

# February's *Quicker* Quick Hit

# ICYMI

## TRANSGENDER, NON-BINARY, AND GENDER NON-CONFORMING BEST PRACTICES FOR A RESPECTFUL AND SUPPORTIVE WORKPLACE

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It's critical that we effectively and considerately integrate transgender, gender non-conforming and non-binary people into our in-house teams. Below are few tips we can share with our teams, and share with our business partners within our organizations.

## TIPS FOR CREATING AN INCLUSIVE WORK ENVIRONMENT

### 1 Be an Ally

- Speak up to ensure inclusion
- Be an advocate for everyone's ability to thrive in the workplace
- Reach across differences to achieve mutual goals
- Model a safe, inclusive workplace

### 2 Respect privacy/confidentiality issues

- Be vigilant in upholding policies related to discrimination, harassment, and retaliation
- An employee's transition may become public knowledge, but the employee is entitled to confidentiality
- Provide gender inclusive benefits

### 3 Avoid gender based comments or nicknames

- Use pronouns/names requested by your co-workers
- Consider identifying you own pronouns
- You can't always know what someone's pronoun is by looking at them
- When someone is referred to with the wrong pronoun, it can make them feel disrespected and invalidated

### 4 Do not assume anything about your co-workers

- Don't assume all of your employees are heterosexual
- Always assume there is a LGBTQ person in the room
- Make sure both verbal and written communication is inclusive and respectful
- Allow people to use restrooms/facilities that align with gender identity

### 5 Don't make LGBTQ people educate you

- Do not ask inappropriate, non-work related questions
- Tend to your discrimination and benefits policies before you need them
- Offer comprehensive, organization-wide LGBTQ diversity and inclusion training
- Educate yourself on the dimensions of LGBTQ diversity, including the difference between "sex" "gender identity" "gender expression" and "sexual orientation"

Law Department Management Quicker Quick Hits provide members with a snapshot of key points, tips, or takeaways covered in the monthly quick hit. In case you missed it, be sure to check out the full call recording for a more in-depth discussion and explanation of any tools or exercises.

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