



A Guide to Transgender Inclusion for managers and employees

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Introduction

This guide aims to support transgender inclusion by introducing managers and employees to some key concepts and terms, as well as resources and practical tips.

Glossary

People often express confusion and misunderstanding about transgender people, especially because they think that sex and gender are one and the same thing. You don't need subject matter expertise and memorizing all the definitions. The key is to listen to the transgender person's cues and talk about them in the terms they use.

Cisgender:When a baby is born, it is assigned a sex based on its anatomy. For most people, gender identity, that is, the perception of one's own gender, corresponds to the sex assigned at birth. These people are said to be "cisgender", or "cis".

Transgender (trans):The term "transgender" is an umbrella term used to describe a wide range of people whose gender identity differs from the sex they were assigned at birth. People use a variety of terms to describe their gender identity, such as 'trans woman' or 'trans man'.

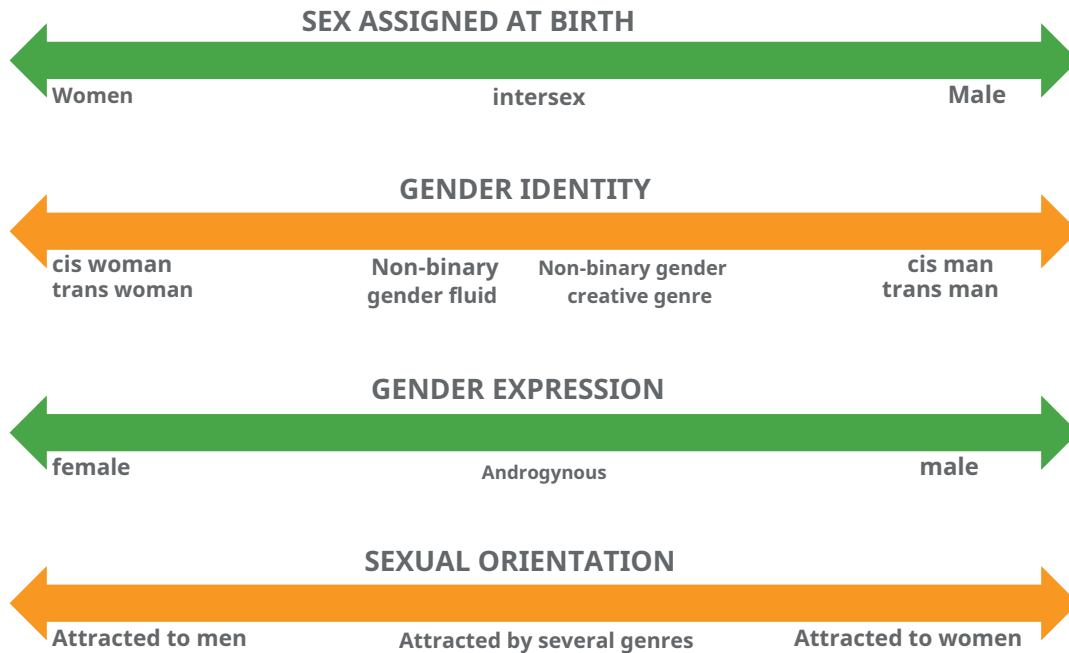
Non-binary or gender fluid, creative or non-conforming people:Some people define their gender identity outside of the male-female binary model. They can be described using terms like non-binary, gender variant, creative gender, and gender nonconforming. It's good to know that like sexual orientation (attraction to others), sex and gender are on a spectrum that encompasses multiple identities that go beyond the male-female binary model.

Involuntary disclosure (outing):Involuntary disclosure is when someone reveals another person's sexual orientation or gender identity, usually without their consent. Not to be confused with assertion of identity.

Affirmation of identity (coming out):Coming out is revealing one's sexual orientation or gender identity to other people. We often mistakenly think that it is enough to do it once. On the contrary, people must affirm their identity throughout their life, and sometimes even every day. Not to be confused with involuntary disclosure.

gender expression:Gender expression is the many ways a person chooses to express or present their gender. This includes dress, words used, body language, hair choices, voice, and the emphasis on, or repression of, bodily characteristics or behaviors that are associated with masculinity and femininity. Gender expression varies from culture to culture and can change over time. Gender expression can also be referred to as gender presentation or performance.

Transition :Transgender people may undergo treatments (or not) to match their gender identity and physical presentation. These treatments include sex reassignment surgery and hormone therapy. This process is called transitioning. Changing name and pronoun preference can also be part of this process.



What the law says

In June 2017, the Canadian Human Rights Act was amended to provide explicit protection against discrimination based on gender identity and expression.

Discrimination can take many forms, and can be intentional, unintentional, overt or systemic. Here are some examples of discrimination against trans people in the workplace:

- Refuse to hire or promote a transgender person.
- Refusing to work with or excluding a transgender colleague from meetings and decision-making.
- Refuse to provide necessary accommodation measures.
- Use derogatory language towards trans people or communities.
- Insult, ridicule, humiliate or belittle people because of their gender identity or expression.
- Engage in behavior that authoritatively reaffirms traditional heterosexual gender norms.
- Refuse to talk about a person using their chosen name and pronouns.
- Make comments or engage in behaviors that express that a trans person does not conform to gender stereotypes, in your opinion.

- Making jokes relating to a person's gender identity or expression, including in writing, via email, or on social media.
- Starting rumors about someone's gender identity or expression, including on the internet.
- Disclosing someone's trans identity or threatening to do so.
- Making invasive comments, asking indiscreet questions or insulting someone based on their body, physical characteristics, medical procedures, clothing, mannerisms or any other form of gender expression.
- Threatening, inappropriately touching, assaulting and physically assaulting someone.

Sobeys Respectful Workplace Policy and Prevention Program

- Sobeys is committed to providing a safe, healthy and respectful workplace free from all forms of discrimination, violence and harassment, including bullying and sexual harassment.
- Disrespectful behavior, including discrimination, bullying and harassment of any kind by a Sobeys employee, consultant or a supplier, will not be tolerated.

Here are some examples of unacceptable behavior:

- Spreading rumors or saying malicious things about someone.
 - Deliberately contributing to the isolation of a person or group.
 - Making offensive or derogatory comments based on a person's private life or personality traits.
 - Cyberbullying or sending hurtful or threatening messages using technological tools, such as the Internet and mobile devices.
 - Any other systematic behavior intended to intimidate, offend, degrade or humiliate a particular person or group.
- Employees who, as a result of investigation, direct observation or other measurement, have engaged in inappropriate activities or exhibited unacceptable behavior will be subject to disciplinary measures up to and including dismissal.



Practical advice

When we meet a new person, we tend to assume their gender based on their appearance, dress and voice. Rather than resorting to assumptions, we invite you to follow these practical tips that promote respectful and inclusive practices:

1. Rather than greeting people using a phrase like "Hello ma'am/sir", just say "Hello, how can I help you?"
2. In meetings, model inclusive language and mention your preferred pronoun. For example: "My name is Sasha and I use the pronoun she (or he or iel). »
3. Encourage people to list all the available options when someone asks where the toilet is. For example, "The men's and women's restrooms are on the left, and there is a private bathroom down the hall on the right."
4. Implement an inclusive policy on the use of bathrooms before someone comes out to their colleagues (e.g., ensure that trans people can use the bathroom that corresponds to their identity, or degender all bathrooms).
5. Act confidentially. Be sure not to reveal any information about transgender employees that they wish to keep private, including information about their identity or health status.
6. Remember that each person has their own path, and there is no one way to go about it.
7. The task of educating others does not belong to the trans employee. Indeed, it can be frustrating to be perceived as the symbol of a group or to be responsible for the education of others. If you have any questions about how best to support your employees, contact your HR Business Partner or email diversity.inclusion@sobeys.com.

