

Course description

It is vital that we treat everyone in the community, and each other, with dignity and respect. To ensure we foster an inclusive culture that embraces diversity, it is important to increase knowledge and understanding of human differences. Led by two professionals dedicated to supporting transgender and other gender non-conforming people, this training will give participants the knowledge and understanding of gender expression and the transgender community. The trainers will provide an understanding and awareness of the issues that face transgender and non-binary individuals, the importance of inclusive language, the relevant legal landscape of implicit and explicit bias, and give best practices for creating an LGBT-inclusive climate for co-workers, victims, witnesses and the community. This interactive training will also offer safe space for questions and discussion on any specific challenges participants have experienced or are experiencing.

Presented by

www.transfamily.org

POLICY

The County is committed to fostering an environment of inclusiveness and belonging. The County supports employees who wish to be addressed by their expressed pronoun(s) and name. Asking for and correctly using a person's pronouns is a form of mutual courtesy and respect for their gender identity. This policy provides for the use of a person's pronoun(s) or lack of pronoun(s), as well as their name, even when different from their legal name.

BACKGROUND

The use of correct pronouns is important because it acknowledges someone's gender identity. Gender identity is a person's understanding, definition or experience of their own gender, regardless of sex assigned at birth. For example, a person may have been assigned as female at birth, but their gender identity is male, and they use the pronouns he/him/his. Misgendering someone (using the wrong pronouns) can have negative impacts on their self-confidence and sense of inclusion.

PROCEDURE

Introducing and referencing pronouns can occur in various ways, such as voluntarily taking the following steps:

- Meetings: Employees can introduce themselves by sharing their name and pronouns.
- Gender Inclusive Language- speaking and writing in a way that does not make assumptions about a person's gender identity. ([What's this?](#))
- Business Cards: Displaying pronouns on business cards allows individuals to communicate personal pronouns to colleagues and the public.
- Email Signature: Displaying pronouns in email signature allows individuals to communicate personal pronouns to colleagues.

<u>Sample E-mail Signature</u>	Employee Name
	Pronouns: she/her/hers (What's this?)
	Classification
	Department

What should I do if I accidentally misgender someone?

If you make a mistake in using a person's expressed pronouns, it is important to correct it. This can be done by acknowledging and correcting the error, and moving on with the discussion.

The use of pronouns is voluntary. It is acceptable for employees to choose not to express their pronouns.

FURTHER INFORMATION

For further information contact the Equity, Diversity and Inclusion Division at

REFERENCES

[MyPronouns.org](https://www.mypronouns.org)

[GSA Network](#)