**Memo to Employees Announcing the Gender Transition of a Co-worker**

**To:** All [Company name] staff

**Re:** Employee gender transition

This memorandum is intended to inform you of an employee’s gender transition and to address some of the most common questions you may have regarding the employee’s transitional period.

Effective today, [*Devin*], who is in the process of a gender transition, will exhibit some personal changes while at work. Below we have provided information that will be necessary for the gender transition.

***Policy***

[Company Name] is committed to treating all employees with respect and dignity. We achieve this by fostering a work environment of acceptance and understanding that is free from discrimination regardless of our employees’ beliefs, race, national origin, ethnicity, age, socio-economic status, physical and mental ability, religion, political affiliation, gender, sexual orientation, gender identity or expression, or other personal characteristics that make our employees unique.

***Definitions***

The Human Rights Commission provides the following definitions:

*Gender Identity:* One’s innermost concept of self as male, female, a blend of both or neither – how individuals perceive themselves and what they call themselves. One's gender identity can be the same or different from their sex assigned at birth.

*Gender Expression:* External appearance of one's gender identity, usually expressed through behavior, clothing, haircut or voice, and which may or may not conform to socially defined behaviors and characteristics typically associated with being either masculine or feminine.

*Gender transition:* The process by which some people strive to more closely align their internal knowledge of gender with its outward appearance. Some people socially transition, whereby they might begin dressing, using names and pronouns and/or be socially recognized as another gender. Others undergo physical transitions in which they modify their bodies through medical interventions.

*Transgender:* An umbrella term for people whose gender identity and/or expression is different from cultural expectations based on the sex they were assigned at birth. Being transgender does not imply any specific sexual orientation. Therefore, transgender people may identify as straight, gay, lesbian, bisexual, etc.

***Names and Pronouns***

*[Devin]* will now be referred to as *[Daria]* at all times. All employees, including managers, supervisors and co-workers, should use the appropriate pronouns *“she”* and *“her”* when referring to *[Daria]* during all verbal and written communication. We expect all employees to continue to treat *[Daria]* with respect as outlined in our policies by not misusing the employee’s name, incorrect pronouns or referring to former gender assignment.

***Restrooms***

*[Daria]* will be using the restroom(s) appropriate to and reflective of her full-time gender presentation. This will be applicable to all company’s facilities including the locker room.

***Difference in Treatment***

Any perception that *[Daria]* is receiving special privileges as result of her transition is inaccurate. All employees are protected by the same laws and policies as *[Daria]*, with regard to race, color, national origin, religion, age, gender, disability, gender expression or identity, and sexual orientation. All employees are entitled to the same kind of accommodations and protections against discrimination that are available to *[Daria]*.

***Religious Beliefs***

Some co-workers may view a person changing his or her gender to be conflicting with their own religious beliefs. We foster and enforce a culture where we recognize, embrace and respect each other’s differences. It is not required that you believe in or accept each other’s choices but rather *[Daria]* and every other employee is required to be treated with respect and dignity at all times.

***Additional Concerns and Questions***

As always, our company has a zero-tolerance policy on harassment and discrimination. The department manager or human resources department will be available to all employees who may have any questions or concerns regarding *[Daria]’s* transition.

We expect that you will maintain an environment of respect, understanding and support while *[Daria]* undergoes this process.

*[Daria]*, the HR department and the department managers thank you in advance for your support and assistance during this process.