

INCLUSIVE WORK PLACE TIPS

People are
who they say
they are.

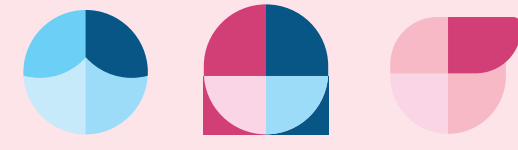
It is important to trust that someone's decision to present themselves as gender diverse is not made lightly or without due consideration.



TRANSGENDER SHOULD
ALWAYS BE USED AS
AN ADJECTIVE.

For example:

"Susan is a transgender woman."



NEVER USE
TRANSGENDERED.
THIS IS
INCORRECT.

USE
NON-GENDER SPECIFIC
LANGUAGE.

"Are you seeing anyone?"

INSTEAD OF:

"Do you have a
boyfriend/girlfriend?"



"How may I help you?"

INSTEAD OF:

"How may I help you, sir/ma'am?"



EDUCATE
YOURSELF AND
OTHERS ABOUT
**GENDER
DIVERSITY.**

It's part of being a good ally,
and it's not going away.

IT'S THE FUTURE!



If you're unsure how
someone identifies,
offer your name and
pronoun first. For example:
"Hi my name is ____ and
I use ____ pronouns.
How about you?"

You can also say,
"I want to make sure
I don't make any
assumptions, **can you
share your pronouns
with me?**"

DON'T MAKE
ASSUMPTIONS
about people's identities.



If you make a
mistake on the
pronoun...

ACKNOWLEDGE THE MISTAKE,
apologize, and be honest about
your familiarity. Let the person
know that moving forward you will
use the correct pronoun.

NO ONE HAS THE RIGHT TO
PREVENT SOMEONE FROM
USING THE BATHROOM.

California law states that
trans people are able to
use the bathroom that is in
alignment with their identity.



WHEN YOU'RE NOT SURE
what pronoun to use, stick
to the person's first name
or "they".

Avoid phrases that cast doubt
on the trans person's identity:

"Susan was born a man."

"She wants to be called..."

"She calls herself..."

"She goes by Susan."

Never use words
such as "it"
or "whatever"
when referring to
someone who is
trans or gender
diverse.

Don't assume

that someone who is transgender is
also lesbian, gay or bisexual, or that
the person will transition to become
heterosexual.

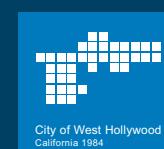
Never ask transgender people about
how they have sex or what their
genitals look like.

**This is inappropriate
in every situation.**

EVERYONE

WE WELCOME
EVERYONE

A CERTIFIED
TRANSGENDER
AFFIRMING
BUSINESS



WELCOME