

# How to be inclusive to trans colleagues as an HR Professional

- As someone who works in HR, it is important to know how to support the business, managers and colleagues.
- Transgender is an umbrella term used to describe people whose gender identity does not match the sex they were assigned at birth. Gender identity refers to a person's internal sense of their gender, which can be male, female, neither, both, or somewhere along the gender spectrum. On the other hand, sex refers to the biological characteristics typically associated with males and females.
- There is no one-size-fits-all approach to trans inclusion. It is important to be flexible and adaptable and to tailor your approach to the specific needs of the individual and situation.
- Familiarise yourself with your companies policies, guidance documents and places you may need to signpost people. The more you know, the better equipped you will be to support colleagues.

## Here are five key things you can do

**Be pre-emptive:** Don't wait until managers or colleagues to come to you with their questions or concerns to get to grips with the subject. Read up on the basics so that you are able to provide support at the point of need.

**Be informed:** Familiarise yourself with your company's policies, guidance documents and places you may need to signpost people. The more you know, the better equipped you will be to support colleagues.

**Be Careful:** If someone comes out to you as trans or non-binary, do not share this information with others without their consent. "Outing" people can have devastating negative consequences in a society which is still highly intolerant of trans and non-binary identities.

**Be vigilant:** Make sure that all colleagues feel safe and comfortable being themselves at work. This includes addressing any incidents of transphobia or discrimination fully, whether it is overt or covert. Be aware that things may be hidden with phrases that are subtle dog whistles intended to only be understood by the intended group.

**Be empathetic:** Set aside any personal opinions or beliefs around trans identities. Ensure you treat them with empathy and respect and take any concerns they may raise seriously.

# Signposting

[Switchboard LGBT+ Helpline](#)

External An LGBTQ+ charity who provide a safe space for anyone to discuss anything, including sexuality, gender identity, sexual health and emotional well-being. They support people to explore the right options for themselves.

[-MindOut | Mental Health Charity for LGBTQ community](#)

External Mind Out is a mental health service run by and for lesbian, gay, bisexual, trans, and queer (LGBTQ+) people.

[Gender Recognition Act 2004 - Explanatory Notes \(legislation.gov.uk\)](#)

External The purpose of the Gender Recognition Act is to provide trans people with legal recognition in their acquired gender.

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