

**Gender Inclusion Policy
&
*Implementation Tools***



Topics Covered

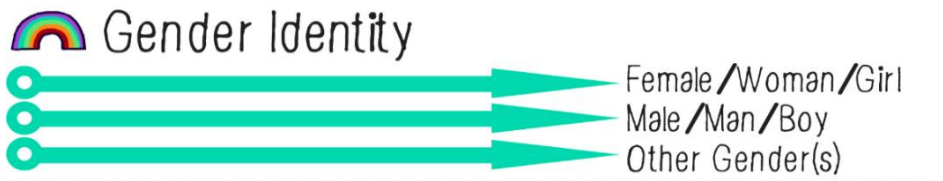
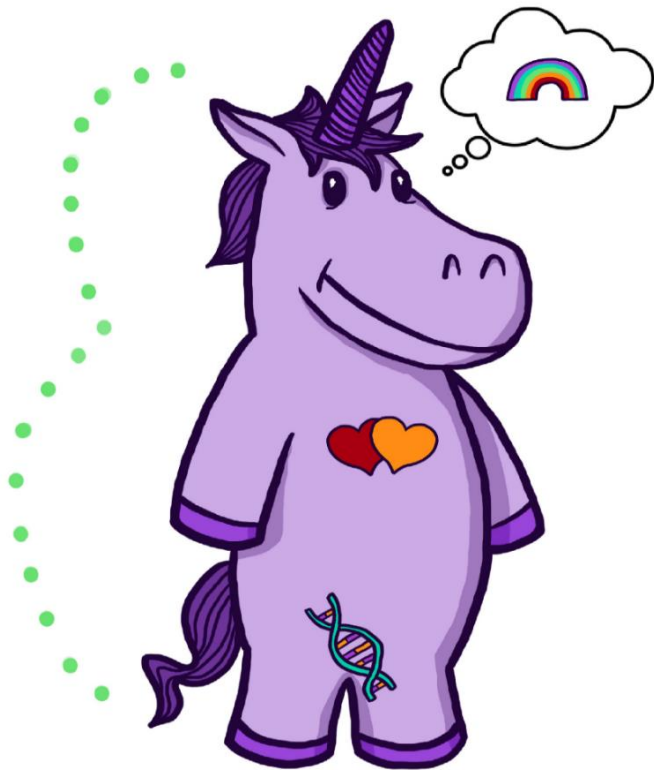
- Transgender 101
- Policy & Purpose
- Workplace Considerations
- Workplace Tools
 - Guidance for HR and Management
 - Guidance for Transitioning Individuals
 - Workplace Transition Plan
 - HR Checklist
- Training Scenarios



Gender Identity, Expression & Sexual Orientation

The Gender Unicorn

Graphic by:
TSER
Trans Student Educational Resources



To learn more, go to:
www.transstudent.org/gender

Design by Landyn Pan and Anna Moore

Definitions

Sex Assigned at Birth

The sex assigned at (or before) birth. Often assigned by medical professionals, and generally reflected on birth certificates and other legal documents.

Gender Identity

Every individual's internal, deeply felt sense of being male, female, or something other or in-between, regardless of the sex assigned at birth.

Gender Nonconforming

Individuals whose gender characteristics do not fit traditional or societal expectations

Gender Expression

How an individual expresses gender through their characteristics, presentation and/or behaviors. Gender expression may be perceived as masculine, feminine, neither or both.

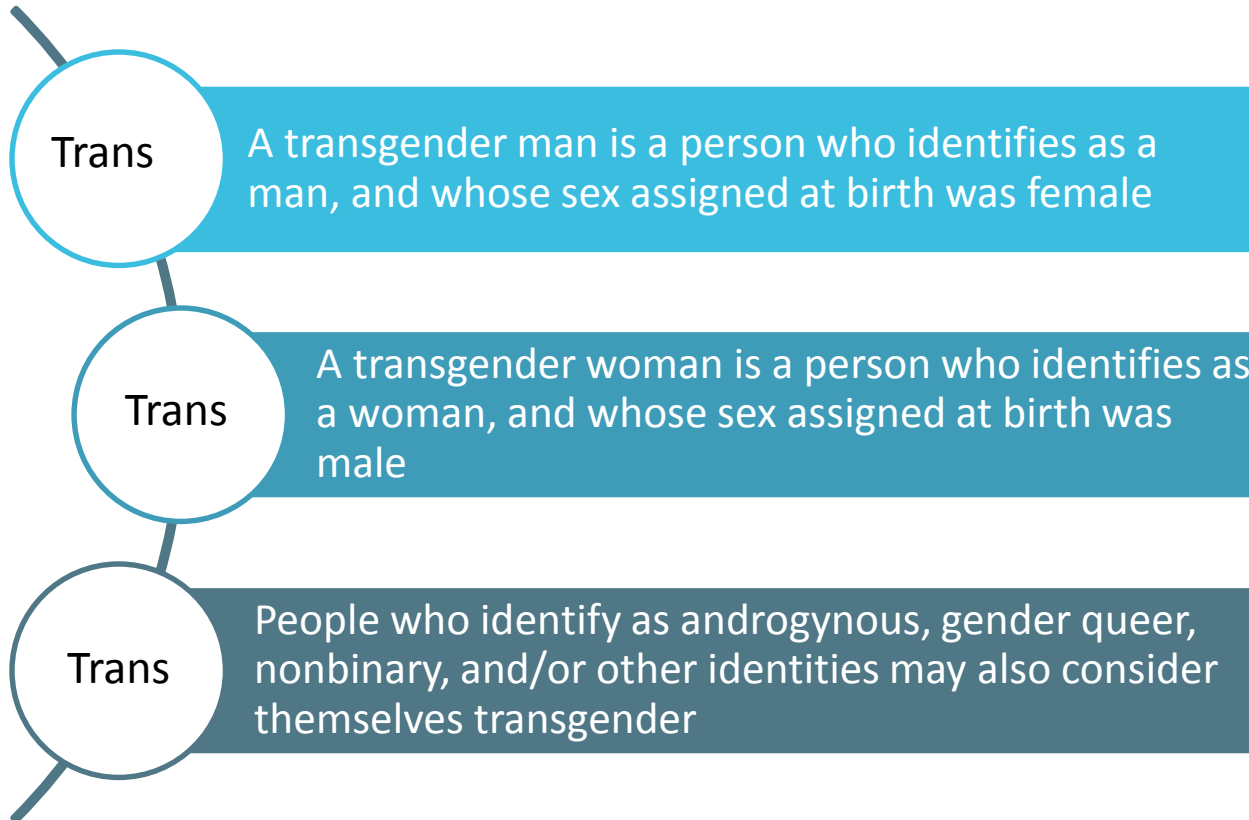
Sexual Orientation

An individual's physical and/or emotional attraction to people. Sexual orientation is distinct from gender identity and expression. Transgender people can be gay, lesbian, bisexual, straight, etc., just like cisgender people.

Definitions

Transgender:

An umbrella term used to describe individuals whose gender identity and/or gender expression differs from what is typically associated with their sex assigned at birth.



*Some people described by these definitions don't consider themselves transgender, and may use other words. For instance, they may identify simply as a man or a woman.

Definitions

Transitioning

The process of changing to the gender with which one identifies. Transitioning can have social, legal, and/or medical aspects. Each person has their own unique transition process.

Cisgender

A term to describe individuals whose gender identity matches the sex they were assigned at birth. For instance, a cisgender woman is someone who identifies as a woman and was assigned female at birth.

Policy & Purpose

Executive Directive 18-03

OFFICE OF THE MAYOR
SAN FRANCISCO



LONDON N. BREED
MAYOR

Executive Directive 18-03

Recognition, Expansion, and Reaffirmation of Inclusive Gender Identities

October 25, 2018

Identity is complex and personal. Too often, transgender and gender nonconforming communities are forced to make choices on City and County of San Francisco (City) forms and applications that do not accurately reflect their identity or gender expression. We know that narrow gender definitions of either male or female are not sufficient to recognize the diverse experiences of our communities. Therefore, the City must continue to move towards inclusive administrative forms and applications that lift up all identities, allowing people to more broadly choose how they self-identify when demographic information is collected. We must acknowledge, expand, and reaffirm all identities so that every resident is fully recognized throughout all of our City Departments and Offices.

The City is committed to inclusionary practices, and does not discriminate on the basis of any protected category under the law, including sexual orientation, gender, gender identity, or gender expression. The City has made several investments to provide staff with anti-bias and harassment training, and is committed to Equal Employment Opportunity hiring practices, which have allowed City staff to better serve and engage the diverse communities in which we operate.

However, to be truly effective, we must strive to practice inclusivity at all times to ensure that everyone can live as their authentic self. Something that may appear to be a simple City application or form, but does not account for the full range of self-identifiers, can trigger an emotionally stressful experience for individuals who do not fall into narrow, pre-set identity categories.

Since 2017, the City has collected expanded data on sexual and gender identity across six City Departments that provide direct services to the community (Department of Public Health, Mayor's Office of Housing, Department of Human Services, the Department of Aging and Adult Services, the Department of Children Youth and their Families, and the Department of Homelessness and Supportive Housing). The Sheriff's Department has also taken important steps of allowing individuals to self-identify, and has instituted gender awareness training as an integral part of its practices.

This Directive will extend this practice to all Departments that collect demographic information during the course of licensing, permitting, or other administrative, business or service functions, thereby officially recognizing the breadth of the identity spectrum within our City.

San Francisco is a home for all. At the core of our foundation is a commitment to inclusivity. Our City practices should acknowledge and welcome the diverse makeup of our communities, regardless of gender expression or identity.

1 DR. CARLTON B. GOODLETT PLACE, ROOM 200
SAN FRANCISCO, CALIFORNIA 94102-4681
TELEPHONE: (415) 554-6141

Directives:

Through this directive, I hereby direct that action be taken in the following ways:

- 1. Expand gender and self-identifiers:** All city forms and applications, paper or electronic, shall include nonbinary option(s) when asking for demographic information and provide:
 - a. Additional identity and title options, where appropriate, beyond "Male/Female" and "Mr. and Ms."
 - b. Additional identifiers, where appropriate, beyond identifiers such as "She/Her/Hers" and "He/Him/His."
 - c. Designation of a chosen name.
 - d. Gender-neutral labels such as "Parent/Guardian" to be used with or in lieu of terms such as "Mother" and "Father."
- 2. Gender Identity Trainings:** DHR, in conjunction with the Office of Transgender Initiatives, shall include education on LGBTQ identities for City employees as part of any required harassment prevention, implicit bias, and cross-cultural communications trainings.

Any forms already in print that do not confirm with the requirements of this Directive shall be allowed to be exhausted, but any new printing shall comply with the above requirements. In addition, this Directive shall not be construed to conflict with any State or Federal law or regulation.

This executive directive shall be effective immediately, and will remain in place until rescinded by future written communication or supplanted by ordinance.

For questions or additional support please contact the Office of Transgender Initiatives at transcitysf@sfgov.org or 415-671-3071.

Policy

All employees, applicants, and contractors must be treated with dignity and respect, regardless of gender, gender identity, and gender expression. City employees may not harass, discriminate, or retaliate against anyone based on their gender identity or transition status.

Purpose

Promote a safe, professional, inclusive, and productive workplace for everyone, regardless of gender expression or gender identity.

Workplace Considerations

Transitioning

- Some individuals may transition while continuing to work
 - May or may not seek medical treatment
- Foster respectful work environment for transitioning individuals
 - Gender Transition Guidelines explain how a transition should be handled in the workplace
 - Guidelines for HR & Management
 - Guidelines for Transitioning Individuals

Names & Pronouns

- Applicants and employees may choose the name they go by (instead of their legal name)
- Request to use a chosen name can be made:
 - On job application or during onboarding for new employees
 - Any time for current employees
- Individuals have the right to be addressed by the name and pronoun they choose
 - Refusing to call co-worker, applicant, or contractor by chosen name and/or pronoun is harassment

Chosen Name Details

- Applicants can select chosen name on employment application in JobAps
- Onboarding staff should check application and verify with employee whether or not they want to use chosen name
- If employee is recent applicant, and included chosen name on application, their disaster service worker (DSW) badge will print with chosen name by default
- If the employee applied prior to chosen names being available, or did not use the field on their application, a chosen name can still be added using the template based hire (TBH) in People & Pay

Using Non-Gendered Language

- Changing wording on forms, other documents to be non-gendered or gender-neutral:
 - Possible modifications include:
 - Parent/guardian instead of mother/father
 - Spouse instead of husband/wife
 - Child instead of son/daughter
 - Eliminate fields asking or stating Mr. /Ms. or use Mx.

Instead of this...	Try this!
How may I help you, sir/ma'am?	How may I help you?
	They are asking about...
This lady is asking about...	This person is asking about...
Do you have a wife/husband?	Are you in a relationship?
She/he is here for his appointment.	They are here for their appointment.
He/she is in the waiting room.	They are sitting in the waiting room.
What are the names of your mother and father?	What are your parents' names?
Do you have sisters and brothers?	Do you have siblings?

Appearance & Attire

- Transgender and gender nonconforming employees have the right to dress in a way that matches their gender identity, in alignment with departmental dress codes



Use of Facilities

- All applicants, employees, and contractors have the right to use facilities that match their gender identity and/or gender expression, including, but not limited to:
 - Restrooms
 - Locker rooms
 - Sleeping quarters
- Transgender and gender nonconforming employees not expected or required to use gender-neutral restrooms
- City employees cannot harass or question individuals about their facility choices

Gender-Specific Assignments and Duties

- Transgender and gender nonconforming employees will be assigned work consistent with their gender identity and/or gender expression for gender-specific job assignments (including sleeping arrangements)
- Employees can use facilities and shared spaces that match their gender identity and/or gender expression
- Managers and supervisors must try to provide facilities in a way that keeps transgender or gender-nonconforming status confidential

Confidentiality & Privacy

- Transgender, gender-nonconforming, and gender-nonbinary employees have the right to discuss their gender identity and expression openly, or to keep that information private
- Management, HR staff, and co-workers must not reveal an employee's transgender status without the employee's consent

CONFIDENTIAL

Reporting Violations

- Employees are encouraged to report violations
- Supervisors/managers have a duty to report
- Report to:
 - Departmental EEO representative
 - Departmental personnel officer
 - Department of Human Resources EEO Division
 - The City's EEO Helpline at (415) 557-4900 or (415) 557-4810 (TTY)
 - SFMTA employees may contact SFMTA's EEO Officer Virginia Harmon at (415) 646-2875 or EEO@sfmta.com

Workplace Tools



Supporting Transgender Individuals in the Workplace Guidance for Human Resources and Management

Introduction

The City and County of San Francisco (City) is dedicated to maintaining an inclusive, respectful, safe and productive workplace for all transgender, gender-nonconforming, gender nonbinary, and gender-transition employees, applicants, and contractors. Transitioning individuals have the right to express their gender identity, including through appearance, use of a new name and/or gender pronoun, and use of facilities that correspond with their gender identity. Discrimination, harassment, and retaliation based on gender, gender identity, and gender expression are unacceptable. This guidance will help ensure supervisors, human resources professionals, and other employees have the tools they need to safeguard their workplaces against negative and discriminatory behavior.

Roles and Responsibilities

Diverse and inclusive workplaces contribute to the City's success. The City and its departments must create an environment that welcomes transitioning individuals and includes them in business, as any employee would be included. Human resources (HR) and management support for transitioning individuals is essential.

Departmental HR representatives are the main contact for transitioning individuals and their supervisors. Together they will create and carry out a workplace transition plan. The HR representative must demonstrate a basic understanding of transgender issues and gender transition processes as they relate to the workplace and use a sensitive approach in discussing the individual's needs and concerns. HR may also provide inclusion and cultural competency training, as appropriate, for the department's employees, with the assistance of the Office of Transgender Initiatives (OTI).

Supervisors will lead by example, treating transitioning individuals with support, respect, and dignity. This includes using the transitioning individual's chosen name and gender pronoun(s), being aware of issues that may come up at work, and handling those issues thoughtfully and without delay.

Notification of Transition

Transitioning individuals will let their HR representatives and immediate supervisors (or another supervisor) know when they are ready to talk about transitioning. Those key personnel will then talk to each other to be sure everyone is ready to create and carry out an effective workplace transition plan.

The transition plan is a document put together by the transitioning individual and HR representative. The plan lays out who will be told about the transition; how information will be communicated; a timeline for when transition will be complete; expectations; and impacts or consequences of violations.

Appearance, Attire, and Facilities Access

Transitioning individuals must comply with the same standard of dress and appearance, and any existing dress code, as all other employees in their workplace doing the same job.

All City employees, applicants, and contractors have the right to use facilities (restrooms, locker rooms, etc.) that match their gender identity and/or gender expression. Departments are encouraged to designate all-gender restrooms for use by all employees. However, transgender and gender-nonconforming employees

One South Van Ness Avenue, 4th Floor • San Francisco, CA 94103-5413 • (415) 557-4800

not expected or required to use all-gender restrooms. City employees may not question or harass people about their restroom choice.

Nonbinary individuals may need a reasonable accommodation for gendered locker rooms. Management and HR should be aware of this and work with nonbinary individuals to provide the best accommodation. Supervisors should be aware of those who have personal concerns about sharing facilities with transitioning or nonbinary co-workers, and refer them to HR. HR will discuss their concerns in connection with the [EEO policy](#), the [Gender Inclusion Policy](#), and these guidelines.

Changes to Identification and Records

In some ways, a transitioning individual is like a new employee. Thinking of the person this way may help the HR representative remember to review some of the actions new employees take during the first week of employment, such as:

- Getting a City ID badge
- Submitting a W-4 form
- Getting an email account

The HR representative will work with management and the transitioning individual to determine when personnel records and professional licenses and registrations, if any, need to be revised. The following chart should help with determining the changes that need to happen and who is responsible for them.

	HR Representative	Transitioning Individual	Other
New City ID Badge	X	X	Department of Human Resources (DHR)
Update Staff Directory	X		See Department SOP
Update Email Account	X		Department of Technology + Departmental IT
Update Phone Line	X		Department of Technology
New Name Plate (if applicable)	X		See Department SOP
Photos on Display (if applicable)	X		See Department SOP
Submit New W-4		X	See Department SOP
Order Business Cards			See Department SOP
Availability of FMLA, CFRA, ADA, etc.	X	X	Department of Human Resources (DHR)



Supporting Transgender Individuals in the Workplace Guidance for Transgender Individuals

Introduction

The City and County of San Francisco (City) is dedicated to maintaining an inclusive, productive workplace for all transgender, gender-nonconforming, gender nonbinary employees, applicants, and contractors. Discrimination, harassment, and retaliation based on gender identity, and gender expression are unacceptable. This guidance will help ensure that you have the tools they need to safeguard against negative and discriminatory behavior.

Your Rights

You have the right to be who you are. This means you may express your gender identity and appearance and by using the name and gender pronoun you choose. Harassment or discrimination based on work activities is unacceptable. Of course, you still need to follow City policies and procedures.

Your transition is confidential and you can say as much or as little about it as you like. You do not have to disclose private information. This includes medical information, medical history, or other personal information.

You are not expected to teach others about transitioning, but you can help educate others if you choose. If you decide to answer questions or have discussions, they must be respectful and you are the one who decides what to say and when to say it.

Notification of Transition

If you plan to transition while you continue working for the City, you will need to inform your human resources (HR) representative about your transition when you are ready. Your supervisor or another supervisor in your department must also be told. These key personnel will create and carry out a workplace transition plan.

Considerations for a Workplace Transition Plan

A workplace transition plan can help you create stability during what may be a time of change. The plan gives you a chance to think about how you want to handle aspects of your work. Reviewing your plan will help you gauge where you are in the workplace, what is going well, and what needs more attention.

Your supervisor and HR representative will collaborate with you to create a workplace transition plan. Consider the following when creating your plan:

- Your current work environment, including awareness and reactions from co-workers
- When you want things to happen, such as dates for:
 - beginning your work transition
 - using your chosen name and gender pronouns
 - changes in attire and appearance, as applicable
 - changing access to locker rooms
 - changing City materials to reflect your transition. This can include, but is not limited to:
 - identification badge

- email address
- website and directory listings
- emergency contact list, etc.

The dates you put into your timeline can be flexible, based on your expectations and comfort level.

Other Considerations

You decide when and how to tell your coworkers about your transition: You could send them an email; have a face-to-face meeting; or one-on-one discussions. You could also ask your supervisor or HR to tell your colleagues.

You may need to talk with your HR person about leave benefits. Leave benefits could include use of sick leave and/or leave under the Family and Medical Leave Act (FMLA), the California Family Rights Act (CFRA), and the Americans with Disabilities Act (ADA), if applicable.

The City's [Health Service System \(HSS\)](#) manages health plans and the health benefits available to employees.

You may want to arrange for support during your transition. You could reach out to [the Employee Assistance Program](#) (EAP), the Mayor's Office of Transgender Initiatives, the Pride Resource Group, and departmental affinity groups.

The Office of Transgender Initiatives (OTI) can give you information about changing your name and gender marker legally if you want to do that. You will need to update the retirement system if you change your legal name and gender marker as part of your transition. Personnel at [the San Francisco Employees' Retirement System \(SFERS\)](#) can walk you through that process. Also, be sure to provide HR with your new legal documents, such as a court order or new driver license, needed for your legal name change at work.

You can use your chosen name and gender pronouns at work, even if you have not legally changed your name. For example, you can use your chosen name on your City ID badge and email address. Some departments have security or other protocols that require your legal name on the departmental badge. Your legal name will also be in the City's HR system. Only a handful of people who have signed confidentiality agreements have access to that system.

You may need to speak with your manager about providing reasonable accommodations for gendered locker rooms if you identify as nonbinary.

Protection from Discrimination & Reporting Violations

Co-workers must be respectful and may not treat you differently because of your gender identity and/or gender transition. If your co-workers are not sure about which pronoun to use, it is OK for them to ask. It is a violation of the Gender Inclusion Policy to intentionally call you the wrong name or pronoun. Intentional or repeated misgendering or misnaming can lead to discipline, up to and including termination.

Your HR representative should talk with you about your rights and protections under City policies, including [the EEO Policy](#) and the [Gender Inclusion Policy](#). Your HR representative should also advise you about [EEO complaint procedures](#). All employees are encouraged to report harassing, retaliatory, or discriminatory behavior, whether directed at themselves or co-workers. Retaliation against any individual who reports or files a complaint, or helps in the investigation of a complaint, is prohibited.

Gender Tran

Workplace Transition Plan

This document provides human resources (HR) pro individual's transition in the workplace.

Employee Information

Chosen name:	
Job title:	
DSW number:	
Division/Unit:	
Manager:	

Communications Plan

Only pertinent information, such as the individual's part of this plan.

Who will communicate the individual's transition?

What information will be communicated:

Chosen name (if different from before)

Gender pronouns (if different from before)

Other information, to be decided by the transition

Who will be told about the transition:

No one

Direct supervisor

Immediate co-workers in division/unit

Co-workers in department

Group selected by transitioning individual

Co-workers outside department (e.g. vendors)

How will they communicate the transition:

If individual selects a group:

Name:

Name:

Name:

Name:

(Repeat on separate paper if needed)

Timeline

The dates in this timeline will remain flexible based on the transitioning individual's expectations and comfort level.

Projected timeline	Desired date	Actual date of completion
Notify supervisor and/or HR person about transition		
HR professional and transitioning individual meet <ul style="list-style-type: none"> HR professional complete this workplace transition plan 		
Communication of transition to co-workers and/or others, per communication plan		
Individual's transition in the workplace begins <ul style="list-style-type: none"> Required action items on HR professional's checklist must be completed by this date 		
Required actions	Estimated time to complete	
<input type="checkbox"/> Provide transitioning individual with copies of the Gender Inclusion Policy Guidelines for the Transitioning Individual, Guidelines for HR and Management --All available on DHR website--		
<input type="checkbox"/> Create new City ID badge as needed		
<input type="checkbox"/> Update staff directory as needed		
<input type="checkbox"/> Conduct search of all web and intranet sites to ensure they reflect Individual's chosen name and gender		
<input type="checkbox"/> Update individual's email account and computer username		
<input type="checkbox"/> Update individual's phone line and name in phone directory		
<input type="checkbox"/> Update individual's People and Pay information		
<input type="checkbox"/> Replace name plate (if applicable)		
<input type="checkbox"/> Replace photos on display (if applicable)		
<input type="checkbox"/> Provide new W-4 form (if applicable)		See Department SOP
<input type="checkbox"/> Order business cards (if applicable)		
<input type="checkbox"/> Update parking or bicycle pass (if applicable)		Department of Real Estate

Agreement and Approval

Transitioning Individual	
I have collaborated with my HR representative to create this workplace transition plan. I understand its terms and acknowledge that dates will remain flexible.	
Full Name: <input type="text"/>	
Signature: <input type="text"/>	Date: <input type="text"/>
HR Professional	
I have collaborated with the individual above to create this workplace transition plan. I understand its terms and the tasks I must implement according to deadline.	
Full Name: <input type="text"/>	
Signature: <input type="text"/>	Date: <input type="text"/>
Supervisor	
I have reviewed this workplace transition plan. I understand and agree to its terms and deadlines.	
Full Name: <input type="text"/>	
Signature: <input type="text"/>	Date: <input type="text"/>

cc: Transitioning individual's confidential file



Supporting Transgender Individuals in the Workplace

Checklist for Human Resources Professionals

This document gives HR professionals a checklist they can use to guide their discussions with new transgender employees. This could mean someone who has already transitioned to their correct gender expression, or someone who will be transitioning while working. This checklist, along with the Workplace Transition Plan and Guidelines for Gender Transition in the Workplace, support the transgender individual and the HR professional in ensuring smooth transition planning and implementation.

Items to discuss with transitioning individual(s):

- Confirm individual's chosen name and chosen gender pronoun(s).
- [Gender Inclusion Policy](#) and [EEO Policy](#): Make sure individual understands their rights.
- Working environment: Does the individual anticipate challenges or can the individual identify support?
- Appearance and attire expectations: Appearance and attire should correspond with their gender identity and/or expression and align with departmental dress codes.
- Restroom and facilities use: Make sure they know they can use any bathroom that corresponds to their gender identity, and that harassment will not be tolerated.
- Potential training: Ask individual if their work unit could benefit from cultural competency training in this area. Training may be provided with the assistance of the [Office of Transgender Initiatives](#).
- Ongoing support: Provide opportunity for individual to schedule check-ins or other future meetings.

If individual is transitioning and will take leave during this time:

- Does the individual need time off? Be sure to advise them about sick leave and other leave options.
- Health insurance, life insurance, and other benefits are managed by the [Health Service System](#).

If individual will be changing their legal name:

- Legal name change: Legal name change is required for payroll and retirement accounts. If the individual requests information on legal name change, direct them to the Transgender Law Center's ["ID Please CA" document](#).
- Retirement benefits: Help individual connect with SFERS.
- New W-4: Data can be updated in employee portal if on self-service. If not, help individual submit form.

Required Action Items

- Provide transitioning individual with copies of the Gender Inclusion Policy, Guidelines for the Transitioning Individual, and Guidelines for HR and Management, and/or provide website linking those documents
- Work with DHR to create new City ID badge
- Update departmental staff directory
- Conduct search of all web and intranet sites to ensure they reflect individual's chosen name and gender
- Work with DT to update individual's email account and computer username
- Work with DT to update individual's phone line (the name display)
- Update individual's People & Pay information
- Replace name plate (if applicable)
- Replace photos on display (if applicable)
- Provide new W-4 form (if applicable)
- Order business cards (if applicable)
- Update parking or bicycle pass (if applicable)

Training Scenarios



Meet the Employees

Juan

- Gender identity: Male
- Pronouns: he/him/his
- Department: Fire Department
- Job: Firefighter
- Background: Juan is a trans man. Until a few months ago, he went by the female name he was assigned at birth and by female pronouns.

Deborah

- Gender identity: Female
- Pronouns: she/her/hers
- Department: Public Utilities Commission
- Job: Business Analyst
- Background: Deborah formerly went by the male name she was assigned at birth and presented as male. Now she dresses as female, and uses a new name and pronouns.

Chris

- Gender identity: Nonbinary
- Pronouns: they/them
- Department: Library
- Job: Librarian
- Background: Chris uses the same name as before, but uses new pronouns (they/them/theirs).

Scenario 1: Pronouns

- After Chris announced to their coworkers that they go by the pronouns they/them, one coworker, Kevin, refused to use the correct pronouns. Kevin told Chris, “Sorry, everyone is either a man or a woman. It isn’t possible to be in-between or neither. I don’t believe in that. I’m going to call you ‘he’ like I always have.”
- Is Kevin’s behavior appropriate for a City employee? Why or why not?

Scenario 1: Pronouns

- No, Kevin's behavior is in violation of the Gender Inclusion Policy, the Respect Policy, and EEO Policy.
- Refusal to refer to an employee by their correct pronouns and name is disrespectful and is considered harassment on the basis of gender identity/gender expression.
- Supervisors have a duty to correct anyone they hear using the wrong name or pronoun.

Scenario 2: Names

- Since she started using her new name at work, Deborah's coworker Nancy keeps calling her by her previous name. When Nancy notices the mistake, she apologizes. However, Nancy doesn't always notice the mistake. Even three months after Deborah has been using her current name at work, Nancy still uses the wrong name for Deborah 40% of the time.
- Is Nancy's behavior appropriate for a City employee? Why or why not?

Scenario 2: Names

- No, Nancy's behavior is in violation of the Gender Inclusion and Nondiscrimination Policy.
- Repetitive use of the wrong name or pronouns for an employee (regardless of good intentions) is disrespectful and may be considered harassment on the basis of gender identity/gender expression.

Scenario 3: Privacy

- Juan's coworker Fred has never met an out transgender person, and Fred wants to know more about how medical transitioning works. Fred asks Juan about his gender-affirming medical procedures. Juan knows Fred is asking these questions out of genuine curiosity and isn't trying to be rude, but it's making Juan uncomfortable.
- Is Fred's behavior appropriate for a City employee? Why or why not?

Scenario 3: Privacy

- No, Fred's behavior violates the Gender Inclusion Policy. This behavior also violates the City's Equal Employment Opportunity (EEO) and Respect Policies.
- Asking questions about transition, including medical transition, is disrespectful and may be considered harassment on the basis of gender identity/gender expression.
- The medical, personal or intimate details about someone's gender identity, transgender status, or transition (medical or otherwise) are personal business. The individual decides when, with whom, and how much private information to share.

Scenario 4: Facilities

- Juan isn't comfortable using the men's or women's locker room. He doesn't want to use the women's locker room because he isn't a woman. He is uncomfortable using the men's locker room because he fears for his safety if other men were to realize that he is transgender.
- How would you address this situation?

Scenario 5: Safety

- As a librarian, Chris spends most of their time interacting with the public. They often get questions from members of the public about their gender, and often get misgendered. It's getting tiresome to re-explain their gender identity and pronouns over and over again. It's taking a toll on their morale at work.
- How would you address this situation?

Additional Information

- **San Francisco's Office of Transgender Initiatives:** Working with the community and the City to advance equity for transgender and gender nonconforming people
 - <https://sf.gov/departments/city-administrator/office-transgender-initiatives>
- **Forms and systems**
 - Nonbinary gender designation and chosen name now available in JobAps + People & Pay
 - Nonbinary and gender-neutral title options on DHR forms
 - Gender-neutral labels (parent, spouse, etc) on website and other DHR materials
- **Training**
 - Email DHR.transgender@sfgov.org to request training for your team
- **Online**
 - Policy and all tools available at:
<https://sfdhr.org/gender-inclusion-policy-and-tools>