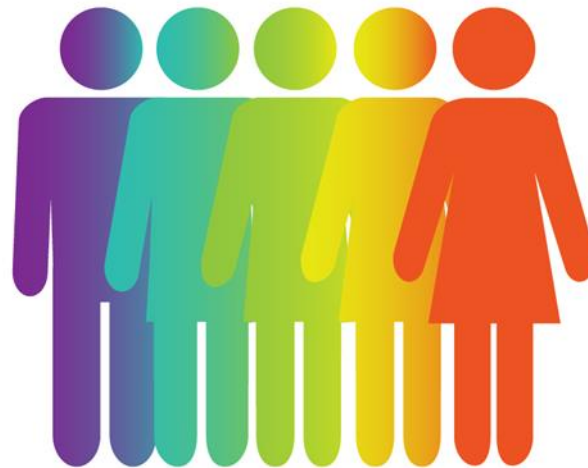


Guide For Managers

on

Gender Identity/Expression Policy and Toolkit



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About This Guide

The purpose of this guide is to provide managers with high level information regarding the features of the Policy and Toolkit.

What is in this guide

- **Policy** purpose and features
- **Toolkit** purpose and features
- Support and resources

Gender Identity/Expression Policy

Purpose

As our workforce continuously changes, it is important that we create an inclusive workplace that is welcoming to all. The purpose of this Policy is to ensure an equitable and respectful environment for gender identity/expression in the workplace. With this in mind, Partners HealthCare is proud to announce the release of a System-wide **Gender Identity/Expression Policy**.

Policy Features

- **Statement**

Partners has included “gender identity/expression” in [its Equal Employment Opportunity \(EEO\) policies](#) to clarify that discrimination against transgender individuals, and all others, is prohibited in our hiring process, our work environment, and in the provision of Partners benefits.

- **Definitions**

We encourage you to get familiar with the Policy definitions (located on pages 2-3 in the Toolkit) so that you can understand and create a supportive environment for gender identity/expression in the workplace.

- **Confidentiality and Privacy**

The [transgender, genderqueer, gender non-conforming, or non-binary identity](#) of a member of the Partners HealthCare workforce (a “Colleague”) must be treated with sensitivity and confidentiality.

Policy Features

- **Restroom and Locker Room Use**

All Partners facilities must grant unrestricted restroom access according to a Colleague's gender identity. If a unisex bathroom does not exist, the transitioning Colleague may decide which bathroom to use.

- **Insurance and Gender Transition**

Transitioning Colleagues, as well as new transgender Colleagues, are entitled to all insurance benefits reflecting their gender identity. Due to the gender-specific nature of medical care administration, Partners will defer to the gender marker that the transgender Colleague, in consultation with their medical provider, uses for insurance purposes.

Toolkit

- **Purpose**

The Toolkit is designed as a resource for managers to support a Colleague who is considering transitioning to their preferred gender, is in the process of transitioning, or has transitioned. It can also be used to increase staff awareness of gender identity issues and combat discrimination against transgender Colleagues.

- **What a Transitioning Colleague Can Expect from Management**

The transitioning Colleague can expect their manager and HR Business Partner to support them to the greatest extent possible and to set the standard for co-worker responses to their transition.

Toolkit Features

- **Preparing for the Workplace Transition**
 - The process of transitioning genders is unique to each individual and differs from person to person.
 - While recognizing that transitions will be different, the Toolkit provides potential actions that a transitioning Colleague **may or may not choose** to take while working at Partners.
 - While there are no “required” steps, some steps are strongly recommended for the transitioning Colleague’s comfort and safety in the workplace, and to assist them in obtaining appropriate institutional support.

Support for Managers

- **Resources**

- **Toolkit for Transitioning Colleagues**
- **Your HR Business Partner**
May assist with the process of transition
- **HR and [Diversity & Inclusion Office](#)**
May assist with the process of transition
- **[Employee Assistance Program](#)**
Provides education on Gender Identity/Expression

- **Articles of Interest**

- *Boston Globe* article on transgender Principal (6/7/17):
 - [Brookline principal Asa Sevelius is finally becoming himself](#)
- *Neurosociety Lab* (5/24/17):
 - [Advocating for Transgender Employees](#)
- GLAAD website (April 2017):
 - [Tips for Allies of Transgender People](#)
 - [Transgender Resources](#)