



WorldYWCA

## World YWCA Transgender Inclusion Policy

### Purpose

World YWCA 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. The organisation's vision is a fully inclusive world where justice, peace, health, human dignity, freedom and care for the environment are promoted and sustained by women's leadership. Therefore, the World YWCA supports an inclusive and non-discriminatory environment.

This policy sets guidelines to address the needs of transgender and gender non-conforming employees at the World Office and clarifies situations where questions may arise about how to protect the rights and/or safety of such employees. This 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 or gender non-conforming employees while maximizing the employee's workplace integration and minimizing stigmatization of the employee.

### Definitions

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

- **Gender identity:** A person's internal, deeply-felt sense of being male, female, 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 behaviours (such as appearance, dress, mannerisms, speech patterns, and social interactions) that may be perceived as specific to a gender.
- **Transgender:** An umbrella term that can be used to describe people whose gender identity and/or expression is different from their sex assigned at birth.
  - A person whose sex assigned at birth was female but who identifies as 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 for an employer's non-discrimination policies to apply to them.
- **Cisgender:** Cisgender – or cis – is the term used to describe people whose gender identity or expression aligns with those typically associated with the sex assigned to them at birth.
- **Gender non-conforming:** This term refers to people who do not follow other people's ideas or stereotypes about how they should look or act based on the female or male sex they were assigned at birth. These expectations can vary across cultures and have changed over time.
- **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. For some people, it is a complex



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process that takes place over a long period of time, while for others it is a one- or two-step process that happens more quickly. Transition may include “coming out” (telling family, friends, and co-workers); changing the name and/or sex on legal documents; and, for many transgender people, but not necessarily, accessing medical treatment such as hormones and surgery.

- **Sexual orientation:** A person's physical or emotional attraction to people of the same and/or other gender. Straight, gay, and bisexual are some ways to describe sexual orientation. It is important to note that sexual orientation is distinct from gender identity and expression. Transgender people can be gay, lesbian, bisexual, or straight, just like non-transgender people.
- **LGBTIQ+:** A common abbreviation that refers to the lesbian, gay, bisexual, transgender, intersex and queer community.

## Provisions

### Privacy

Transgender employees have the right to discuss their gender identity or expression openly, or to keep that information private. The transgender employee gets to decide when, with whom, and how much to share their private information.

Management, human resources staff, or coworkers should not disclose information that may reveal an employee's transgender status or gender non-conforming presentation to others. That kind of personal or confidential information may only be shared with the transgender employee's consent and with coworkers who truly need to know to do their jobs.

### Official Records

The World YWCA 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 or other documentation required by the laws of Switzerland or the Canton of Geneva before the person's name can be changed. Most records, however, can be changed to reflect a person's preferred name without proof of a legal name change.

A transgender employee has the right to be addressed by the name and pronoun corresponding to their gender identity. Official records will also be changed to reflect the employee's gender and chosen name upon the employee's request. As quickly as possible, the World YWCA will make every effort to update any photographs at the transitioning employee's workplace so the transitioning employee's gender identity and expression are represented accurately.

If a new or transitioning employee has questions about company records or ID documents, the employee should contact Helen Deslarzes, [helen.deslarzes@worldywca.org](mailto:helen.deslarzes@worldywca.org).

### Names/ Pronouns

An employee has the right to be addressed by the name and pronoun that correspond to the employee's gender identity, upon request. This includes use in their business email signatures. A court-ordered name or gender change is not required. The intentional or persistent refusal to respect



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an employee's gender identity (for example, intentionally referring to the employee by a name or pronoun that does not correspond to the employee's gender identity) can constitute harassment and is a violation of this policy. If you are unsure what pronoun a transitioning coworker might prefer, you can politely ask your coworker 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 to ensure a successful workplace transition that is in line with this policy.

### **Sex-segregated job assignments**

For sex-segregated jobs, transgender employees will be classified and assigned in a manner consistent with their gender identity, not their sex assigned at birth.

### **Restroom Accessibility**

The World YWCA office has unisex single-stall restrooms that can be used by any employee, with adequate privacy.

### **Dress Codes**

The World YWCA does not have dress codes that restrict employees' clothing or appearance on the basis of gender.

### **Discrimination/ Harassment**

It is unlawful and violates the World YWCA's policies 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. Additionally it also is 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.

The World YWCA 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. Refer to the World YWCA Anti-Sexual Harassment, Exploitation and Abuse policy.