



RCMP GUIDE TO SUPPORTING TRANSGENDER, NON-BINARY AND TWO-SPIRIT EMPLOYEES



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A particular thanks to employees who shared their lived experience to help bring key issues to light. These individuals showed tremendous courage along their individual journeys, and continue to help pave the way for others in the RCMP to feel free to be who they are in their place of work.

Thanks also to external organizations and individuals who provided their time, advice and assistance in the development of this guide, including the Government's LGBTQ2 Secretariat, the RCMP's National Labour Management Consultation Committee, the Canadian Human Rights Commission and individuals with lived experience.

Disclaimers

This guide is adapted from, the Public Services and Procurement Canada publication [*Support for trans employees: A guide for employees and managers*](#).

This document is for RCMP use only.

This guide is an effort to describe a good practice, not binding on anyone and should not be taken as legal advice.

None of the recommendations in this document should be confused with medical advice; please seek advice from your physician or health practitioner for any medical concerns

The RCMP is not responsible for any third party opinions referenced in this guide.

The guide is intended to provide practical information based on current knowledge, policies and practices. The RCMP commits to reviewing this guide annually to ensure guidance is aligned with current terminology, RCMP policies and practices, and broader Government of Canada direction.

Commissioner's Message

Along with being named Commissioner of the RCMP came the important mandate to modernize and reform the culture of the RCMP. Ensuring that we have an inclusive workplace, free from violence and harassment, is at the core of this mandate.

My vision for the RCMP is one where all employees can come into work each day feeling free to be who they are. Likewise, we need to be an organization that understands and welcomes the diverse communities we serve.

Our journey toward culture change must be founded on respect for everyone's right to equality, dignity and to live and work free from discrimination. Acknowledging the RCMP role in the Purge and learning from past mistakes is critical, as we continue to find meaningful ways to build bridges with communities, such as LGBTQ2 communities, that have historically faced discrimination.

With that in mind, I am pleased to release the first ***RCMP Guide to Supporting Transgender, Non-binary and Two-Spirit Employees***, as an important initiative that will help to foster an inclusive workplace for all employees.

This guide is for all RCMP employees. However, I will say that the terminology and issues discussed in this guide may be unfamiliar to individuals who continue to learn about transgender, non-binary, and two-spirit employees. But I believe information is power and we all have a role to play in respecting everyone's human rights and creating an inclusive workplace. I would encourage everyone to reflect on the unconscious biases we all have, make efforts to counter them and think about how we can incorporate this guidance in our day-to-day work and interactions.

I am confident that the path we are on will bring positive change; it's already happening. Moving forward, it's important that we all do our part to achieve our common goal of a healthy, safe and inclusive RCMP for everyone.

Let's hope we will become an organization where inclusivity and empathy are at the core of what we do and who we are; an organization that respects, values and embraces all people.

This is my challenge to you.



Brenda Lucki
RCMP Commissioner
(she/elle)

1. Introduction

The RCMP is committed to an inclusive and equitable workplace culture, free of discrimination and harassment. This goes hand in hand with the RCMP's core values of integrity, honesty, professionalism, compassion, respect and accountability. Ensuring that the RCMP is inclusive of transgender, non-binary and two-spirit (TNB2S) employees is one part of a broader vision for diversity and inclusion. In line with the [Canadian Human Rights Act \(CHRA\)](#)¹, the [RCMP Human Rights Policy](#), [the Member Code of Conduct](#) and [the Public Service Employee Code of Conduct](#), the bottom line is that all people should be respected.

This guide was developed to help support TNB2S employees and to highlight how all RCMP employees contribute to an inclusive culture. It aims to:

- Provide information and resources for TNB2S employees, including but not limited to those who are transitioning;
- Provide information and advice for coworkers, supervisors, managers or those who have responsibilities in supporting TNB2S employees; and
- Help to educate all RCMP employees on the experiences and rights of TNB2S employees, and to highlight the role all employees have in creating an inclusive environment.

While this guide is focused on enhancing inclusivity in the workplace, it can also be used when considering RCMP policies and practices related to how we serve communities in Canada and abroad. Recognizing that there is more to do to ensure that RCMP policies and practices are inclusive, this guidance is to help inform efforts to avoid and remove barriers for TNB2S people.

RCMP Equity Diversity and Inclusion Statement

"Engaging individuals with a broad range of backgrounds and experiences, and embedding equity into its practices, is crucial to ensuring that the RCMP has a diverse, innovative and responsible workforce, fully capable of achieving its mission. The RCMP remains committed to the principle that removing barriers to fair and equitable treatment of all employees and residents of Canada is the best approach to deliver modern, inclusive and effective police services, based on strong and trusting police/community relationships."

2. Language and Terminology

The following are some key terms used in this guide to discuss sex, gender and gender diversity. A more thorough overview of terms is available in the [Gender and Sexual Diversity Glossary](#). These terms continue to evolve. Some terms may seem unfamiliar at first – that's okay! One of the goals of this guide is to help all employees be more comfortable with these terms and to use more appropriate language, recognizing that the best phrases to use may vary for each individual.

¹ *Canadian Human Rights Act*, RSC, 1985, c H-6) [CHRA]

The following terms and definitions are those currently used by the [Government of Canada](#)². They are provided to help raise awareness of gender diversity, not to serve as labels. It is important to remember that everyone's identity and experiences are unique and may change over time, so one person's preference might be different than someone else's. Being mindful and respectful of this is a good place to start.

Sex refers to a person's biological and physiological characteristics. A person's sex is most often designated by a medical assessment at the moment of birth. This is also referred to as birth-assigned sex.

Gender refers to the roles, behaviours, activities, and attributes that a given society may construct or consider appropriate for the categories of "men" and "women." It can result in stereotyping and limited expectations about what people can and cannot do.

Cisgender is a person whose sex assigned at birth aligns with their gender identity.

Gender expression refers to the various ways in which people choose to express their gender identity. For example: clothes, voice, hair, make-up, etc. A person's gender expression may not align with societal expectations of gender. It is therefore not a reliable indicator of a person's gender identity. Gender expression is different than sexual orientation.

Gender identity is an internal and deeply felt sense of being a man or woman, both or neither. A person's gender identity may or may not align with the gender typically associated with their sex. Gender identity is different than sexual orientation.

Gender-Based Analysis Plus (GBA+) is an analytical process used to assess how diverse groups of people may experience policies, programs and initiatives. The "plus" in GBA+ acknowledges that this analysis goes beyond biological (sex) and socio-cultural (gender) differences, and considers how multiple factors intersect to make us who we are. This includes factors like race, ethnicity, religion, age, and mental or physical disability, among others. The Action, Innovation and Modernization (AIM) Office leads the implementation of GBA+ in the RCMP.

Gender diversity refers to the recognition and acceptance that there are multiple genders outside the male-female gender binary.

Gender dysphoria refers to the experience of stress resulting from conflict between a person's gender identity and the sex they were assigned at birth.

Gender inclusive language refers to not assigning a gender in documentation, such as in correspondence and policies, and using terms like they/them. It is also about addressing an individual by the pronoun with which they identify. Peoples' use of pronouns can differ from person to person and

² Women and Gender Equality Canada (formerly Status of Women Canada). *Introduction to Gender-Based Analysis Plus, Module 1: Sex and Gender – A place to begin*. Retrieved from: https://cfc-swc.gc.ca/gba-acsc/course-cours/eng/mod01/mod01_02_04.html

Treasury Board of Canada Secretariat, Priorities and Planning. (2019). *Fact Sheet Sex & Gender. The Basics*. Retrieved from: https://www.gcpedia.gc.ca/gcwiki/images/d/db/%28New_Sex%29_Sex_and_Gender_%28EN%29.pdf

can change over time. The most common pronouns at this time are she/her/hers, he/him/his and they/them. Some people use different combinations of pronouns, like he/they, while some non-binary folks may also use pronouns, like ze and xe (both pronounced “zee”).

Intersex people are born with any of several variations in sex characteristics, including chromosomes, gonads, sex hormones, or genitals that do not fit with typical conceptions of “male” or “female” bodies.

LGBTQ2 is an acronym for lesbian, gay, bisexual, transgender, intersex, queer and two-spirit. There are many different acronyms that may be used by various communities; the LGBTQ2 acronym is intended to be inclusive of these communities. Some government departments, for example, are beginning to use the acronym 2SLGBTQ+.

Non-binary (also ‘genderqueer’) refers to a person whose gender identity does not align with a binary understanding of gender such as man or woman. A gender identity may include man and woman, androgynous, fluid, multiple, no gender, or a different gender outside of the “woman—man” spectrum.

Sexual orientation refers to a person’s physical, romantic and/or emotional attraction to another person. Transgender people, just like cisgender people, may identify as straight, gay, lesbian, queer, pansexual, bisexual, asexual, etc. Sexual orientation is different than gender identity and expression.

TNB2S is the acronym for “transgender” (“trans”), “non-binary”, and “two-spirit” people. This is not a widely used acronym, but is often used when discussing trans issues and rights in the Government of Canada context.

Trans or transgender is a person whose gender identity differs from what is typically associated with the sex they were assigned at birth. It includes people who identify with binary genders (i.e. trans men and women), and people who do not identify within the gender binary, i.e. non-binary, gender non-conforming, genderqueer, agender, etc. People who identify and live as another gender may ask to be referred to by the gender they identify with, and may not use the term “transgender.”

Transitioning refers to the process – social, legal and/or medical – that some TNB2S people may go through to affirm their gender identity. However, not all TNB2S individuals transition. For individuals who do transition, what it involves and how it is done is different for each person. For some, it may involve a name change, or a change in how they dress or present themselves. For others, it may involve surgeries or other medical care or procedures. Each person defines what it means for them.

Two-spirit (also Two Spirit) is an English term used to broadly capture concepts traditional to many Indigenous cultures. It is a culturally specific identity used by some Indigenous people to indicate a person whose gender identity, spiritual identity and/or sexual orientation comprises both male and female spirits. For further information: <http://www.phsa.ca/transcarebc/trans-basics/two-spirit>.

3. Context

Human Rights in Canada

Everyone has the right to equality, dignity and respect, and to live free from discrimination. The [CHRA](#) protects people in Canada from discrimination when they are employed by or receive services from

federally regulated institutions³, including the RCMP. [Provinces](#) and territories also have their own human rights laws, which are similar to the *CHRA*. These provincial and territorial laws protect people from discrimination in employment and services in places such as restaurants, local stores, housing/tenancy and provincially regulated workplaces.

In 2017, the *CHRA* was amended⁴ to explicitly recognize gender identity or expression as a prohibited ground of discrimination. While everyone has always had the same protections under the law, this amendment represents an important change in visibility. This means that individuals who fall under this ground are now clearly listed under federal legislation to have an equal opportunity to live and work free from discrimination and violence.

Recognizing and respecting everyone's human rights is integral to the RCMP's modernization efforts – both in the context of the workplace, as well as in the RCMP's relationships with communities. This includes fulfilling the RCMP's responsibility to prevent and avoid discriminatory practices and policies, and remove any barriers to inclusion, on the basis of gender expression or identity.

TNB2S people are more likely to experience harassment and discrimination when they publicly transition.

This can be especially harmful if their TNB2S identity is made public without their consent*. The RCMP is committed to a workplace free of harassment and discrimination. All employees have a responsibility in contributing to a harassment-free and inclusive culture. Everyone can help support TNB2S employees, including by: respecting their privacy; respecting their timeline and method of coming out, if they choose to; fostering an inclusive environment; and ensuring that employees have access to necessary resources. This guide will discuss many of the things that can be done to support TNB2S people in the workplace.

* It is important to keep an employee's gender identity confidential, unless the employee has authorized it in writing as indicated in the *Privacy Act*. If an employee's gender identity must be shared (e.g., to seek specific supports) the employee must be notified and provide written consent before the information is disclosed, except in rare circumstances as outlined in section 8(2) of the *Privacy Act* (e.g., in legal proceedings).

Experiences of TNB2S People in Canada

Despite the fact that everyone has the same rights, research suggests that TNB2S people in Canada often experience barriers to employment, discriminatory behaviour from medical and health care professionals, and violence and harassment, for no other reason than their gender identity.

³ *CHRA*, supra note 1 at s 2

⁴ In 2017, the enactment of Bill C-16 (*An Act to amend the Canadian Human Rights Act and the Criminal Code*, 1st Ses, 42nd Parl, 2017 (assented to 19 June 2017), SC 2017, c 13) resulted in the amendment of the *CHRA* as well as the *Criminal Code* (CC). The amendment to the CC extended the protection against hate propaganda to include gender identity or expression as one of the identifiable groups. It also amended the CC so that when evidence clearly sets out that an offence was motivated by bias, prejudice or hate based on gender identity or expression, it constitutes an aggravating circumstance that a court must take into consideration when imposing a sentence.

While Canadian statistics are currently limited, an Ontario study⁵ of transgender people found that 96% of survey respondents had heard that trans people are not normal, 20% had experienced physical or sexual assault and 34% had been verbally threatened or harassed for being trans. Many indicated they did not report these incidents to the police, while 24% reported being harassed by police. The study also found that 18% believed they had been turned down for a job because they were trans and 25% had been belittled or ridiculed by an emergency care provider. Additionally, a national Canadian survey⁶ found that 11% of trans and non-binary people who participated in the study had undergone “conversion therapy” in an attempt to make them cisgender.

Discrimination and violence can lead to social exclusion, unemployment, and avoidance of accessing health care or public spaces. Transgender people are more likely to experience poor mental health, with an Ontario study⁷ indicating that TNB2S people have extremely high levels of depression and suicide, commonly related to experiences of discrimination and violence. In this study, more than 50% of trans people in Ontario reported symptoms consistent with clinical depression, and 43% reported having ever attempted suicide. Comparatively, national statistics indicate that 3.1% of Canadians aged 15 years and older reported having made a suicide attempt in their lifetime⁸.

People can also face multiple forms of discrimination at the same time, which can compound their experiences of prejudice and violence. For example, trans women of colour in particular often face unique stigma, and high levels of harassment, violence and hate⁹. Someone can experience discrimination based on gender identity, as well as race, disability, sexual orientation and any other form of discrimination listed in the *CHRA*. This can create further barriers and challenges, and make the individual more vulnerable in society.

⁵ Bauer, GR & Sheim, AI, for the TransPulse Project Team. *Transgender People in Ontario, Canada: Statistics to Inform Human Rights Policy*. London, ON. June 2015.

⁶ The Trans Pulse Canada Team. QuickStat #1: Conversion Therapy. 2010-12-20. Available from: <https://transpulsecanada.ca/results/quickstat-1-conversion-therapy/>

⁷ Bauer, GR & Sheim, AI, for the TransPulse Project Team. *Transgender People in Ontario, Canada: Statistics to Inform Human Rights Policy*. London, ON. June 2015.

⁸ Public Health Agency of Canada. 2019. Suicide in Canada: Key Statistics. Available from: <https://www.canada.ca/en/public-health/services/publications/healthy-living/suicide-canada-key-statistics-infographic.html>

⁹ The Human Rights Campaign. 2020. *Violence Against the Trans and Gender Non-Conforming Community in 2020*. Retrieved from: <https://www.hrc.org/resources/violence-against-the-trans-and-gender-non-conforming-community-in-2020>

Considering the impact of various factors and experiences of diverse groups of people, including through a GBA+ lens, is important in helping to support employees.

GBA+ can be used to better understand the issues affecting various populations and can help to identify areas where adjustments may be needed to better support the diverse needs of RCMP employees. Learn more by taking the GBA+ Course: <https://cfc-swc.gc.ca/gba-acsc/course-cours-en.html>. For further information on GBA+ in the RCMP, contact AIM at: RCMP.AIM.GRC@rcmp-grc.gc.ca

The RCMP has also established advisory committees to provide advice and considerations on relevant issues, policies and practices. The [Gender and Harassment Advisory Committees](#) and the [National Council on Diversity and Inclusion](#), and related divisional committees, provide important avenues for employee engagement on current issues of interest.

4. We all Have a Role to Play: Roles and Responsibilities¹⁰

All Employees

All employees are responsible for treating each other with respect and helping to foster an inclusive work environment. Avoiding assumptions about people and making an effort to better understand the experiences and needs of TNB2S folks is one way to contribute to this. This is not about changing anyone's core beliefs, rather it is about acknowledging and respecting everyone's human rights.

Key things we can all do to contribute to an inclusive environment:

- Participate in RCMP LGBTQ2 commemoration events and attend learning sessions.
- Intervene appropriately or speak out if you witness disrespectful behaviour or language. Sometimes speaking out in the moment is best, but not always. It would be important to ensure such an intervention does not risk outing someone, or making the situation worse. In some cases, it may be better to raise the issue with the individual privately.
- Avoid assumptions; try to find out more about issues faced by TNB2S people on your own. Be wary of resources that may include misinformation – instead, look for trusted and credible sources, including those listed in the References section and **Appendix F**.
- Everyone has pronouns. Include your own pronouns in your email signature block or on business cards (see **Appendix F** for the approved Government of Canada format).
- Take the Positive Space Initiative training through the [Canada School of Public Service](#).
- Speak with openly TNB2S employees, if they are willing, and listen to them, to better understand their experiences.
- Always keep in mind that each individual may have different needs and preferences.

Leadership

The RCMP leadership are responsible for demonstrating respect for human rights and creating a safe and inclusive workplace for everyone that is free of harassment, discrimination and violence. They are also responsible for setting expectations of everyone in the organization. The RCMP's leaders champion diversity and inclusion initiatives, and are expected to lead by example.

¹⁰ Adapted from: Public Services and Procurement Canada. 2017. *Support for trans employees: A guide for employees and managers*. Available from: <https://www.tpsgc-pwgsc.gc.ca/apropos-about/guide-et-te-eng.html>

Managers and Supervisors

Managers and supervisors are expected to communicate respectfully and honestly with employees. Being flexible and engaging with TNB2S employees when making decisions that concern them is key. Given their role in helping to support employees, it is important that managers respect confidentiality and adhere to the *CHRA and Privacy Act*¹¹. Managers are expected to work with employees, as well as any human resources advisors, disability management advisors, and health services officers to help employees navigate through any processes for leave, accommodations or obtaining workplace resources and supports. Managers are also expected to promote an inclusive work environment that is free of harassment, discrimination and violence, including by monitoring team dynamics over time and accessing workplace wellness resources.

Unions

Unions look out for the rights of employees, and work to ensure that they are aware of and have access to the supports they need. Unions help to ensure that employees are accommodated for any necessary medical leave, facilities, identification changes and benefit coverage. The union is also responsible for working in partnership with the employer and employee to resolve issues as needed.

Human Resources

Human Resources Advisors provide advice and guidance to managers and supervisors so that they can better support their employees. Human Resources Advisors are expected to respect employees' privacy, confidentiality and human rights.

¹¹ *Privacy Act*, RSC, 1985, c P-21.

Aligned with the CHRA, the RCMP is obligated to modernize outdated policies and practices to be in line with the legislation in order to respect the human rights of employees.

Good practice includes:

Using Inclusive Language

- Replace gendered language with more inclusive terms in policies, procedures, emails, documents, and during meetings (e.g., using “they/their,” “folks,” “all,” “everyone,” etc. instead of “he,” “she,” “ladies” and “gentlemen”).
- Replace gendered salutations and titles (e.g., Mr., Ms.) in letters of offer, correspondence and memos, with the individual’s first and last name, or in more formal circumstances, their title or rank.

For more detailed guidance, see [gender-inclusive writing](#). Please note that guidance on this issue continues to evolve, particularly with respect to the French language.

Reviewing Policies and Practices

Reviewing policies and practices, such as the forms being used and the training being delivered, on a regular basis is important. This means considering the use of inclusive language and ensuring that policies and practices meet the needs of, and do not present barriers for, diverse groups of employees. Ask questions like:

- Have policies and practices been considered through a [GBA+ lens](#) (e.g., are their impacts on diverse groups of people considered)?
- Are they aligned with current legislation (e.g., CHRA)?
- Are they reviewed regularly to ensure they are updated as related legislation, terminology, etc. evolves?
- Are they aligned with current relevant Government of Canada direction (e.g., [collection of sex and gender data](#))?

Helpful guidance specifically for TNB2S-inclusive policies and practices is available from the [Human Rights Campaign Foundation](#) and [The 519](#). For any questions or concerns on RCMP policies, speaking with your supervisor or manager is a good place to start.

5. Overview of Key Issues and Considerations¹²

The following provides an overview of key issues and considerations in creating an inclusive environment for TNB2S employees. Links to more detailed resources can be found in **Appendix F**.

¹² Adapted from: Public Services and Procurement Canada. 2017. *Support for trans employees: A guide for employees and managers*. <https://www.tpsgc-pwgsc.gc.ca/apropos-about/guide-et-te-eng.html>

5.1 Privacy and Confidentiality

One's TNB2S identity is private information and may include medical details. Such information is protected by the [Privacy Act](#), except in rare circumstances (e.g., in legal proceedings), as outlined in section 8(2) of the *Privacy Act*. It is up to the individual to decide who they want to tell about their TNB2S identity, how and when they want to tell people, or if they want to tell anyone at all.

Some people do not want to divulge their TNB2S identity to their new colleagues (sometimes referred to as “going stealth”). The RCMP's unique structure provides employees with opportunities for transfers, which can sometimes serve as a welcome fresh start for members who have just transitioned or changed their lived gender identity. Unless the employee wants to inform people of their gender identity, there is usually no need for anyone else to know this information. Outing someone – disclosing someone's TNB2S identity – before they even arrive at their new posting (or in any circumstance) is unacceptable and can be discriminatory if linked to an adverse effect on the individual. It does not matter if the outing is done with good intentions. Being outed, in any situation, can put that individual at risk of experiencing discrimination or violence, and can have serious and sometimes traumatizing effects.

All employees have a responsibility to respect colleagues' privacy by not discussing others' TNB2S identity with anyone, even if it is well-intentioned. As discussed in section 5.7, it is important to remember that repeatedly saying harmful things about someone, including outing them, in the workplace can also constitute harassment. If asked about a colleague's gender identity, an appropriate response could simply include stating that it is inappropriate to discuss someone else's gender identity and reiterating that if an individual wants to make their gender identity public, it is their right to do so if, how and to whom they want.

Managers are required to ensure a respectful workplace free from harassment and discrimination. They are responsible for adhering to the *Privacy Act* and keeping other employees' gender identity information confidential, unless the employee has authorized it in writing, or it falls under section 8(2) of the *Privacy Act*. ***Information on one's gender identity should be on a strict need-to-know basis and minimized to as few people as possible.*** There are few situations where one's previous name or gender would be required in the workplace. If, in special circumstances (e.g., when exploring options for supports), there is a need to share an employee's gender identity, it is important that the employee be notified *before* any information is shared, be provided with the name of the person with whom it will be shared and why, and then agree in writing to the information being shared.

5.2 Names and Pronouns

Some TNB2S folks may choose to change their name, while others may not. Peoples' use of pronouns also differ from person to person and can change over time. The most common pronouns are: she/her/hers, he/him/his and they/them. Some people use different combinations of pronouns, like he/they, while some non-binary folks may also use pronouns like ze or xe (both pronounced “zee”).

Not sure what pronouns someone uses? Don't make assumptions; instead, listen, or politely and privately ask the individual how they want to be identified. Out of respect, it is important to use the name and pronouns that the individual identifies with, once you know them, in all communications (including when the person is present or not) and records where possible. In some cases (e.g., pay

systems, pension benefit providers, and security identification card/Smartcard), only legal names can be used. Again, it is important that any identifying information be kept confidential, just like any other protected information.

For those who change their name and pronouns, this can be a big part of confirming their gender identity. Purposefully not acknowledging one's gender identity when they have come out is disrespectful and can make that person feel invalidated. Deliberately and consistently using someone's previous name and/or incorrect gender or pronouns is unacceptable and can be harassment.

Sometimes people may make mistakes and use the wrong pronouns. If this happens innocently, and no one has been outed, it's best to not make a big deal of it: apologize, correct the error and remember for next time.

NOTE: If someone needs to confirm one's name and pronouns, it is important to avoid using the term "preferred" name and pronouns, as this makes it seem as if they are optional instead of required. Simply asking what name and pronouns the individual identifies with will suffice.

Considerations in the Hiring Process: Sometimes, a hiring manager may come across an applicant's previous name and/or gender, for example, through education documents, criminal record checks or employment references. If this happens, good practice would be to respectfully ask whether the individual was previously known by a different name and then to confirm the name and pronoun that should be used from here on in. Once this is confirmed, it is important that the information on the past name and gender be protected as per the *Privacy Act*. In cases where legal names are required, considering adjusting relevant forms to collect information on employees' legal name, name they would like to be called, and current gender pronouns could help to avoid mis-gendering someone. Remember that personal information can be shared without consent only in rare circumstances as outlined in section 8(2) of the *Privacy Act*.

5.3 Rooming, Washrooms and Changing Facilities

Employees should be able to access and use the facilities that correspond to their gender identity, wherever it is along the gender spectrum. As such, it is important that the RCMP considers options for and creates inclusive spaces that move beyond the men's and women's washrooms and change rooms that have been more common to date. Lack of access to an inclusive washroom or change room can put TNB2S employees at risk of harassment or result in them having to find a safe washroom elsewhere.

Inclusive facilities are being implemented in more and more buildings across Canada. HCMA Architecture + Design¹³ describes universal design strategies as those that promote:

- Inclusivity and access for all
- Openness of space, to enhance safety
- Privacy and comfort
- Clear signage that emphasizes function

¹³ HCMA Architecture + Design. January 2018. Designing for Inclusivity: Strategies for Universal Washrooms and Changerooms.

- Supportive staff operations and communication

It is not appropriate to require a TNB2S employee to:

- Use facilities that correspond to their sex assigned at birth
- Use facilities that correspond to the status of their medical transition
- Use a separate universal washroom or change room
- Prove their gender identity

Such practices can be discriminatory, depending on the circumstance. The decision on what facilities one uses should be left to the individual. Additionally, based on the *CHRA*, employees have the right to seek accommodations, if needed, for their rooming and use of washrooms and change rooms. Employees are encouraged to speak with their supervisor to discuss available options. Each RCMP detachment has different resources, so it is useful to determine any necessary accommodations for rooming, washrooms and changing facilities on a case-by-case basis.

Remember that privacy is an issue that many employees value, regardless of their gender identity. While each facility and resources may be different, options for more private and inclusive facilities for all employees could include:

- In gender-specific washrooms and change rooms, ensuring at least one private bathroom stall and one private shower stall with a privacy curtain, or ideally a full length locking door.
- Designating at least one single use washroom or change room as inclusive (e.g., all-gender), and ideally more, if it is a larger facility.
- Having multiple-occupant, inclusive facilities with lockable single occupant floor-to-ceiling stalls.
 - ***All-gender, multiple-occupant facilities should only be implemented after strong communication and engagement with employees to ensure they are aware of the change.*** It is essential that everyone understands why all-gender washrooms are important and that employee privacy and safety is valued.
 - See **Appendix G** for further guidance and considerations on all-gender bathrooms and signage.

If managers are approached by co-workers who indicate they are uncomfortable with a TNB2S employee using gender-specific washrooms or change rooms, it is important that these co-workers be reminded that everyone should be able to access and use the facility corresponding to their gender identity. The responsibility lies with the co-workers - not the TNB2S employee – to remove themselves from that situation.

5.4 Uniform, Dress and Grooming

In May 2019, the RCMP released modernized uniform and grooming standards, including the removal of binary gender references and requirements, and the elimination of exemption processes. The updated Uniform and Dress Manual (UDM) now provides one standard for all RMs on uniform attire and [grooming](#).

All RMs are entitled to the same RCMP-approved kit and clothing as required for their assigned duties. Where options are offered (e.g., skirt or pants), employees may order and wear the item of their choice.

While facial hair is permitted, there are certain roles or circumstances in which RMs need to safely wear a respirator or gas mask, so need to be clean-shaven. This includes certain chemical, biological, radiological, nuclear and explosives (CBRNE)-designated regions, public order events, specialized critical incident teams (e.g., emergency response team, explosives disposal unit, forensic identification section), annual gas mask re-certification and training sessions, when responding to hazardous material incidents, or in remote communities where these teams are not readily accessible.

Certain teams and/or individuals in CBRNE-designated regions can wear facial hair if supported by a CROPS officer. CROPS in CBRNE regions can allow or limit the national facial hair policy, as informed by a risk assessment, to address operational needs. Alternatively, RMs can work with their supervisors to identify accommodations that balance their rights under the *CHRA* with the job safety provisions under the *Canada Labour Code*.

Depending on the individual, a simple solution could be confirming with the employee that they, for safety reasons, will shave prior to using a gas mask. If shaving is not an option for the employee, other possibilities could be considered, including assigning the employee to "cold zone" roles (e.g., coordination with the public and/or other first responder partners). Options can be flexible and evolve over time, but it is important to have a plan in place as early as possible.

5.5 Work Assignments and Duties

While gender-specific work duties would be rare for CMs and PSEs, RMs may occasionally be assigned to gender-specific duties (e.g., body search processes). The primary consideration should be whether the employee feels safe and comfortable carrying out the duty. It is good practice for managers who are requiring a TNB2S employee to perform gender-specific duties to ***speak with the employee first*** to determine their level of comfort and safety, as well as their views on the best approach for the duties.

It is not appropriate to:

- Require someone to have medically transitioned or to prove their gender identity (e.g., doctor's note) to be eligible for gender-specific duties;
- Limit gender-specific assignments or duties of TNB2S employees, unless requested by the employee based on their comfort or safety; and
- Limit or modify the duties of TNB2S employees based on discriminatory concerns from the public or coworkers.

Additionally, the RCMP provides opportunities for international assignments. It is important to recognize that TNB2S employees on an international assignment could be at increased risk of discrimination, depending on the country. This is because not all countries have the same values, laws and customs as Canada, and some may not recognize TNB2S rights. When exploring an international assignment, it would be important to consider any risks to the health and safety of the employee in relation to the current social context of the country and discuss these details with the employee. Further considerations are reviewed on the Government's [webpages on international travel](#).

5.6 Harassment

As per [AM.XII.8 Investigation and Resolution of Harassment Complaints](#), the RCMP is committed to a safe and respectful workplace free from harassment and discrimination. The Office for the Coordination

of Harassment Complaints (OCHC) acts as the harassment policy centre providing information and support concerning all matters relating to the harassment complaint investigation and resolution. The OCHC also acts as the centralized intake unit for the RCMP, receiving initial complaints, serving as the first point of contact for complainants entering the process and is responsible for administrative matters relating to the harassment complaint investigation and resolution.

Harassment means any improper conduct by an individual that is directed at, and is offensive to, another individual in the workplace and that the individual knew, or ought reasonably to have known, would cause offense or harm. The “workplace” includes any event or location related to one’s employment.

Harassment comprises an objectionable act, comment, or display that demeans, belittles, or causes personal humiliation or embarrassment, as well as any act of intimidation or threat. It also includes harassment as a practice of discrimination within the meaning of the *CHRA* when based on one or more of the prohibited grounds outlined in section 3 (i.e. race, national or ethnic origin, colour, religion, age, sex, sexual orientation, gender identity or expression, marital status, family status, genetic characteristics, disability and conviction for an offence for which a pardon has been granted or in respect of which a record suspension has been ordered).

Harassment also includes sexual harassment, which means any conduct, comment, gesture or contact of a sexual nature that is likely to cause offence or humiliation to any employee, or that might, on reasonable grounds, be perceived by that employee as placing a condition of a sexual nature on employment or on any opportunity for training or promotion. Harassment is normally a series of incidents, but can be one severe incident which has a lasting impact on the individual. Further information on harassment and how it is dealt with at the RCMP is available on the [Infoweb: “Harassment Complaint Investigation and Resolution Process”](#).

Employees who feel like they are being harassed or discriminated against can contact their [Harassment Advisor](#) and/or the [OCHC](#) for further information. Alternatively, employees can file a complaint with the *CHRC*.

As per the Investigation and Resolution of Harassment Complaints process, all employees are expected to make attempts to address workplace conflict at the lowest level. The RCMP’s [Informal Conflict Management Program](#) is available to all staff attempting to address workplace conflict at the lowest level and/or attempting to restore a respectful workplace. The program can be used before, during, or after the harassment process. Employees may also wish to contact the [peer-to-peer network](#), which acts as a useful link between the employee and a range of services available to the RCMP.

5.7 Collection of Sex and Gender Information

The [Government of Canada](#) recently released policy direction on the collection of sex and gender information and emphasized the need to modernize Government systems that collect such data. Part of this policy direction includes ensuring a third gender option (i.e., “another gender”), where such information is collected. This could eventually result in changes to the sex and/or gender information collected in HRMIS and other RCMP systems or forms, etc.

The RCMP continues to examine whether sex and/or gender data should be collected, in what context, and for what purpose. These efforts should also address the type of information shared between various RCMP and Government systems to ensure confidentiality is maintained.

6. Supporting Employees who Change their Lived Gender Identity at Work

Changing one's lived gender identity at work means different things to different people. Some people transition, some don't, and some do to varying degrees. Recognizing that each person's experiences and preferences are unique, the following provides an overview of the general steps and issues that employees and managers may find helpful to consider when working through the process of changing one's lived gender identity in the workplace.

6.1 Ensuring Support Throughout the Process

The period of changing one's gender identity or coming out in the workplace can be stressful, and could put the employee at risk of harassment or violence. Ensuring an inclusive culture is the responsibility of all employees and is critical to a smooth and supportive process. Additionally, it is important that managers ensure that the employee is aware of relevant available supports, including:

- The RCMP's new TNB2S mentor network (TNB2SSupport-SoutienTNB2S@rcmp-grc.gc.ca). Accessed by email, this network connects TNB2S employees who are thinking of or are in the process of changing their lived gender identity at work, with other RCMP employees who have lived experience. ***This network is not intended to replace the formal supports below.***
- The RCMP's [peer-to-peer network](#).
- The [Employee Assistance Service \(EAS\)](#). This service is also available to managers if they require additional resources to help support their employees.
- The [Cadet Resource Liaison](#) helps cadets to navigate Depot. The Liaison can also help to provide support or link individuals to appropriate resources needed to address any personal issues.
- The [RCMP Employee and Family Resource Guide](#), which provides further information on resources available to employees.
- [Mental health pages](#) on the Infoweb.
- Unions and bargaining agents:
 - [CM Unions Corner](#)
 - [RM Unions Corner](#)
 - [PSE Unions Corner](#)

6.2 The First Conversation at Work

The first conversation at work involves whomever the employee feels most comfortable telling. This could include, for example, a colleague, supervisor, manager, or counsellor in the EAS. The employee's manager is an important person to engage early for support and help to navigate through the process. If an employee is not comfortable speaking with their manager alone, they may wish to have a colleague, a counsellor in the EAS, or other employee sit in on the conversation and help answer questions as necessary.

6.3 Considering a Plan for Changing One's Lived Gender Identity at Work

As a starting point, the employee may find it helpful to work with their manager to develop a plan for how they wish to change their lived gender identity at work. Such plans can help both parties think through the different aspects that may be involved, and can help ensure that appropriate supports are available. A sample template for a plan, including a series of considerations, can be found in **Appendix A**, and can be adapted as necessary for each employee.

The use of such a plan is completely optional. Whether or not one is used, it is important that the employee is the one to define and lead the pace of and steps in the process. Remember that the information within the plan is confidential and should be protected.

6.4 Informing Colleagues

Employees may also wish to consider whether and how they may want to inform their colleagues about any changes to their identity. Again, it is of the utmost importance that the employee's privacy and confidentiality is respected. An employee's TNB2S identity is theirs alone to share. Sharing this information without their consent, except in rare circumstances outlined in section 8(2) of the *Privacy Act*, is inappropriate, disrespectful and could be discriminatory.

When an employee wants to tell colleagues, key considerations may include:

- *When to tell colleagues.* For example, some may wish to inform others well in advance of, or closer to, the date that they would present themselves in their new identity. Alternatively, some may choose to tell their colleagues once changes to their appearance become more noticeable.
- *How to tell colleagues.* Some people may prefer to tell their colleagues all together at an in-person meeting, or by email or phone, or through a combination of approaches. Others may be more comfortable having their manager tell their colleagues for them.
 - If the employee works closely with representatives from other departments, neighbouring police services or non-governmental organizations, they may wish to invite those individuals to a broader meeting (or include them on an email from the employee or their manager) to inform everyone together. For RMs, it would be important for the Court to be notified of relevant identity changes as soon as possible if the employee is involved in any court proceedings. It would be best for the employee to speak with their manager to determine the best approach.
 - **Appendix C** provides sample emails that may be helpful for employees wishing to inform their colleagues by email.
- *The need for an awareness session.* Some may wish to consider bringing in an expert to provide an awareness session on issues related to experiences of TNB2S employees and the context around changing one's lived gender identity. This could include an expert from a local university or community organization, an RCMP employee with lived experience or representatives from specific units within the RCMP (e.g., National Human Rights Policy Centre; Equity, Diversity and Inclusion Unit; Action, Innovation and Modernization Office.). Such awareness sessions can help relieve the stress of individuals who are uncomfortable speaking in depth to colleagues about such issues, while helping to raise awareness and understanding among co-workers.
- *Access to supports.* As mentioned in section 6.1, it is important to ensure that employees are aware of supports and/or have people who can help them through the process.

6.5 Changing Your Personal Information in Key Systems

Employers are obligated, to the extent possible, to use a person's name without requiring a legal name change or any changed identity documents. While it is possible to change one's name without any proof in some RCMP systems, in some cases, one's name can only be changed using proof of legal name change, given their links to other systems. This includes Human Resources Management Information System (HRMIS), pay systems, pension benefit providers, and security identification card/Smartcard.

There is currently no clear process for changing one's gender marker in RCMP systems. As discussed in section 5.8, this is subject to review following the Government of Canada policy on the collection of sex and gender information. **Appendix B** provides an overview of how to change your personal information in key RCMP and federal and provincial/territorial government systems. This will be updated as processes and policies evolve.

6.6 General Medical Information and Health Benefits Coverage

Changing one's lived gender identity means something different for everyone. Some TNB2S people seek medical care to change their primary or secondary sex characteristics, while some do not. Such care, often referred to as gender affirming or gender confirming procedures, can vary from person to person.

Access to health care for TNB2S people, also referred to as trans care, can vary regionally across Canada. This is because many health practitioners have not been educated specifically on trans care, including undertaking gender affirming procedures. While access varies, almost all provinces and territories provide some form of health coverage for procedures related to gender affirming care. See **Appendix D** for information on provincial/territorial government health coverage for gender affirming care, as well as links to community trans care.

As trans care can be difficult to access, people are sometimes required to travel out of their communities or jurisdictions, including to other countries, to access trans care. In addition, while capacity to undertake gender affirming care is slowly growing across Canada, there are currently just three Canadian locations that offer a broad range of care, including what is known as bottom surgery:

- [Gender Surgery Clinic at the Vancouver General Hospital](#)
- [GRS Montréal Centre Métropolitain de Chirurgie](#)
- [Transition-Related Surgeries program at Women's College Hospital](#)

Examples of some types of gender affirming care can be found at:

<https://www.grsmontreal.com/en/surgeries.html>

A) RCMP Health Benefits

If transitioning, it would be important for employees to consider their health benefits coverage, as well as any required leave or need for accommodation. While P/T health care plans may cover certain physician and hospital services for those who wish to undergo gender affirming care, there are some costs that are not covered. However, some services may be eligible for coverage under other health care plans.

Processes and policies for health benefits and leave differ between RMs, CMs and PSEs. The following provides a general overview, including links to further information.

For CMs and PSEs

Sun Life Financial provides health benefits coverage for CMs and PSEs through the [Public Service Health Care Plan](#). Information on various aspects of health benefits for CMs and PSEs, including any required leave, is available at: <http://Infoweb.rcmp-grc.gc.ca/hr-rh/health-sante/cm-ps-mc-fp/index-eng.htm>. Relevant policies can be viewed at: <http://Infoweb.rcmp-grc.gc.ca/hr-rh/health-sante/cm-ps-mc-fp/poli-eng.htm>.

For further questions on benefits plans, CMs and PSEs can contact: <https://www.canada.ca/en/treasury-board-secretariat/services/benefit-plans/contacts-group-insurance-benefit-plans.html>.

For RMs and Special Constable Members

The first step to determining coverage, before submitting a claim, would be to contact the appropriate divisional [Occupational Health and Safety Services](#) office. Divisional health benefits coordinators and Occupational Health and Safety Services can guide members to applicable health care benefits policy and relevant processes.

Eligible members receive coverage of Supplemental Health Care (SHC) benefits at no cost within limitations outlined in [AM ch XIV.1](#), and the [RCMP Benefits Grid](#). SHC benefits are health care services/products/items provided by qualified health professionals in disciplines not normally considered an insured benefit under P/T health care plans.

Members may also be eligible for benefits coverage under Occupational Health Care (OHC) benefits policy, based on case-by-case organizational business decisions. Coverage under SHC and OHC is inclusive of a range of health care services/products/items, including prescription drugs, pharmaceutical products, psychotherapeutic services, etc. Cosmetic treatment and procedures are excluded from coverage under this policy provision. SHC and OHC claims are administered through Medavie Blue Cross.

For additional information regarding coverage of RCMP health care benefits, please refer to [AM ch. XIV.1 Health Care Entitlements and Benefits Programs](#).

Additionally, [section 7 of AM ch. XIV.1](#) provides criteria under which member travel requests, for health care benefits eligible for coverage under AM ch. XIV.1, can be considered. These requests are subject to FMM 9.8 [Travel Directive](#) and require approval from the member's unit commander. Please forward further questions regarding authorization of travel requests in accordance with FMM ch. 9.8 to: POLICYCMandC@rcmp-grc.gc.ca.

Travel requests associated to physician and hospital services covered through P/T health care insurance plans are not eligible for consideration under section 7 of AM ch. XIV.1. Members must contact their P/T health care plans (see **Appendix D**) to determine eligibility for coverage of these expenses.

B) Leave, Return to Work and Accommodations

Any leave, return to work, or other supports required for RCMP employees changing their lived gender identity are managed through disability management and accommodation processes. Case managers or Disability Management Advisors, managers and supervisors work with employees to identify supports

to help employees feel comfortable and safe at work. They also maintain communication with employees throughout the process. Labour Relations and Human Resources Advisors also provide advice and guidance to managers and supervisors to better support their PSEs.

As each person's situation is unique, everyone will have different needs for leave, return to work and/or other supports. Whatever the case, given that it is private medical information, it is important that the individual's gender identity remain confidential throughout any processes for seeking leave or other supports.

Where an individual has demonstrated a specific need related to their gender identity or expression, potential solutions must be reasonable, and can be creative and flexible. This involves an ongoing dialogue between the employee and employer to ensure that needs are being met. Solutions may not always be perfect and sometimes preferences cannot be provided. It is about what is reasonable in the circumstances. In all cases, it is important to avoid making assumptions. Remember that each individual has unique needs, so ongoing discussions with the employee about any issues, challenges and solutions are important. Attempts to respond to a need expressed by an employee without consulting them, no matter how well-intentioned, is inappropriate.

It is important to know that a solution for one person does not set a precedent for other individuals. Because of this, managers can be flexible and creative and do not need to worry that it will open a floodgate of requests and requirements.

PSEs

Employees are granted paid time off, for up to half a day, to attend their personal medical appointments for routine, periodic check-ups. Should the employee require a series of more frequent medical appointments related to one specific reason, time for such appointments would need to be taken as sick leave. Such leave can be requested through HRMIS.

Options for other types of leave may be found in the appropriate collective agreement. Employees requiring leave or accommodations are supported by their managers and supervisors (who must follow [RCMP policy](#) and Treasury Board Secretariat [policy](#) and [guidelines](#) on disability management), as well as their union representatives.

For RMs and CMs

RMs receive support through the [Disability Management and Accommodation Program](#) (DMAP). Managers and supervisors will work with employees to reach out to the appropriate Disability Management Advisor and develop any necessary plans for leave and/or other supports. To identify an advisor, visit the [Disability Management](#) page on the Infoweb. Click [here](#) for more information on the accommodation process or consult the [DMAP Manual](#).

Individual needs will vary from person to person. Sometimes TNB2S employees may request a transfer to a different detachment, to start fresh in their new lived gender identity. All requests are addressed on a case-by-case basis. Searches for appropriate transfers should be anonymous and only include job-relevant information (e.g., skills).

The employee is encouraged to speak with their manager, who can work with them and their new manager to discuss and explore options to address any concerns. Good practice involves respecting the confidentiality of one's TNB2S identity, avoiding making assumptions about the needs of TNB2S employees, and ensuring that the employee is part of the decision-making process.

It is critical that someone's TNB2S identity remains private and confidential.

Sharing such information, including in the context of employee transfers, can "out" someone who had wanted to keep that aspect of their life private, and can put them at risk of experiencing discrimination, harassment and violence. Again, it is up to the individual to decide who they want to tell, how and when they want to tell people, or if they want to tell anyone at all. Only in rare circumstances, as per section 8(2) of the *Privacy Act*, can personal information be shared without one's consent.

6.7 Follow-up and Monitoring

It is important that supervisors continue to monitor the workplace and check in with the employee on an ongoing basis, to ensure that the environment is one of support, and that any issues, including harassment, discrimination or disrespect, are addressed appropriately. Likewise, it is important that employees communicate any unresolved issues to their supervisors so appropriate action can be taken. Setting the tone from the beginning that any negative words or actions are unacceptable can help to avoid serious problems from arising. Ensuring that the team is educated on and considers the issues, needs and experiences faced by TNB2S employees can also help to foster a culture of respect among colleagues. Establishing a strong and trusting relationship with the employee can also help ensure they feel comfortable to reach out to supervisors or colleagues for any support needed over time.

7. Conclusion

We all have a responsibility to foster an inclusive environment. Learning about each other's unique perspectives and experiences can go a long way in developing a culture of understanding and respect. This guide is a step toward a more inclusive RCMP. Further steps are needed, and efforts will continue to remove and avoid systemic barriers for TNB2S employees in policies and practices of the RCMP.

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APPENDIX A: Sample Plan for Changing One's Lived Gender Identity at Work

Planning		
The Basics	Who/What	
Your new name and gender pronouns		
Your office		
Name of supervisor		
Name of manager		
Name of confidential contact		
Health professional's name and phone number		
Telling People		
Key Considerations	What/Who/How	When
Who do you want to tell <u>as a first step</u> to support you at work? <ul style="list-style-type: none"> • Supervisor • Manager • Union Representative • Colleague • EAS support • Other 		
Do you want to tell your <u>colleagues</u> ? How and when? <ul style="list-style-type: none"> • Tell people in person (individually or in groups) • Tell people by email • Tell people by phone • Ask your manager to tell people for you • Are there others outside of your direct unit (e.g., other Divisions, business lines, partner police services, other government departments) that you need to tell? • If you are involved in any Court proceedings, notifying the Court as soon as possible would be important 		
When do you want to do tell people? <ul style="list-style-type: none"> • Before you present in your new lived gender identity • On the day you present in your new lived gender identity 		
Do you want to consider ways to help raise awareness among your colleagues about what it means to change one's lived gender identity? <ul style="list-style-type: none"> • When do you want to do this (e.g., before or on the day that you present in your new lived gender identity, etc.)? • How do you want to do this? <ul style="list-style-type: none"> ○ Invite expert speaker 		

<ul style="list-style-type: none"> ○ Do one's own presentation ○ Other 		
<p>Do you need to contact any of the following to consider your health benefits coverage, leave, and any other needs?</p> <p><i>Remember, your manager is there to work with you, and any of the following people, to determine the best way forward</i></p> <ul style="list-style-type: none"> • Disability Management Advisor (RMs and CMs) • Sun Life Member Services (PSEs) • Human Resources Advisor • Labour Relations Advisor 		
Planning for medical leave	Date	Return to work (if not same day)
First appointment		
Second appointment		
Additional appointments		
Is extended leave needed?		
Planning for your return to work		
Key Considerations	What/Who/How	When
When are you planning on returning to work?		
Are you ready?		
Is your wardrobe ready?		
Are your colleagues ready?		
<p>Are there implications on your current duties?</p> <ul style="list-style-type: none"> • Are you involved in plainclothes investigations; are there any implications on that? • If your duties involve body searches or other gender-specific duties, how do you want to proceed with conducting those? 		
<p>Do you have any other needs?</p> <ul style="list-style-type: none"> • Do you need a change of role? • Do you need a transfer? Are there certain locations you feel would be better for you? • Do you feel comfortable using the locker rooms/change rooms/washrooms, etc. as they are? • Do you have any UDM-related needs? • Have you discussed your needs or concerns with your manager? • If needed, have you and your manager discussed with your Disability Management Advisor and/or insurance company? 		
Can you get into work ok on your first day? Do you want to have someone meet you at the entrance?		

Changing your personal information		
Key Considerations	What/Who/How	When
Provincial/Territorial identification documents: <ul style="list-style-type: none"> • Birth certificate • Driver's License 		
Federal identification documents: <ul style="list-style-type: none"> • Social Insurance Number • Passport • Personal Income Tax (you may wish to keep in mind the timing of your formal name change to avoid any complications during tax time) 		
RCMP identification and systems: <ul style="list-style-type: none"> • RCMP ID • Smart Card/building access pass • HRMIS • Pension and benefits • ROSS and Groupwise/Outlook • TBS Applications Portal • PKI Entrust • PRIME, Versadex, PROS, CPIC Other areas to consider: <ul style="list-style-type: none"> • Business cards • Office name plates • Organizational chart • RCMP intranet, public website and online publications 		
Your travel (bus/subway) pass and photo		

APPENDIX B: Changing Personal Information in Federal and Provincial/Territorial Systems

This section provides information and links to key RCMP, federal and provincial/territorial government processes should individuals wish to consider changing their name and/or gender marker. This information will continue to be updated as processes and policies change.

A) RCMP

STEP 1	SYSTEM AND PROCESS	
	HRMIS	<p>To change your name in HRMIS: Complete a 'Personal Information Update' (form A-78) and email it to your HRMIS manager, which is listed at: http://infoweb.rcmp-grc.gc.ca/hr/hrmic/hrmis-mgr-eng.htm.</p> <ul style="list-style-type: none"> NOTE: Changing your name in HRMIS currently requires proof of legal name change, given that it links to pay and pension. <p>Please note that is not currently possible to change your gender in HRMIS, as the “gender” field in HRMIS actually reflects “sex.” The Government of Canada is working toward modernizing its systems, which could eventually result in the system reflecting both gender and sex. However, at this time the field reflects “sex” only.</p> <ul style="list-style-type: none"> To change your sex marker in HRMIS, please contact your HRMIS manager at: http://infoweb.rcmp-grc.gc.ca/hr/hrmic/hrmis-mgr-eng.htm
	Phoenix and Members Pay System	<p>Only legal name changes are able to be made in pay systems.</p> <p>For PSEs: Personal information in Phoenix is changed automatically after it is updated in HRMIS http://infoweb.rcmp-grc.gc.ca/hr-rh/pay-paie/pse-efp/profile-eng.htm</p> <p>For RMs and CMs: Once personal information is changed in HRMIS, HRMIS employees send the completed A-78 to the RCMP Pay Operations, who make the change in the Members Pay System http://infoweb.rcmp-grc.gc.ca/hr-rh/pay-paie/rm-mr-cm-mc/cont-eng.htm</p>
	Pension	<p>Changes to name and sex are made automatically in Compensation Web Applications and the Secure Pension Web Applications, once updated in HRMIS.</p>
	Insurance Benefits	<p>To change personal information with insurance benefits providers (e.g., Great West Life, SunLife, Morneau Shepell), please contact them directly: http://infoweb.rcmp-grc.gc.ca/hr-rh/pay-paie/news-nouvelles/2019/07-23-eng.htm</p>

	RCMP ID & Building Access Card or Smart Card	<p>Your name, as recorded in HRMIS, will be printed on your RCMP ID card, so please ensure your Personal Identification Update is completed in HRMIS first (as indicated above).</p> <p>In addition to the step above, to update your RCMP ID card, please also complete a 'Security Supplemental Update' (form 330-60) (in part) and submit to: RCMP.DigitalSignature-SignatureNumerique.GRC@rcmp-grc.gc.ca.</p> <p>Further information on the RCMP ID card is available on the Infoweb.</p> <p>To have a new RCMP ID photo taken, please contact your divisional responsibility centre, as follows. Please also ask your divisional responsibility centre for your new building access card or Smart Card.</p>	
		Division	Email Address
		B, H, L, J Division	ARPTSS
		C & V Divisions	CDIV_SSCI/CSAS
		National Division & NHQ	NCR_CSAS/SSCI
		O Division	ODIV ACCESS CONTROL
		D Division	DDIV_CSAS/SSCI
		F & T Divisions	F PTSS / F SSTP
		K & G Divisions	K CSAS/K SSCI
		E & M Divisions	EDIV_CSAS/SSCI
Step 2	SYSTEM AND PROCESS		
	ROSS and GroupWise	<p>Change name information in My Profile: https://myprofile.rcmp-grc.gc.ca/pwm/private/Login</p> <p>When prompted for login credentials, enter ROSS credentials (Novell/GroupWise or Outlook/Internet). Once logged in, select "Update Profile". All of the information that you see in the Update Profile page will synchronize to GroupWise within one day.</p> <p>To change your email address, please submit a Self-Service Request and indicate the new email address you would like to have. This does not require a legal name change. You may also call the Central Help Desk at 1-800-461-7797 (613-993-6666 in the National Capital Region).</p>	

		Note: If you need to change your last name, please refer to <u>Step 1</u> above to fill out <u>form A-78</u> first.
	Treasury Board Secretariat (TBS) Applications Portal (TAP) ¹⁴ (including Performance Management tools)	To change your name and email in TAP , please click on the “My TAP Profile” tab and update your information.
Step 3	SYSTEM AND PROCESS	
	PKI Entrust	<p>Entrust profile must be updated in order to move on to Step 4.</p> <p>Please fill out the following template and submit it via a Self-service Request:</p> <ul style="list-style-type: none"> By email http://Infoweb.rcmp-grc.gc.ca/cio/progr-serv/help-assistance/index-eng.htm By phone (Central Help Desk): 1-800-461-7797 (613-993-6666 in the National Capital Region). <p>Reason for your recovery: (DN) Name change request Your full name: HRMIS #: Do you have a token or a Smartcard?: What is the serial number of the token (88xxxxxx) or Smartcard (0xxxxxxx): Is the current profile stored on the token/Smartcard?: Do you use AnyConnect?: Do you have SecureDoc access?: What version of Windows is on your workstation?: Contact name with an active Entrust account (someone other than yourself): (please include the contact’s full name and HRMIS #)</p>
Step 4	PRIME Versadex PROS	If you need to update your name and/or contact information in PROS, Prime or Versadex, please submit a Self-service Request (by email at: http://Infoweb.rcmp-grc.gc.ca/cio/progr-serv/help-assistance/index-eng.htm or by calling the Central Help Desk at 1-800-461-7797) and include the information that needs to be changed.
	CPIC	CPIC user accounts are updated automatically when information is changed in HRMIS.

¹⁴ TAP includes Public Service Performance Management services, including your performance management agreement.

The following provides a list of other areas in which employees may wish to change their identity information (e.g., name, gender pronouns, photos).

- New business cards can be ordered on the [Infoweb](#) (forms 1758e and 1758f). Some people have begun to include their gender pronouns on their business cards.
- RCMP intranet, RCMP public website and RCMP online publications may include references to one's previous identity (e.g., previous name, pronouns or photos). To remove such online references, please email National Communications at: <mailto:RCMP.web-web.GRC@rcmp-grc.gc.ca>.
- New office name plates can be ordered through one's administrative staff.
- The organizational chart for one's business line or unit, if one is available. One's manager or supervisor would be the best point of contact on this.

B) Federal Government

The following table provides links for changing name and/or gender on key federal documents.

Department	Document	Name and/or Gender Change
Employment and Social Development Canada (ESDC)	Social Insurance Number	https://www.canada.ca/en/employment-social-development/services/sin/after-applying.html
Immigration, Refugees and Citizenship Canada (IRCC)	Passport	https://www.canada.ca/en/immigration-refugees-citizenship/services/canadian-passports/change-sex.html#update-gender-f-m
Canada Revenue Agency (CRA)	Personal Income Tax	https://www.canada.ca/en/revenue-agency/services/tax/individuals/frequently-asked-questions-individuals/should-you-tell-cra-about-your-change-name.html

C) Provincial/Territorial Government

The following provides links to provincial/territorial (P/T) government sites for information on changing name and/or gender on government identification.

Province/Territory	Name Change	Gender/Sex Designation Change
Alberta	https://www.alberta.ca/legal-name-change.aspx	https://www.alberta.ca/update-driving-documents.aspx https://www.alberta.ca/birth-record-sex-amendment.aspx
British Columbia	https://www2.gov.bc.ca/gov/content/life-events/legal-changes-of-name	https://www2.gov.bc.ca/gov/content/governments/government-id/bc-services-card/change-personal-

		information?keyword=gender&keyword=sex&keyword=change
Manitoba	http://vitalstats.gov.mb.ca/change_of_name.html	http://vitalstats.gov.mb.ca/change_of_sex_designation.html
New Brunswick	https://www2.gnb.ca/content/gnb/en/services/services_renderer.17476.Change_of_Name.html	https://www2.gnb.ca/content/gnb/en/services/services_renderer.201445.Change_of_Sex_Designation.html
Newfoundland & Labrador	https://www.servicnl.gov.nl.ca/birth/legal_name_change/index.html	https://www.servicnl.gov.nl.ca/birth/changing_your_sex_designation/
Northwest Territories	https://www.hss.gov.nt.ca/en/services/changing-name-adult	https://www.hss.gov.nt.ca/en/services/changing-your-sex-designation
Nova Scotia	https://beta.novascotia.ca/change-your-name-or-name-your-spouse-or-child	https://beta.novascotia.ca/change-your-sex-indicator-if-youre-16-or-older
Nunavut	http://www.nunavutcourts.ca/change-of-name	Information not available
Ontario	https://www.ontario.ca/page/change-name https://www.ontario.ca/page/renew-drivers-licence	https://www.ontario.ca/page/change-sex-designation-your-government-ids
Prince Edward Island	https://www.princeedwardisland.ca/en/topic/birth-marriage-and-death-certificates?number=1020359&lang=E	https://www.princeedwardisland.ca/en/topic/birth-marriage-and-death-certificates?number=1020359&lang=E
Quebec	http://www.etatcivil.gouv.qc.ca/en/change-name.html	http://www.etatcivil.gouv.qc.ca/en/change-sexe.html
Saskatchewan	https://www.ehealthsask.ca/residents/name-changes	https://www.ehealthsask.ca/residents/Pages/Sex-Designation.aspx
Yukon	http://www.hss.gov.yk.ca/changeofname.php	http://www.hpw.gov.yk.ca/mv/1995.html

APPENDIX C: Sample Emails

The following provides examples of messages that managers or employees may wish to consider using, to help communicate about changing one's lived gender identity in the workplace. These messages may be used or adapted as necessary.

Sample Email from Manager to Employees

Hi Everyone,

I am sending this email to all employees on behalf of [new name]. You may or may not know that [new name] is [transgender or non-binary or two-spirit] and is in the process of changing [correct pronoun] lived gender identity. [New name] would like to share the news with everyone and respectfully make the following request. From now on, please refer to [previous name] as [new name], and use the pronouns [correct pronouns]. If you make a mistake, please do not feel bad or nervous, this is to be expected as we all get used to [new name]'s new name and gender pronouns. The important thing is to acknowledge the mistake and try not to repeat it.

Nothing has changed about [new name] as a person. [new name] remains committed to continuing to provide us with the best service at our work site. The best way we can support [new name] is to continue to be welcoming, polite, respectful and friendly. [new name] also wants everyone to feel comfortable in talking with [insert correct gender pronoun] and to not be shy if you have questions.

I have included links to some key reference materials below, and am also available to discuss questions anyone may have. [Insert any personal or division-specific messaging that reiterates the RCMP's commitment to an inclusive workplace].

- [Gender-specific and gender-neutral pronouns](#)
- [Being a supportive peer or co-worker](#)
- [Being an effective trans ally](#)

Thank you in advance for your professionalism and support of [new name].

Sample Email from Employee to Colleagues

Dear Colleagues,

I wanted to take a few minutes to tell you about a very important change that is happening in my life right now.

[Insert your own personalized message here. You're welcome to say as little or as much as you feel comfortable sharing].

It is now time for me to live my life the way it should be lived. So from now on, I would ask that you please call me [name] and use my pronouns [insert pronouns].

My manager, as well as Human Resources staff, are aware of my situation and have been supporting me in changing my lived gender identity in the workplace.

You probably have a lot of questions, and that's normal. I'd be happy to answer your questions in person, or by phone or email, so please don't hesitate to reach out. I would also welcome you to check out the following resources that you may find helpful:

- [Gender-specific and gender-neutral pronouns](#)
- [Being a supportive peer or co-worker](#)
- [Being an effective trans ally](#)

I am pleased to introduce myself as [name].

Thank you for your support and understanding.

APPENDIX D: Provincial/Territorial Health Coverage and Community Trans Care

While access varies across the country, almost all provinces and territories provide some form of health coverage for procedures related to gender affirming care. The following chart highlights links to key sites to help with identifying and accessing resources for gender affirming care. The chart also provides links to key community health resources.

Province/ Territory (P/T)	Information on P/T Health Coverage for Gender Affirming Care	Additional Information on Community Trans Care
Alberta	https://www.albertahealthservices.ca/info/Page15676.aspx	Alberta Health Services: https://www.albertahealthservices.ca/info/Page15590.aspx Skipping Stone: https://www.skippingstone.ca/
British Columbia	http://www.phsa.ca/transcarebc/surgery/how-to-get-surgery/surgery-funding	Provincial Health Services Authority – Trans Care BC: http://www.phsa.ca/transcarebc/care-support/access-care/srv-dir Contact transcareteam@phsa.ca for further information on health and wellness services and supports not listed in the above link
Manitoba	http://klinik.mb.ca/health-care/transgender-health-klinik/community-members/	Rainbow Resource Centre: https://rainbowresourcecentre.org/resources/health-resources
New Brunswick	https://www2.gnb.ca/content/gnb/en/departments/health/patientinformation/content/GenderConfirmingSurgery.html	
Newfoundland & Labrador	https://www.health.gov.nl.ca/health/mcp/transition_related_surgery.html	
Northwest Territories	TNB2S-specific information not available. Contact Health and Social Services System Navigator: https://www.hss.gov.nt.ca/en/services/patient-client-relations/system-navigator	
Nova Scotia	https://novascotia.ca/dhw/gender-affirming-surgery/	Nova Scotia Health Authority – PrideHealth: http://www.nshealth.ca/content/pridehealth
Nunavut	TNB2S-specific information not available. Contact Nunavut Department of Health: https://gov.nu.ca/health/information/health-insurance	

Ontario	http://www.health.gov.on.ca/en/pro/programs/srs/	Rainbow Health Ontario: https://www.rainbowhealthontario.ca/trans-health/ Rainbow Health Ontario Service Directory: https://www.rainbowhealthontario.ca/service-directory/?wpbdp_view=search
Prince Edward Island	https://www.princeedwardisland.ca/en/information/health-pei/transgender-health-services	PEI Patient Navigator: https://www.princeedwardisland.ca/en/information/health-pei/patient-navigator
Quebec	http://santetranshealth.org/jemengage/en/guide-contents/trans-specific-surgeries/	Action Sante Travesti(e)s et Transexuel(le)s du Quebec: Support http://www.astteq.org/getsupport.html Action Sante Travesti(e)s et Transexuel(le)s du Quebec: Resources http://www.astteq.org/resources.html
Saskatchewan	https://www.saskatchewan.ca/residents/health/accessing-health-care-services/gender-identity-gender-diversity-and-transgender-support	OUTSaskatoon: https://www.outsaskatoon.ca/get_support
Yukon	http://hss.gov.yk.ca/ihspolicies.php	

APPENDIX E: LGBTQ2 History In Canada¹⁵ and Key Commemoration Days

The following is an update of the timeline pulled from Public Services and Procurement Canada's document: *Support for trans employees: A guide for employees and managers*.

- **1950s and early 1960s:** The lives of many Canadian civil servants and military members were destroyed after the Government of Canada, including the RCMP and the Canadian Armed Forces, organized a campaign of oppression against "homosexuals and subversives." Even now, many victims are reluctant to talk about it.
- **1969:** Homosexuality is decriminalized in Canada.
- **1996:** The Supreme Court decides that the *Canadian Human Rights Act* should be expanded to include sexual orientation as a ground for discrimination. This means that federal departments and institutions are forbidden from discriminating on the basis of sexual orientation.
- **1997:** LGBT employees begin organizing a network at the Department of Canadian Heritage, one of the first federal departments to recognize the unique needs and contributions of LGBT employees.
- **2001:** Employees from Public Works and Government Services Canada, Natural Resources, Health Canada, Canada Revenue Agency and Statistics Canada begin meeting to develop an Interdepartmental Network.
- **2002 to 2003:** Social events generate further interest, and in 2004, LGBT employees in several federal departments decide to develop a broader network.
- **2004:** The Public Service Pride (PSP) Network begins meeting regularly at monthly social events drawing hundreds of members. An email distribution list reaches an even broader number, facilitating more networking connections.
- **2005:** The federal Civil Marriage Act, legalizing same-sex marriage across Canada, is given royal assent.
- **2016:** For the first time in Canadian history, a pride flag is raised on Parliament Hill in Ottawa and Federal MP Randy Boissonnault is named as the government's LGBTQ2 issues advisor, with a mandate "to advance and protect the rights of the community and address historical injustices."
- **2017:** Bill C-16, after having passed the legislative process in the House of Commons and the Senate, became law upon receiving Royal Assent, which put it into force immediately Footnote 7. The law updated the *Canadian Human Rights Act* and the Criminal Code to include "gender identity and gender expression" as protected grounds from discrimination, hate publications and advocating genocide. The bill also added "gender identity and expression" to the list of aggravating factors in sentencing, where the accused commits a criminal offence against an individual because of those personal characteristics.
- **2018:** The [Prime Minister apologizes](#) to LGBTQ2 Canadians. A statement by the [Privy Council Office](#) notes that the apology "acknowledges the Government of Canada's role in creating a culture of systemic oppression and criminalization towards LGBTQ2 people...As public servants, diversity, inclusion and equality must be an integral part of our work, and it is important for us to understand that federal legislation, programs, policies, and practices are key tools used to advance and reinforce equality."
- **2018:** [Royal Assent of Bill C-66](#) – Expungement of Historically Unjust Convictions Act. In the past, Canada convicted and gave individuals criminal records for engaging in consensual sexual activity

¹⁵ Adapted from: Public Services and Procurement Canada. 2017. *Support for trans employees: A guide for employees and managers*. <https://www.tpsgc-pwgsc.gc.ca/apropos-about/guide-et-te-eng.html>

between same-sex partners. This Act allowed for the destruction of records of convictions for consensual sexual activity between same-sex partners of legal age.

- **2019:** The Minister of Justice and Attorney General of Canada is mandated to “Work with the Minister of Diversity and Inclusion and Youth to amend the *Criminal Code* to ban the practice of conversion therapy and take other steps required with the provinces and territories to end conversion therapy in Canada.”
- **2020:** The Government of Canada provided the Canada Pride Citation (CPC) to claimants, including a letter of apology, a certificate, an insignia and a lapel pin. The CPC is a key aspect of the Final Settlement Agreement (FSA) in the LGBT Purge class action lawsuit as a meaningful step in the journey of collective reconciliation, recognition and remembrance. It is an individual reconciliation and recognition measure that is awarded to eligible class members in recognition of their service to Canada and the hardships endured due to unjust policies.

Commemoration Days:

- **International Day Against Homophobia, Transphobia and Biphobia** (May 17)
- **Pride Month** (June)
- **Gender Equality Week** (last week of September)
- **National Coming Out Day** (October 11)
- **Transgender Day of Remembrance** (November 20)

APPENDIX F: Practical Resources

The following provides links to practical resources and information for further reading.

Information and Toolkits for Fostering Inclusive Environments

- Grenier, Alison and Hixson-Vulpe, Jacq. *Beyond Diversity: An LGBT Best Practice Guide for Employers*. Great Place to Work® and Pride at Work Canada. Retrieved from: <https://prideatwork.ca/wp-content/uploads/2017/09/Beyond-Diversity-LGBT-Guide.pdf>
- Government of Canada. *Building Gender Inclusive Services*. Retrieved from: http://www.gcpeia.gc.ca/wiki/Gender_Diversity_and_Inclusive_Services
- Government of Canada. *Duty to Accommodate: A General Process for Managers*. Retrieved from: <https://www.canada.ca/en/government/publicservice/wellness-inclusion-diversity-public-service/diversity-inclusion-public-service/working-government-canada-duty-accommodate-right-non-discrimination/duty-accommodate-general-process-managers.html>
- Government of Canada. *Embracing the singular “they” as a gender-neutral pronoun*. Retrieved from: <https://www.noslangues-ourlanguages.gc.ca/en/blogue-blog/they-as-gender-neutral-pronoun-eng>
- Government of Canada. *Gender Inclusive Writing*. Retrieved from: http://www.btb.termiumplus.gc.ca/tpv2guides/guides/wrtps/index-eng.html?lang=eng&lettr=indx_catlog_g&page=9tZXuAe4oZYs.html (**Note that this language continued to evolve, particularly in French)
- Government of Canada. *Gender and Sexual Diversity Glossary*. Retrieved from: <https://www.btb.termiumplus.gc.ca/publications/diversite-diversity-eng.html>
- Hixson-Vulpe, Jacq. (2017). *Creating Authentic Spaces: A Gender Identity and Gender Expression Toolkit to Support the Implementation of Institutional and Social Change*. The 519: <http://www.the519.org/education-training/training-resources/our-resources/creating-authentic-spaces>
- Human Rights Campaign Foundation. (2016). *Transgender Inclusion in the Workplace: A Toolkit for Employers*. Retrieved from: <https://www.hrc.org/campaigns/trans-toolkit>

Gender Pronouns in Emails

The Government of Canada has issued a Government of Canada-wide exception to the Standard on Email Management so that all employees who want to add their personal gender pronouns to their email signature block can do so without seeking approval. Pronouns can be added in the following format:

Jane Doe
(she/elle)

Analyst, Digital Policy, Office of the Chief Information Officer of Canada
Treasury Board of Canada Secretariat | Government of Canada
jane.doe@tbs-sct.gc.ca | 555-867-5309

Analyste, Politique numérique, Bureau du dirigeant principal de l'information du Canada
Secrétariat du Conseil du Trésor du Canada | Gouvernement du Canada
jane.doe@tbs-sct.gc.ca | 555-867-5309

Health Care Standards

- The Canadian Professional Association for Transgender Health: <http://cpath.ca/en/>
- The World Professional Association for Transgender Health. (2012). *Standards of Care for the Health of Transsexual, Transgender, and Gender-Nonconforming People*. Retrieved from: <https://www.wpath.org/publications/soc>

Inclusive Design

- HCMA Architecture and Design. (2018). *Designing for Inclusivity: Strategies for Universal Washrooms and Change Rooms Version 1.0*. Retrieved from: https://hcma.ca/wp-content/uploads/2018/01/Designing_For_Inclusivity.pdf
- Public Service Alliance of Canada. *Gender-Inclusive Washrooms in Your Workplace: A guide for employees and managers*. Retrieved from: <http://psacunion.ca/sites/psac/files/attachments/pdfs/gender-inclusive-washroom-en-4page.pdf>

LGBTQ2 Resources

- Egale: <https://egale.ca/>
- Government of Canada LGBTQ2 Secretariat: <https://www.canada.ca/en/canadian-heritage/campaigns/free-to-be-me.html>
- Jette Knox, Amanda. (2019). *Love Lives Here: A Story of Thriving in a Transgender Family*. Penguin Random House Canada.
- Pride at Work Canada: <https://prideatwork.ca/>
- The 519: <https://www.the519.org/>
- The Canadian Centre for Gender and Sexual Diversity: <https://ccgsd-ccdgs.org/>

APPENDIX G: Considerations with Respect to the Implementation of Gender-Inclusive Washrooms¹⁶

- Gender-inclusive washrooms (also referred to as all-gender washrooms) can be used by someone of any gender. They can be single or multi-stall.
- Everyone has a right to safe and dignified public services, such as public washrooms and washrooms provided for employees. For openly transgender and non-binary employees, not having access to an all-gender washroom in the workplace can mean facing potential harassment or leaving the workplace throughout the day to find a safe washroom elsewhere (e.g., nearby businesses and restaurants).
- Gender-inclusive washrooms also benefit people with disabilities who have an attendant of a different gender, and parents who have a child of a different gender than themselves.
- Multi-stall washrooms are often gender-specific in Canada, generally using only two binary gender signs (men or women). However, there are no legal requirements to designate specific washrooms by gender or to enforce people to use specific washrooms.
- Although social norms exist now for washrooms with gender signage, employees should be able to access and utilize facilities that they are comfortable using.
- For washrooms that may be used for people of any gender identity, using signage with terms like all-gender and gender-inclusive is more appropriate than unisex or gender-neutral.
- To ensure the safety of transgender and non-binary employees, gender-inclusive washrooms should not be implemented without deliberate and thoughtful engagement with employees to inform them of the change. Awareness-raising is important in order to ensure that everyone understands why gender-inclusive washrooms are important and that the privacy and safety of all employees is valued.
- There are a range of options to consider in order to create a gender-inclusive washroom. Workplaces may opt to designate an existing multi-stall or single use washroom as gender-inclusive, or may consider renovations to provide a new gender-inclusive facility.
- Privacy is a consideration for all employees. As a result, retrofits to existing multi stall facilities (e.g., full stalls, floor to ceiling, privacy screens for urinals) or adding a single use washroom may be considered. Consideration of privacy needs should be applied to plans for the construction of new facilities.

Within the Government of Canada

Some departments, such as the Department of National Defence and Health Canada, have started converting washrooms in existing facilities into all-gender washrooms. Positive Space Committees in

¹⁶ Government of Canada. (draft - unpublished). Considerations with Respect to the Implementation of Gender-Inclusive Washrooms.

various departments are discussing the need for all-gender washrooms in their workplaces. The Privy Council Operations Branch is in the process of designating two of its four multi-stall washrooms as all-gender.

While Public Services and Procurement Canada (PSPC) did release the guide *Support for trans employees: A guide for employees and managers*, it does not include guidelines regarding gender-inclusive washrooms beyond encouraging all-gender washrooms and noting that employees should be able to access and utilize the facilities that they are comfortable using and that correspond to their gender identity. Unions, including the Public Service Alliance of Canada, have released their own recommendations.

Signage

It would be important to engage with the Federal Identity Program (FIP) regarding signage.

Recommendations for Consideration when Designating All-Gender Washrooms

These recommendations were arrived at after consulting gender-inclusive washroom guides as well as talking with the Canadian Human Rights Commission.

- Gender-inclusive washrooms should be clearly accessible to all employees. It is also recommended that they be available in different areas of the building so that employees have convenient access.
- As people of any gender may have a need for sanitary bins, stalls in all washrooms should have sanitary bins available.
- Signage stating that the washroom is all-gender should be in English, French, and Braille
 - It is recommended that it include icons and words depicting the functionality of the washroom e.g., whether the facility has urinals and stalls or stalls only, and whether it is wheelchair accessible, etc.
 - As of summer 2018 there is no FIP-approved urinal icon.
 - Parks Canada is testing an icon for easy recognition.
 - TBS does have an approved toilet icon. It is recommended that this icon be used rather than any icons depicting people.
- In order to protect the privacy of washroom users, it is recommended that urinals have a privacy screen and that stalls have floor-to-ceiling walls and doors.
- Education and awareness will be important considerations in order to ensure that the transition to gender-inclusive washroom facilities is successful. Communications leading up to the implementation of the all-gender washrooms, designated point people for questions from employees, as well as an information session on the importance of these facilities is highly recommended.