

Gender Transition Guidelines

Supporting Transgender and Gender Diverse Employees in the Workplace

Public Service Commission

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Saskatchewan 

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Introduction

Everyone has a gender identity and a unique gender expression that manifests in different ways. Gender identity refers to an individual's internal sense of their gender (e.g., man, woman, both, neither, or somewhere in between) that cannot be seen or experienced by others. For many, their gender identity is consistent with their assigned sex at birth, however this is not true for all. Some people are sure of their gender from a young age, but because of societal norms and pressures, they don't identify their true gender until later in life. Just as each person is unique, each transition is unique. There is no set time, duration, or progression that someone's transition must follow. Some people choose to transition in their work setting while others might not. Transgender and gender diverse employees in transition require understanding, support, flexibility, and respect on their chosen path.

Transgender, or trans for short, is an adjective describing someone whose sense of personal identity does not correspond with their sex assigned at birth. Gender diversity refers to an array of labels that people may apply when their gender identity, expression, and perception of themselves does not align with the norms and stereotypes that others may expect. These terms can be used to describe many identities, including transgender man, transgender woman, nonbinary, gender fluid, genderqueer, and agender, along with many others outside of "man" and "woman".

These guidelines have been designed by the Government of Saskatchewan's Pride Alliance Network in partnership with the Public Service Commission to support individuals, their managers and coworkers should an employee transition in the workplace. This document reflects the best practices at the time of publication.

Purpose

The Government of Saskatchewan is committed to an inclusive, diverse, safe, and respectful workplace. These guidelines have been developed to support people who are transgender and gender diverse as they transition to their authentic selves in the workplace as well as provide guidance to their managers and coworkers.

Objectives:

- To support transgender and gender diverse employees in a manner which is equitable, safe, inclusive, and respectful.
- To guide managers, supervisors, and all Government of Saskatchewan employees in supporting individuals who are transitioning in the workplace.
- Outline key terms and concepts for supporting gender diversity in the workplace.
- Offer support and resources for individuals who are transitioning in the workplace.

“An inclusive workplace invites employees to fully participate in the work environment and contribute their unique perspective. It allows employees to feel they are accepted as part of a group without having to hide characteristics of their identity. An inclusive workplace is an environment where employees of every demographic feel safe, supported, welcomed and able to succeed” – Government of Saskatchewan Inclusion Strategy

Application

These guidelines apply to all employees of Executive Government. In this document, an employee means an employee to whom *The Public Service Act, 1998* applies, whether appointed pursuant to the Act, hired pursuant to a contract or otherwise and includes students and volunteers.

Section 1: Transition in the Workplace

Times of change or transition can be exciting but can also pose unexpected challenges. In the case of gender transition in the workplace, it can be helpful for transitioning employees and their supervisors to have a roadmap to follow to help make sure the experience is positive and healthy.

Just as each person is unique, each transition is unique. There is no set time, duration or progression that someone’s transition must follow. The transitioning employee must always maintain control over their transition, and how it unfolds in the workplace.

If the transitioning employee is comfortable, they are encouraged to initiate a conversation with their supervisor to discuss a transition plan. A transition plan can be as informal as a discussion between the employee and supervisor, or as formal as a written document with timelines and a communication plan. It is up to the transitioning employee to decide what their plan will look like if they choose to have one.

For resources related to transition planning, please refer to [Appendix B: Guiding Questions for Transition Planning](#), [Appendix C: Manager Considerations – Transition in the Workplace](#), and [Appendix D: Sample Email](#).

Unionized employees also have access to support from their union as an additional resource.

Conversations with employees

As part of the transition plan and only with the transitioning employee’s permission, a supervisor or manager may want to consider facilitating communication about the transition, such as distributing an email or calling a meeting. Resources for this can be found in the appendices. Benefits can include making sure the team is aware of the correct pronouns to use and the correct way to refer to someone

(e.g., he/him, as a man, she/her, as a woman, or they/them and without any gendered terms). This can also provide an opportunity for employees to ask the manager or supervisor questions.

That being said, a transitioning employee may not want attention drawn to themselves, or may not want to disclose the fact that they are transgender. While facilitating communication is a great option, these steps must only be taken with input and permission from the transitioning employee. For information around privacy and confidentiality, please see [Section 2: Privacy and Confidentiality](#).

Please note, if managers receive any negative feedback around the gender identity or expression of the transitioning employee, they should address it with the employee that brought forward the feedback. A transgender employee should be able to participate fully in the workplace, regardless of any existing bias around gender on the part of coworkers. The following sections will offer guidance on how to implement best practices regarding dress and appearance, access to facilities, work assignments and activities, and other important considerations.

Resources for employees

Managers and employees can refer to [Appendix E: Being An Ally](#) for best practices, as well as [Appendix F: Additional Resources](#), and consider distributing the appendices with their entire team.

Real Transition Stories: Michelle

When I transitioned in the workplace in early 2016, I was one of only a handful of transgender employees in executive government. There was no process; there were no guidelines for the public service. I started by talking with someone in human resources, a person who I had known for quite some time. Together we researched supports and came up with a bit of a game plan. I widened the circle to include my ADM, and then the management chain in my branch. Everyone was supportive, and always assured me that I was in the driver's seat and nothing would proceed unless I was comfortable with it.

The planning made a big difference. My transition was surprisingly straightforward and uneventful. You would have expected there to be a lot of challenges, barriers and negative reaction. However, the amazing kindness and support from senior leaders and my colleagues within the Ministry, across the province and country played a huge part in "making it easy". Initially, I planned to put off presenting as a woman in the office until I felt my colleagues were ready for it. By the day of my announcement, there was no reason to delay. I implemented "ME, version 2.0" two working days later!

I am open about who I am, and feel that I am blazing the trail so that it will not be as difficult for others to follow. I hope that my story and experience inspires and empowers others to be their true selves.

Section 2: Privacy and Confidentiality

Confidentiality is vital to supporting transgender and gender diverse employees before, during, and after a transition in the workplace. Employees expect that any personal or health information that is collected by their employer is properly protected to maintain their confidentiality.

When personal or health information is required from a transgender or gender diverse employee regarding their transition in the workplace, the requestor should only collect what is necessary to assist with the transition. The employee providing information should be aware of what is being collected, the purpose of the information collection, and should consent to sharing that information. Once information is collected, the employer has a “duty to protect” or to ensure there are adequate safeguards in place to protect the information.

The requestor of the information must also take care to limit access to any personal and/or health information only to those who need to know to carry out a legitimate work activity or responsibility. It is important to remember that in any instance where it is acceptable to share personal or health information that the sharing should be limited only to what needs to be shared, and to whom it needs to be shared with.

All employees have a responsibility not to disclose personal information about any individual, including their coworkers, that they learn of throughout the course of their employment. This is outlined in the [Oath of Office](#).

Any privacy questions or concerns can be directed to the [Privacy Officer](#) in your organization.

Links:

- [Privacy Manual \(Ministry of Justice and Attorney General Access and Privacy Branch\)](#)
- [The Freedom of Information and Protection of Privacy Act](#)
- [The Health Information Protection Act](#)

Section 3: Chosen Name(s) and Pronoun(s)

When an employee is transitioning, they may choose a new name and/or new pronouns. When a transgender or gender diverse employee requests use of their chosen name(s) and pronoun(s), their supervisors and co-workers should honour that request. By doing so, the workplace is supporting the psychological safety of the transitioning employee.

Pronouns are common words that refer to people or objects in place of naming them. Examples of pronouns are words such as “he,” “she,” and “they.” To misgender someone is to refer to them as the wrong gender. This can be done purposefully as a means of harassment, or it can happen accidentally, such as when someone uses the wrong pronoun out of habit. Misgendering should be avoided, and always corrected when it does happen.

Referring to a transgender or gender diverse person using their chosen name and pronouns is a sign of respect and acceptance and is expected of all employees. The manager of the transitioning employee should set an example for respectful treatment by using the chosen name and pronouns when referring to a transgender or gender diverse employee.

If you accidentally use someone's previous name and/or pronouns, briefly apologize and use their chosen name and pronouns. Keep in mind that documents and emails from an employee's time prior to transition will still exist and may contain their previous name or pronouns. Please exercise caution and due diligence with such material (including letting the person know) and avoid sharing where possible.

Processes

Transitioning employees should inform their supervisor when they would like to start the process of updating employee records with their chosen name and/or gender. Most requests for change will not require the employee to complete a legal name and/or gender change, but may take time to implement and are subject to system limitations.

Examples where updates may be required include but not limited to:

- organizational charts and phone directory;
- databases (servers and software);
- mailing lists;
- employee personnel records and paperwork;
- email address;
- union membership/records;
- identification card or access badge (as well as new photo if requested);
- door or desk name plates; and
- websites (internal and external).

Transitioning employees should work with their supervisor and executive coordinator to determine required points of contact for name/gender changes, such as the HR Service Centre, IT division (e.g. ServiceNow), union membership coordinator, and others.

For hiring managers: the name and sex provided by a job applicant may correspond with the applicant's gender identity; however, some of the documents may disclose a previous name or legal sex designation that differs from the applicant's application. In such cases, hiring managers should confirm with the applicant that their records will indicate a different name.

When a transgender or gender diverse employee is hired or moves to a new position, they should be asked what information, if any, they'd like communicated to their new colleagues.

Links:

- [Employee Change of Name Form](#) on Taskroom

Real Transition Stories: Reese

I came out as my gender at a hardware store while in my early 20s. Although most of my coworkers didn't know very much about gender transition, the business had an official HR policy around transitioning workers that the managers were proactive about referring to. As a result, I had lots of support when it came to people using my correct name and pronouns, as well as my using the correct washroom. This made a huge positive difference for my confidence and comfort at work!

Section 4: Employment Supports During Transition

Transgender and gender diverse employees face a number of practical, everyday barriers when they transition at work. Employees may seek additional supports to enable their full gender identity/expression and/or to ensure they can fully participate as themselves in the workplace.

Employees should inform their supervisor or manager of their particular needs to enable the appropriate supports. Supervisors and managers should seek help from the HR Business Partners as required. Each employee's situation is individual and will be assessed on a case-by-case basis to determine the best supports. It is vital that the process is employee-led, collaborative and solution-based.

Supervisors, managers, and HR Business Partners should not assume that additional employment supports are wanted or needed, nor should they attempt to implement them without the employee's consent. Open communication between employees and their supervisor is essential in supporting transitioning employees. Coworkers also play a key role in fostering an inclusive and psychologically safe workplace for the transitioning employee, more on this in [Appendix E: Being an Ally](#).

Accommodation in an employment context means adapting workplaces, working conditions, job duties or assignments to address any discriminatory barriers related to a prohibited ground under *The Saskatchewan Human Rights Code, 2018*.

Some of the employment supports may fall under the employer's duty to accommodate and will be governed by [PS 705: Employment Accommodation policy](#).

Section 5: Dress and Appearance

Transitioning employees should be supported to dress consistently with their gender identity and gender expression, at the standard expected for government employees.

Gender expression is how a person publicly presents or expresses their gender. This can include behaviour and outward appearance, such as dress, hair, make-up, body language, and voice.

An employee's decision to change their dress or appearance may happen before, during, or after a transition within the workplace, and their dress or appearance may change more than once. Employees who are transitioning from one style of dress to another, and those who do not identify as strictly feminine or masculine, should be given flexibility to dress appropriately in the workplace. For example, an employee may prefer to wear a "women's" shirt with "men's" pants, either temporarily or permanently. This also applies to uniform wear and cosmetics (makeup). Transitioning employees should be provided with the choice of which uniform to wear, or a combination thereof. Transgender and gender diverse employees do not need to complete any part of their transition before changing their appearance.

Any concerns with the appropriateness of an employee's dress or appearance should be addressed with the employee directly and dealt with in the same manner it would be with any other employee.

Section 6: Washrooms, Change Rooms, and Other Facilities

Transitioning employees should be supported in accessing and utilizing washrooms, change rooms, and other facilities that they are comfortable using and correspond to their gender identity, regardless of their sex assigned at birth. Requiring that transgender or gender diverse employees use a washroom or other facility that corresponds with their sex assigned at birth is not acceptable. Employees do not need to complete a medical transition, or "prove" their gender identity (e.g. a doctor's letter or identification) to use a washroom or facility that aligns with their gender identity.

Accessible refers to having a washroom or facility in a non-stigmatizing location within the workplace and the ability to physically access it (e.g., wheelchair accessible).

Where available, access to gender-neutral washrooms should be given for transgender and gender diverse employees who choose to use one. While it is now considered a best practice to designate washrooms as gender-neutral by default in new buildings, existing ones may not have readily available gender-neutral facilities. Transitioning employees and their managers should work with their building management to determine the best solution, including potentially designating existing washrooms as gender-neutral.

It is important to consider access to gender-neutral washrooms for meetings or work activities that take place off-site.

If an employee is uncomfortable with a transgender or gender diverse employee's washroom use, the employee expressing discomfort and their manager should work to find an alternative solution. In this instance, it is not appropriate to ask the transgender or gender diverse employee to change the washroom they use.

Section 7: Gender-Specific Activities and Work Assignments

Employees have the right to participate in all aspects of work life—including social events—in ways that are psychologically safe, inclusive, and consistent with their gender identity. In the workplace, there may be tasks or activities that are segregated by gender – sometimes the segregation is obvious and explicit, but sometimes it might not be. It's important to be aware that these activities can be uncomfortable or challenging to navigate for transgender and gender diverse employees.

Activities

When planning and executing social events or activities, give care and concern to how gender diverse members of the group may be impacted.

Consider avoiding splitting social or teambuilding activities by gender (e.g., a men's team and a women's team). There are better alternatives, such as alternating birth months, height, or numbering off. If there is a need to use gender-based teams, encourage staff to participate in whichever group they feel most comfortable.

Try to use inclusive language. For example, when promoting an office fundraiser to fight breast cancer or prostate cancer, avoid speaking of "Women's health" or "Men's health" concerns.

Work Assignments

An employee's trans status should not limit them in any way in their role at work. For example, a transgender woman should have the same range of duties as a cisgender woman would in the same role.

Cisgender describes someone whose gender identity aligns with the sex they had, or were identified as having, at birth.

Whenever possible where gender-specific work assignments or duties exist, employees should be assigned only in ways they feel supported and comfortable and are consistent with their gender identity, regardless of the employee's sex assigned at birth or status of their medical transition. Managers are encouraged to consider whether it is necessary to assign any given task by gender, and how to

accommodate transgender and gender diverse workers in a respectful and considerate way for those tasks which must be.

Restrictions or modifications to a transgender employee's duties based on their trans status may be necessary or appropriate in exceptional circumstances. Some examples may include sensitive work with vulnerable and/or incarcerated populations. This should be decided on a case-by-case basis, and managers should consult their HR Business Partner before making such a decision.

The duties of transgender or gender diverse employees should not be modified in response to discomfort from the public or coworkers, again barring exceptional circumstances (e.g. work with vulnerable citizens) or unless such modifications are requested by the employee. It would be inappropriate to take measures in response to public or coworkers' discomfort with trans people that might be considered punitive towards the transgender or gender diverse employee.

As indicated previously, managers should consult their HR Business Partner before making any decision to restrict duties based on the trans status of an employee. Such a decision should be made cautiously and communicated with respect for all parties.

Real Transition Stories: Sheridan

I came out as nonbinary in my 50s while a Government of Saskatchewan employee. It's been essential to me to be out at work because this is an integral part of myself. I tried for decades to live as a woman and struggled. It was like trying to be deep undercover all day every day, avoiding being caught out as a fraud. Being nonbinary makes me comfortable not only in my skin but in my head and my heart. I need to be able to be that person at work as well as at home. The process of coming out at work, changing my pronouns and changing my name has been emotionally and technically challenging, but ultimately rewarding in improved mental health and a sense of wholeness and unity in all areas of my life.

Nonbinary refers to any gender that is between or outside of the more commonly understood "male" and "female". Nonbinary refers to gender and not to physical sex characteristics.

Section 8: Protections

As part of our Commitment to Service Excellence, all government employees should be treated with respect and not subjected to offensive behaviour in the workplace. In the case of transgender and gender diverse employees, some examples of offensive behaviour include, but are not limited to:

- Intentionally using a name or pronoun repeatedly when it is known or should be known that the transitioning employee does not use that name.
- "Outing" or revealing the transgender status, of an employee with the intent to cause harm.

- Denying a transgender woman or man access to a washroom or facility that aligns with their gender.
- Expressing bigotry or hostility toward transgender and/or gender diverse people.
- Excluding an employee out of a workplace or coworkers organized activity (i.e., gendered activities) based on their trans status.
- Applying unreasonable work standards or displaying unjustified strictness or lack of patience towards the transitioning employee.
- Enforcing more stringency to a transgender or gender diverse employee’s manner of dress than to that of other employees.

It is important that managers, supervisors, and co-workers support transgender and gender diverse employees if offensive behaviour takes place or is reported, and that appropriate steps are taken to ensure that such behaviour does not continue.

Discrimination and Harassment

When actions or behaviour against transgender or gender diverse employees takes place in a manner that is intentional, systemic, or sustained, it may be considered discrimination or harassment. Discrimination and harassment can take many forms and are covered specifically by legislation and policy.

A transgender or gender diverse employee’s right to live and work free from discrimination based on their gender identity is protected by *The Saskatchewan Human Rights Code, 2018*.

The Government of Saskatchewan’s [Anti-Harassment Policy](#) outlines how to address alleged harassment in the workplace and is available on Taskroom.

Unionized employees may also consult their union representative for any concerns regarding alleged discrimination and harassment in the workplace.

“The government has zero tolerance towards harassment in the workplace.” – *Anti-Harassment Policy*

Links:

- [Human Resource Manual Section 807: Anti-Harassment Policy](#)
- [Respect in the Workplace](#)
- [Human Rights of Transgender People \(Saskatchewan Human Rights Commission\)](#)
- [The Saskatchewan Human Rights Code, 2018](#)

Appendix A: Relevant Terms and Concepts

Among these terms and concepts, there may be language that does not reflect terminology that is current at the time of reading. Language associated with gender, sex, gender identity, gender expression, and sexual orientation is individual and rapidly evolving, creating complexities in the use of language when we discuss these topics. We ask for patience and respectful interpretation when terminology is not current.

Accommodation

Accommodation in an employment context means adapting workplaces, working conditions, job duties or assignments to address any discriminatory barriers related to a prohibited ground under *The Saskatchewan Human Rights Code, 2018*. Transgender and gender diverse employees may require accommodations due to medical needs or social circumstances involved with gender transition.

Ally

An ally is a person who supports human rights, gender equality, and LGBTQ2S+ social movements and challenges homophobia, biphobia, and transphobia. They aim to use their position and privilege to counter discrimination against LGBTQ2S+ people.

Bigoted / Bigotry

Bigotry refers to consciously or unconsciously held attitudes and beliefs that certain groups of people are inherently inferior or less deserving. Bigotry is a type of prejudice.

Biological Sex

Biological sex is a medical term used to refer to the chromosomal, hormonal, and anatomical characteristics that are used to classify an individual as female or male or intersex. Often referred to as simply “sex,” “physical sex,” “anatomical sex,” or specifically as “sex assigned at birth.”

Cisgender

Cisgender is a term used to describe a person whose gender identity aligns with the sex the person had or was identified as having at birth.

Gender

The sense of being a woman, man, nonbinary, or any other gender. Gender is inherently different from sex assigned at birth. It involves gender roles (the expectations and norms imposed on a person because of their gender), gender attribution (how others perceive a person’s gender), and gender identity (how a person labels their own gender).

Gender Diverse / Gender Diversity

An umbrella term to describe an array of labels people may apply when their gender identity, expression, or even perception does not conform to the norms and stereotypes others expect.

Gender Expression

Gender expression is how a person publicly presents or expresses their gender (whether it be feminine, masculine, both or neither). This can include behaviour and outward appearance, such as dress, hair, makeup, body language, and voice. Also referred to as “gender presentation”.

Gender Fluid

Gender fluid means a gender identity that changes with time, circumstances and/or situations. Gender fluid is different from genderqueer expression, or fixed gender, in that gender fluid expressions can change both gradually and quickly.

Gender Identity

Gender identity is the internal perception of one’s gender, and how they label themselves, based on how much they align or don’t align with what they understand their options for gender to be. Common identity labels include man, woman, genderqueer, transgender, and more. Often confused with biological / anatomical / physical sex, or sex assigned at birth.

Genderqueer

Genderqueer is an umbrella term for many gender non-conforming or non-binary identities often used by people who do not identify within the gender binary.

Intersex

A term used for a combination of chromosomes, gonads, hormones, internal sex organs, and genitals that differs from the two expected patterns of male or female. Formerly known as hermaphrodite (or hermaphroditic), however, those terms are now outdated and derogatory.

LGBTQ2S+

LGBTQ2S+ stands for lesbian, gay, bisexual, transgender, queer, two-spirit, plus other gender and sexually diverse people.

Misgendering

To misgender someone is to refer to them as the wrong gender. This can be done purposefully as a means of harassment, or it can happen accidentally, such as when someone uses the wrong pronoun out of habit. Misgendering should be avoided, and always corrected when it does happen.

Nonbinary

Nonbinary, which can also be written as non-binary and is sometimes shortened to “enby,” refers to any gender that is between or outside of the more commonly understood “male” and “female.” Many, but not all, nonbinary people go through a process of social and/or medical gender transition. Nonbinary refers to gender and not to physical sex characteristics and should therefore not be confused with the term “intersex.”

Pronoun

Pronouns are common words that refer to people or objects in place of naming them. Examples of pronouns are words such as “he,” “she,” and “they.” Referring to a transgender or gender diverse person using their chosen pronouns is a basic sign of respect and acceptance and is expected of all Government of Saskatchewan employees.

Trans / Transgender

Transgender, or trans for short, is an adjective describing a person whose sense of personal identity and gender does not correspond with their sex assigned at birth. Transgender, or trans, can be an umbrella term that refers to the trans community, which includes those who are transgender men, transgender women, nonbinary, gender fluid, agender, and many other identities outside of “man” and “woman.”

Transition (Gender) / Transitioning

Gender transition is the process by which an individual (who may identify as transgender) makes life changes in response to, or in order to better express, their gender identity. This is the time in which someone might start changing the way they dress, trying out a new name, or pursuing affirming medical procedures. Gender transition will be different for each person because its end goal is for the person transitioning to feel comfortable and at ease. There is no specific medical procedure required, nor is it required that someone dress or act a particular way – this is all up to the individual, and what they feel most comfortable with or affirmed by.

Transphobia

Transphobia refers to a prejudice against transgender or gender diverse people. This prejudice may be systemic or individual, and either conscious or unconscious. Transphobia can be seen within the queer community, as well as in general society. A person might be transphobic, but ideas, organizations, and procedures can also be transphobic if they result in prejudicial treatment against transgender people.

Two Spirit

Indigenous people who are gender and/or sexually diverse may refer to themselves as Two Spirit. Two Spirit encompasses the interconnectedness of one's own cultural identity, gender, and romantic/sexual identity. Being Two Spirit is a very fluid identity and each community and Indigenous person has their own understanding of what it means to be Two Spirit. Also sometimes referred to as “Two-Spirit” or “Two-Spirited.”

Links:

- [Glossary of LGBTQ Terms](#) from Out & Equal Workplace Advocates

Appendix B: Guiding Questions for Transition Planning

All transitions are unique. Some people will choose to transition only in certain areas of their life (at home with family, for instance).

If you're considering transitioning publicly at work, the following are some things to think about to help organize your thoughts. If you are changing from one work setting to another (one ministry to another, for example), you may want to consider revisiting these questions.

Identity and Identifiers:

It's completely okay for any or all of the following to change once or more during the course of transition.

1. What name do you prefer people to use to refer to you at work?
Note: You do not need to complete a legal name change to go by a new name or nickname in the workplace. Some changes to official records or systems may need a formal documentation.
2. What pronouns would you like people to refer to you with (ex. he/him, she/her, they/them)?
3. What name (and/or pronouns) would you like your employee ID, email address, and signature line to reflect?

Workplace Supports:

Consider talking to your supervisor about the following supports.

1. Think about what facilities you will use. What bathroom or change room would work the best for you?
2. Do you anticipate needing any time off work for medical appointments, surgeries, or for other transition-related needs?
3. Do you need to know what medical coverage you have available through your health care plan?
4. Are there any challenges you foresee that could be alleviated with assistance from your employer?
5. Are there any other ways your employer could help make the transition smooth for you?

Timeline:

Consider a timeline for your transition. Even if you don't know exactly what this looks like right away, it's good to consider how things might unfold. Certain parts of your transition may take longer than others, and that's okay. You can also change the timelines at any step because it is YOUR process.

The timeline can serve as a guide for ensuring that the plan is clear, and that people involved understand their roles and responsibilities. Your timeline might be general at first and get more detailed later on.

1. When will you begin using a new name, if you choose to do so?
2. When will you begin to use your affirming gender pronouns?
3. If you choose to, when will you begin making changes to your gender expression?
4. If you choose to, when will you begin transitioning medically?
5. When would you like colleagues to be made aware of your transition?

Communication:

It might be helpful to think about who you're going to discuss your transition with, and when you might do that. Remember, you are in control of what you share and how you share it.

1. With whom would you like to share your news first? Maybe, a trusted ally, a colleague or your supervisor?
2. Do you have anything you want the colleagues you work most closely with to know? How private would you ideally like your close work colleagues to keep your transition?
3. Would you like to arrange any meetings to discuss your transition (e.g. your supervisor, HR Business Partner)? Topics could include the guiding questions in this resource.
4. Would you like to make an announcement?
 - How widely would you like it shared?
 - Who should make the announcement?
 - Who should employees with questions contact?

Note: Depending on how widely communication about your transition will be shared, management staff beyond your supervisor should be made aware early so they can be prepared to support once the announcement is made.

5. Would you like to be present for any educational sessions or conversations for employees?

As a Government of Saskatchewan employee, you and your eligible family members have access to immediate and confidential assistance for any work, health or life topic through [your Employee and Family Assistance Program \(EFAP\)](#). Accessing EFAP is voluntary and a resource available should you choose to access it.

Appendix C: Manager Considerations – Transition in the Workplace

This list is designed to help guide managers or supervisors through items that may need to be discussed with a transitioning employee. It may be used with or without a formal transition plan. It is important to ensure employee confidentiality as you work through these considerations and remember that these are suggestions to guide discussions, not requirements.

- **Need for a transition plan**

Discuss with the employee if a formal transition plan will be helpful to guide them. Remember, the employee always drives how their transition unfolds in the workplace.

- **Appropriate communication of changes**

In collaboration with the employee, consider who should be informed about the transition (e.g. immediate team, the whole branch, clients, etc.), in what format (e.g. email, in person, cascading messages, intranet announcement, etc.), and who should make the announcement (e.g. employee or the manager). If required, contact HR Business Partners for additional guidance and/or touch base with your Communications branch.

- **Educational sessions or conversations for employees**

Consider if additional educational sessions or conversations can make the transition smoother for the employee and the team. Work with HR Business Partners to arrange educational sessions for employees.

- **Bathrooms/change rooms**

Discuss with the employee the use of bathroom and/or change rooms that work best.

If required, work with the building manager to discuss possible solutions for safe bathroom/ change room use (e.g. single stall washroom options).

- **Paperwork**

Identify what administrative changes might be required to implement the transitioning employee's new name and/or gender (e.g. ID or email changes, system changes, benefit forms, other). Work with your Executive Coordinator or Administrative Assistant through the appropriate processes.

- **Gender-specific work assignments or duties**

If those exist, work with your HR Business Partner to determine adjustments that may be required. Ensure to engage the employee in the discussions.

- **Uniforms, if applicable**

If the uniforms are gendered (if there is a "men's" uniform and a "women's" uniform), discuss with the employee their choice of which uniform to wear (or a combination thereof)

- **Ministry gender-specific policies**

Through the transition process you might come across some gender-specific policies (e.g., Dress Code Policy). Ensure to flag those for review to your Ministry leadership. Connect with your HR Business Partner as needed.

- **Supports for the team and yourself**

In times of change, you and your team might also need additional supports.

[The Employee and Family Assistance Program \(EFAP\)](#) offers a number of services to support managers and supervisors with guidance, consultation and resources to promote and maintain a healthy working environment. Employees have access to immediate and confidential assistance for any work, health or life topic through the program as well.

Appendix D: Sample Email

Below is an example of what an email advising staff of an employee's transition could look like. If used, the transitioning employee and their manager or supervisor should work together to adjust this sample email as required. It is vital that the transitioning employee vets this email, understands how it will be distributed, and consents to its dissemination. Managers should document the employee's consent.

Hello,

I am writing to notify you of a change regarding one of our staff members in [Ministry, Branch or Division].

On [Date], [Former Name of Employee] will have a new name. From that date forward, [Pronoun] will be addressed as [Identified Name]. [Identified Name] will be using [Chosen Pronouns] as their pronouns.

Leadership is working to support [Identified Name] during [Pronoun] transition period. If you have any questions, please contact your supervisor.

We encourage you to review [Gender Transition Guidelines: Supporting Transgender and Gender Diverse Employees in the Workplace](#) to learn more about gender transition in the workplace.

If you are interested in learning more about the LGBTQ2S+ community at the Government of Saskatchewan, please visit the [Pride Alliance Network](#) page on Taskroom.

Thank you for your support in creating an inclusive and safe working environment for everyone within [Ministry, Branch or Division] and the Government of Saskatchewan.

Sincerely,

[Name of Person Sending Email]

Appendix E: Being an Ally

This section is intended to be a resource for anyone interested in knowing what further steps they can take to support transgender and gender diverse friends and coworkers in day-to-day situations.

Listen. Your trans friend might have ideas, concerns, or opinions about gender that you've never considered before. Trust your friend's first-hand experience and the great opportunity to learn through their stories.

Mirror their language. As you listen to trans people, note the language they use to talk about themselves and others. Different trans people use different terms to describe themselves as well as different pronouns. You can pick up their cues and use the language they've used for themselves.

Ask respectful questions. If your friend uses terms you're unfamiliar with, you could ask, "What does that mean for you?" By asking for their particular interpretation of a term, you're indicating that you understand that many terms mean different things to different people.

Do some research. You could be prepared for people's stories and conversations by doing some research into LGBTQ2S+ terminology overall, and trans terms in particular. As noted above, many of these terms have nuances of meaning, but you would have a good foundation of understanding. Your research could expand to include reading about issues that are important to your trans friends.

Educate others. In your everyday life, talk to others about what you've learned about transgender and gender diverse people, and about the transgender and gender diverse people in your life that you admire. Try to correct people who have mistaken views – those who know and trust you will value your opinion more than they might value an article or an argument from someone they don't know.

Respect individuality. As with all other aspects of people's personal lives, each trans person has their own comfort level of disclosure. Some people are happy to share their journey, others keep their story private. If someone shares their story with you, it's respectful to inquire whether that information is confidential or more widely known. As well as individual comfort with their story, each trans person presents themselves to the world in the way they are comfortable: there is no one way to be a trans man, a trans woman, or a nonbinary person.

Create positive spaces. Consider how you can establish an environment where trans and gender diverse people can feel safe. Everyone has a role in making sure that trans and gender diverse people feel equal, respected, and able to be their authentic selves.

Recognize your privilege. If you are a cisgender person, you hold a place of privilege in society. That is, your gender identity and/or gender expression are not the cause of hardships or prejudice for you. As an ally, you have an opportunity to use your privilege to stand with trans people and amplify their voices.

Amplify transgender and gender diverse voices. Respect transgender perspectives and put them front and centre. If you learn something valuable from a trans friend, give them credit when you share it with others. You don't have to refer to their status as a trans person, just name them as the source of your information.

Handling Mistakes. Even with the best of intentions, mistakes happen. What can you do if you accidentally misgender someone (use the wrong pronouns), or say something that you didn't realize was transphobic? Be respectful: admit you were wrong, apologize, and correct yourself.

Appendix F: Additional Resources

The following resources have been compiled for further learning and inquiry.

Creating Authentic Spaces: A Gender Identity and Gender Expression Toolkit by The 519

<https://www.the519.org/education-training/training-resources/our-resources/creating-authentic-spaces>

Extensive, 85-page guide to implementing institutional and social change. This toolkit explores experiences and challenges faced by trans people and supports organizations and individuals to develop approaches to fostering a trans inclusive environment. It covers topics such as “Gender identity, gender expression, and transphobia,” “Full integration: The centre of the circle,” “Challenging prejudice,” “Taking responsibility and being an effective ally,” and “Trans 101 (best practice): The human rights of trans employees in Canada,” and “The ins and outs of policy. An example of best practice: The Ontario *Human Rights Code*.”

The link above is a landing page with a number of links. Besides the link to the Creating Authentic Spaces Toolkit in English, there are links to the French and Spanish versions.

It also has links to a series of useful, colourful, well-designed infographics. The topics of these include: Pronouns, Starting Conversations, Being an Effective Trans Ally, Being a Supportive Peer or Co-worker, Supporting an Employee in Transition, If You Are Transitioning on the Job, Washrooms and Change Rooms, Creating a Welcoming Environment, and Your Rights as a Trans Person.

The 519 is an agency based in Toronto, ON with a long history of working with and supporting trans communities. They produce resource materials and host learning and networking events.

Employee and Family Assistance Program

<https://taskroom.sp.saskatchewan.ca/how-do-i/access-employee-programs/employee-and-family-assistance-program>

Government of Saskatchewan employees and their eligible family members have access to immediate and confidential assistance for any work, health or life concern through the Employee and Family Assistance Program (EFAP), administered by LifeWorks . This includes access to short-term professional counselling, and additional services such as legal and financial support, physical health assistance and career counselling.

Edugraphics, Videos and Articles available from It’s Pronounced Metrosexual

<https://www.itspronouncedmetrosexual.com/>

It’s Pronounced Metrosexual is a website hosted by Sam Killerman, a social justice advocate, writer, artist and speaker. He is well-known for his Genderbread Person and gender-neutral washroom icon.

Resources include: The Genderbread Person; The Sexualtree; Dos & Don’ts When Someone Comes Out to You; Printable Gender-Neutral Bathroom Signs; Intentions vs. Outcomes; The Costs of Marriage Inequality; and several others.

Videos include: Understanding the Complexities of Gender; How to View Gender; What Happens When a Same-Sex Couple Raises a Child?; and others.

Articles include: How to Engage with “All Lives Matter” People; Of Course Biological Sex is Real; The Enemy of Your Enemy; –isms, not –ists; The Privilege Lie; Replacing One Binary with Another; Yes, gender is a social construction. No, that doesn’t mean it’s not real; and many others.

Glossary of LGBTQ Terms from Out & Equal Workplace Advocates

<https://outandequal.org/wp-content/uploads/2019/11/LGBTQ-Terminology-2019.pdf>

This document provides an alphabetical list of the vocabulary of the LGBTQ2S+ community.

Guide to Being an Ally by Parents, Families, and Friends of Lesbians and Gays (PFLAG)

<https://pflag.org/publication/guidetobeingaightally>

This guide starts with the very basics, defining “ally” and what it means in the context of the LGBTQ2S+ community. It is plainly written, has engaging graphics and includes personal stories. This is an easy read with tried-and-true material. PFLAG is a large, grassroots organization based in the United States. Founded in 1973, the organization has had tremendous influence in the progress of support for LGBTQ2S+ people in the United States and beyond.

Healthy Workplaces

<https://staffroom.sp.saskatchewan.ca/Pages/HealthyWorkplaces.aspx>

The Government of Saskatchewan is committed to ensuring workplace health and safety. Employee well-being is critical for public service excellence as outlined in [the Health, Safety and Wellness in the Workplace Policy](#). Ministries, managers, supervisors and employees are actively engaged in developing and implementing approaches to improve health and safety through effective strategies, programming and performance. This includes resources in the Healthy Workplaces Library that promote employees' psychological well-being and prevent psychological harm.

Human Rights of Transgender People from the Saskatchewan Human Rights Commission

https://saskatchewanhumanrights.ca/wp-content/uploads/2020/03/SHRC_Transgender.pdf

This document, produced by the Saskatchewan Human Rights Commission, explains *The Saskatchewan Human Rights Code, 2018* as it pertains to transgender and gender diverse people. It defines discrimination and harassment, as well as the terminology involved in that definition. It explains the law and the duty to accommodate as well.

Inclusion Strategy from the Government of Saskatchewan

<https://staffroom.sp.saskatchewan.ca/Pages/InclusionStrategyActionPlan.aspx>

The Public Service Commission has developed an Inclusion Strategy and Action Plan for the Government of Saskatchewan. The purpose of the Inclusion Strategy is to create an inclusive workplace culture; improve recruitment and retention of diverse candidates; and ensure our programs and services meet the needs of our growing and changing provincial demographics. The strategy helps the Government of Saskatchewan support action plans that remove barriers, create an inclusive workforce and embed inclusion in all aspects of the organization.

Inclusion Toolkit from the Government of Saskatchewan

<https://staffroom.sp.saskatchewan.ca/Pages/InclusionToolkit.aspx>

The Government of Saskatchewan is committed to creating a diverse workforce and inclusive workplace. The toolkit provides tools, resources, best practices and ideas to create a common understanding of diversity and inclusion and build an inclusive culture in our workplaces.

Pride Alliance Network at the Government of Saskatchewan

<https://taskroom.sp.saskatchewan.ca/how-do-i/access-employee-programs/employee-networks>

The Pride Alliance Network (formerly LGBT+ Employee Network) is a group of employees from across the Government of Saskatchewan who are members or allies of the LGBTQ2S+ community. The goal of the Pride Alliance Network is to create a community of LGBTQ2S+ employees and allies, educate Government of Saskatchewan employees about LGBTQ2S+ issues, serve as subject matter experts available for consultation, and create a respectful and positive work environment for all.

Saskatchewan Human Rights Code

<https://saskatchewanhumanrights.ca/wp-content/uploads/2020/03/Code2018.pdf>

This is the electronic version of *The Saskatchewan Human Rights Code, 2018*.

Saskatchewan Medical Transition Guide from The Saskatchewan Trans Health Coalition

<http://www.transsask.ca/resources/guide/>

This guide provides Saskatchewan-based information about various medical interventions that may be part of a gender transition. It has information about the process for accessing various medical interventions such as hormones and surgeries, as well as some general information around cost, and what to expect from each intervention.

The Saskatchewan Trans Health Coalition (STHC) is a coalition of trans patients, activists, advocates, and allies, 2SLGBTQIAP+ (Two Spirit, Lesbian, Gay, Bisexual, Trans, Questioning, Intersex, Asexual, Pansexual) service organizations, along with frontline healthcare practitioners, and administrative/support staff. The coalition's goal is to improve access to and quality of trans and transition related healthcare and mental healthcare in the province of Saskatchewan.

Workers in Transition: A Practical Guide for Union Representatives and Trans Union Members from the Canadian Labour Congress

<https://canadianlabour.ca/workers-in-transition-guide/>

This gender transition guide, created by the Canadian Labour Congress, is a comprehensive resource on transitioning in the workplace. Originally published in 2009, the guide was updated in 2021.

You Are Made of Medicine from the Native Youth Sexual Health Network

<https://www.nativeyouthsexualhealth.com/peersupportmanual>

A Mental Health Peer Support Manual for Indigiqueer, Two-Spirit, LGBTQ+, and Gender Non-Conforming Indigenous youth. It also includes a comprehensive list of further resources.

The Native Youth Sexual Health Network is a grassroots organization of Indigenous youth and intergenerational relatives that work across issues around reproductive health, rights, and justice. Another resource from this organization is the [Two Spirit Resource Directory](#).

Appendix G: LGBTQ2S+ Organizations

The list below includes some examples of organizations that operate within Saskatchewan and across Canada to support transgender and gender diverse persons, as well as all LGBTQ2S+ people.

TransSask Support Services

<https://www.transsask.ca/>

TransSask Support Services is a province-wide non-profit that supports and acts as a resource network for trans-identified, genderqueer, intersex and gender non-conforming individuals, their spouses, family, friends, and allies.

OUTSaskatoon

<https://www.outsaskatoon.ca/>

OUTSaskatoon supports LGBTQ2S+ people of all ages and backgrounds through peer support and counselling, queer-specific education and resources, outreach, social gatherings and events, community referrals, and sexual health services.

UR Pride Centre for Sexuality and Gender Diversity

<https://www.urpride.ca/>

The UR Pride Centre for Sexuality and Gender Diversity is a non-profit service provider housed at the University of Regina. UR Pride provides services and programming for the entire community of Regina, not just for the University of Regina.

Moose Jaw Pride and Saskatchewan Pride Network

<https://moosejawpride.ca/>

Moose Jaw Pride is a registered non-profit corporation that celebrates and supports gender and sexually diverse people through the provision of fabulously inclusive community services and educational opportunities. The Saskatchewan Pride Network, founded through Moose Jaw Pride, seeks to support and empower LGBTQ2S+ people living in smaller communities across Saskatchewan.

Pride at Work Canada

<https://prideatwork.ca/>

Through dialogue, education and thought leadership, Pride at Work Canada empowers Canadian employers to build workplaces that celebrate all employees regardless of gender expression, gender identity, and sexual orientation.

Pflag Canada

<https://pflagcanada.ca/>

Pflag Canada offers peer-to-peer support striving to help all Canadians with issues of sexual orientation, gender identity and gender expression. They support, educate, and provide resources to anyone with questions or concerns.