

# How to be inclusive to trans colleagues as a line manager

As a line manager, it is important to create an inclusive and welcoming environment for all your team members, including transgender 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 own 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.
- Here are some tips to help you be inclusive to transgender colleagues. It's important to be respectful and treat them with dignity, as well as be aware of the challenges they may face. By doing so, you can help create a safe and comfortable workplace for them.
- By following these tips, you can create a more inclusive workplace for transgender team members. This will make them feel more comfortable

## Here are five key things you can do

**Be proactive:** Share resources with your team and role model expected behaviours. This may involve talking with team members if you hear someone making transphobic comments, or reaching out to HR if there are repeated issues.

**Be patient and empathetic:** It may take some time for transgender employees to feel comfortable coming out to you. Be patient and understanding and let them know that you are there to support them.

**Be understanding:** Talk to your transgender team members on an individual level. Ask them what you can do to support them. Be respectful and open-minded and listen to what they have to say. Avoid making assumptions about what support they need and be led by them.

**Be mindful:** When talking about a transgender team member, ensure you use their correct pronouns and name. When introducing them, don't single them out by only stating their pronouns and nobody else's. Try to normalise not using gendered language

**Be educated:** Educate yourself further about transgender people, using any resources your company has available