



GENDER

INCLUSION

POLICY

Supervisors and managers must create an environment that welcomes transgender and gender-nonconforming individuals. These directions will help:

- Use employees' chosen name and pronouns
- Provide access to restrooms, locker rooms, and other facilities that match employees' gender identity
- Be responsive to transgender and gender-nonconforming employees' concerns
- **Work with your human resources representative to establish a plan if your employee is going to transition while working**
- Respect employee privacy and remember employees decide when, how, and to whom they disclose information about their gender identity

All employees, applicants, and contractors must be treated with dignity and respect, regardless of gender, gender identity, and gender expression.

Learn more at: sfdhr.org/gender-inclusion-policy-and-tools



Promoting a welcoming, safe, professional, inclusive, and productive workplace for all.