needs	How (speaking notes, letter, Q&As, training)	Lead	Target date	Status
Co-workers					
Stakeholders					
Clients					
Others					

**Websites/corporate communications considerations** – *describe how corporate communications products (e.g., newsletters, intranet pictures/photos) can be amended if they identify the employee by their previous name and birth-assigned gender.*

Product	Change(s) to be made	Lead	Target date	Status

## OPP GUIDE FOR GENDER TRANSITIONING IN THE WORKPLACE

### APPENDIX D-1

### TRANSITION PLAN TEMPLATE

**Employee's first day at work expressing their gender identity** – *Identify the steps/actions to be taken for the employee's first day at work expressing their gender identity.*

Step/action	Lead	Target date	Status

### Monitoring and evaluation

Date of check in	Lead	Progress/success	Barriers	Solutions

**Changes in management** – *Please clarify what information, if any, the incoming manager needs to know about the transition, who will brief the incoming manager and when, and how the custody transfer of files related to the transition will occur.*

## **OPP GUIDE FOR GENDER TRANSITIONING IN THE WORKPLACE**

### **APPENDIX D-2**

### **SAMPLE LETTER, MANAGER TO EMPLOYEE**

*This sample letter provides an outline of information that some managers may wish to communicate to an employee who has indicated their intent to transition in the workplace. A letter will not be necessary in all cases. The letter should be customized to address specific circumstances. You are strongly encouraged to create your own letter while utilizing the template as a starting point.*

### **CONFIDENTIAL**

Dear \_\_\_\_\_,

Thank you for sharing your personal plans for your gender transition in the workplace. Please know that you have my full support.

I will schedule confidential follow up meetings with you and your bargaining unit representative (if applicable) as soon as possible, to set up a transition support team and lay the foundations for a workplace transition plan. I will also contact Human Resource Services for guidance and support for the transition process.

I look forward to your full participation on how to address various factors in the workplace, such as name changes, a communication plan and/or education sessions to ensure a continued climate of understanding and mutual respect in the workplace.

Please do not hesitate to contact me if you have any questions or concerns.

Sincerely,

[Manager name]

## OPP GUIDE FOR GENDER TRANSITIONING IN THE WORKPLACE

### APPENDIX D-3

### SAMPLE LETTER, EMPLOYEE TO CO-WORKERS

*This sample letter provides an outline of information that some trans employees may wish to disclose to their co-workers. If a trans employee wishes to send a letter to their co-workers, the content should be based on the preferences of the employee. A letter will not be necessary or appropriate in all cases.*

Dear Colleagues,

I am writing to tell you about a matter that is very personal but will result in some changes at work. You may have noticed some changes in my appearance over the last several months, and it is now time to explain what is going on.

I am transgender. Outside of work, I have been living as a man/woman for the past X months. My family and friends call me \_\_\_\_\_, and I have had/will have my name legally changed to \_\_\_\_\_.

Human Resources has been very supportive and is making arrangements to change my name and gender on all company records. I plan to begin working as \_\_\_\_\_ on \_\_\_\_\_. I'm very pleased to be able to take this step toward personal wholeness while staying at a job I have found very rewarding.

This change will not affect my ability to do my job. In that respect, nothing will change.

Some of you may not understand the life changes I'm undertaking so I would be happy to answer your questions or direct you to additional information. Some of you may not approve of what I'm doing; that is your right. However, I expect that everyone will treat me both respectfully and professionally.

Beginning on \_\_\_\_\_, I ask that you call me by my new name (\_\_\_\_\_) and use male/female pronouns (he, him, his/she, her, hers) when referring to me. I know this will take a little time to get used to, and I expect that you will make mistakes at first but all I ask is that you try to get it right.

We have great values in our organization; we celebrate our differences and we treat each other as equals, and I am confident that I can count on your support at this time.

I ask that you [forward]/[do not forward] this letter [with]/[without] my permission.

Please feel free to ask me questions. If you have uncertainties, I would much rather you speak to me directly about them.

| Respectfully,

[Team Member Name]

**OPP GUIDE FOR GENDER TRANSITIONING IN THE WORKPLACE**

**APPENDIX D-3**

**SAMPLE LETTER, EMPLOYEE TO CO-WORKERS**

## OPP GUIDE FOR GENDER TRANSITIONING IN THE WORKPLACE

### APPENDIX D-4

### SAMPLE LETTER, EXECUTIVE SUPPORT

*This sample letter provides an outline of information that some executives may wish to communicate in the workplace to support the gender transition of an employee. A letter will not be necessary in all cases. The content should address the specific circumstances and should be written only in consultation with the transitioning employee. You are strongly encouraged to create your own letter while taking the template into account.*

Dear [staff]

I am writing to let you know that a staff member of the [X Branch, Y Division] has made a decision that has resulted in a change in their gender and name.

As of today, [old name] will be [self-identified name] and her pronouns will be “she,” “her,” and “hers.” Her honourific will be “Ms.”

I am pleased to let you know that [self-identified name] has the full support of management during this time. The Ontario Provincial Police is committed to supporting and enabling its diverse workforce. I am sure you can each appreciate the courage and depth of character that is showing through this process and I have every confidence in your sensitivity and compassion.

Under Ontario’s [Human Rights Code](#) and the OPS [Respectful Workplace Policy](#), individuals are protected from harassment and discrimination because of their gender identity and gender expression.

In the coming weeks we are arranging for a trans awareness workshop, which will be conducted by [X]. The date and time will be posted shortly. I encourage you to attend.

If you are looking for ways to further support [self-identified name], consider becoming a [Positive Space Champion](#).

If you need additional supports, you can call the Employee and Family Assistance Program at 1-800-268-5211.

Personally, I feel very honoured to be a part of such an important time for X. I am sure that you will join me in making X’s transition as smooth as possible by supporting a climate of understanding and mutual respect.

Sincerely

[Executive Name]