

# TRANSGENDER NON-DISCRIMINATION POLICY

## REGION: GLOBAL

### *Purpose*

WorkForce Software does not discriminate in any way on the basis of sex, sexual orientation, gender identity, or gender expression. This policy is designed to create a safe and productive workplace environment for all employees.

This policy sets forth guidelines to address the needs of transgender and gender non-conforming employees. It clarifies how the law should be implemented in situations where questions arise regarding protecting the rights or safety of all employees.

The policy does not anticipate every situation that might occur with respect to transgender or gender non-conforming employees, and the needs of each transgender or gender non-conforming employee must be assessed on a case-by-case basis. In all cases, the goal is to ensure the safety, comfort, and healthy development of transgender and gender non-conforming employees.

### *Definitions*

The definitions provided here are not intended to label employees but rather to assist in understanding this policy and the legal obligations of employers. Employees may or may not use these terms to describe themselves.

**Gender identity:** A person's internal, deeply felt sense of being male, female, or something other or in-between, regardless of the sex they were assigned at birth. Everyone has a gender identity.

**Gender expression:** An individual's characteristics and behaviors (such as appearance, dress, mannerisms, speech patterns, and social interactions) that may be perceived as masculine or feminine.

**Transgender:** An umbrella term that can be used to describe people whose gender identity is different from their gender assigned at birth.

- A person who was assigned female at birth (AFAB) whose sex assigned at birth was female but whose identity is male is a transgender man (also known as female-to-male transgender person, or FTM).
- A person whose sex assigned at birth was male but who identifies as female is a transgender woman (also known as male-to-female transgender person, or MTF).

- Some people described by this definition don't consider themselves transgender – they may use other words or may identify simply as a man or woman. A person does not need to identify as transgender in order for these nondiscrimination policies to apply.

**Non-binary:** An individual whose gender identity is neither male nor female. This is another umbrella term that encompasses a large number of gender identities. This is often included under the wider umbrella of transgender, but not all non-binary individuals identify as transgender.

**Cisgender:** An individual whose gender identity matches their sex assigned at birth.

**Gender non-conforming:** This term describes people who have, or are perceived to have, gender characteristics and/or behaviors that do not conform to traditional or societal expectations. Keep in mind that these expectations can vary across cultures and have changed over time. Not all gender non-conforming individuals are transgender.

**Transition:** The process of changing one's gender from the sex assigned at birth to one's gender identity. There are many different ways to transition. Transition may include "coming out" (telling family, friends, and coworkers), changing their name and/or sex on legal documents, or accessing medical treatment such as hormones and surgery.

**Sexual orientation:** It is important to note that sexual orientation is distinct from gender identity and expression. Sexual orientation is a person's physical or emotional attraction to people of the same and/or other genders. Examples of sexual orientations include straight, gay, asexual, and bisexual. Transgender people can have any sexual orientation, just like cisgender people.

EVERYONE HAS A . . .  
Sex Assigned at Birth  
Gender Identity  
Gender Expression  
Sexual Orientation

## *Privacy*

All employees have the right to discuss their gender identity or expression openly, or to keep that information private. The transgender employee decides when, with whom, and how much to share their private information. Information about an employee's transgender status constitutes confidential information and may be protected under anti-discrimination laws.

WorkForce policy protects information about transgender employees, which may be more than local laws protect, and are to be followed regardless of locale. Management, human resources staff, or coworkers should not disclose any information that may reveal an employee's transgender status to others. This information should only be shared with the transgender employee's consent.

## *Office Records*

Our company will change an employee's official record to reflect a change in name or gender upon request from the employee. Certain types of records, like those relating to payroll and retirement accounts, may require a legal name change before the person's name can be changed. Most records, such as email, display name, etc., however, can be changed to reflect a person's name without proof of a legal name change.

As part of the transition process, the business will provide an avenue for the transitioning employee to update photos or icons stored and used to represent the employee.

If a new or transitioning employee has questions about company records or ID documents, the employee should contact their Human Resource Business Partner.

## *Names/Pronouns*

An employee has the right to be addressed by their name and pronouns. A legal name or gender change is not required. The intentional or persistent refusal to respect an employee's gender identity (for example, intentionally referring to the employee by a name or pronoun that the employee does not use) can constitute harassment and is a violation of this policy. If any employee is unsure what pronoun a transitioning coworker uses, they should ask the individual politely how they would like to be addressed.

## *Transitioning on the Job*

Employees who transition on the job can expect the support of management and human resources staff. HR will work with each transitioning employee individually with what to expect from management and how HR ensures a successful workplace transition. Transitioning employees may initiate this process by either reaching out to their manager or their HR Business Partner.

## *Restroom Accessibility*

Employees shall have access to the restroom corresponding to their gender identity. Any employee who has a need or desire for increased privacy, regardless of their reason, will be provided access to a single-stall restroom, if possible. No employee, however, shall be required to use such a restroom.

All employees have a right to safe and appropriate restroom facilities, including the right to use a restroom that corresponds to the employee's gender identity, regardless of the employee's assigned sex at birth. For example, transgender women must be permitted to use the women's restroom, and transgender men must be permitted to use the men's restroom. The decision of which restroom to use should be left to the transgender employee to determine the most appropriate and safest option for them.

Some employees may desire additional privacy. Where possible, an employer will make available a unisex single-stall restroom that can be used by any employee who has a need for increased privacy, regardless of the underlying reason.

### *Dress Codes*

All employees, regardless of gender identity, have the right to dress as they choose, as long as dress codes as specified in [insert policy name] are followed. Dress code is not gendered and applies equally to all employees.

### *Discrimination/Harassment*

It violates company policy to discriminate in any way (including, but not limited to, failure to hire, failure to promote, or unlawful termination) against an employee because of the employee's actual or perceived gender identity. It is also unlawful and contrary to this policy to retaliate against any person objecting to, or supporting enforcement of legal protections against, gender identity discrimination in employment.

Our company is committed to creating a safe work environment for transgender and gender non-conforming employees. Any incident of discrimination, harassment, or violence based on gender identity or expression will be given immediate and effective attention, including, but not limited to, investigating the incident, taking suitable corrective action, and providing employees and staff with appropriate resources.

### *Health Insurance Benefits*

Employees who have questions or difficulty accessing coverage are encouraged to contact their **Human Resource Business Partner** for assistance.