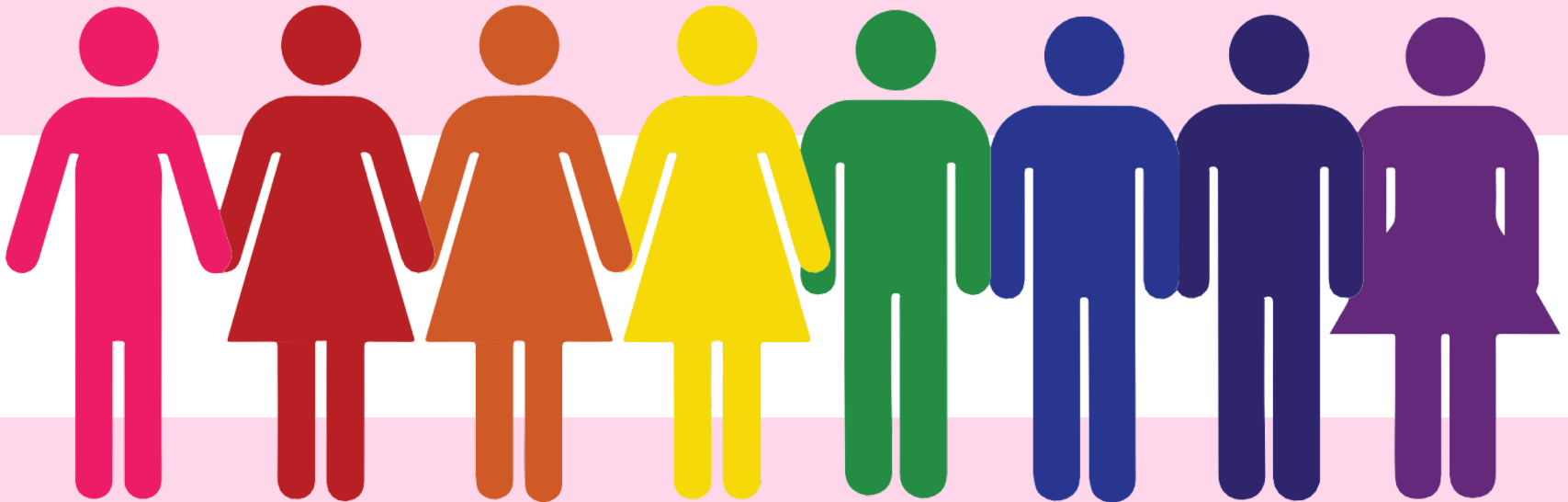# Helping Transgender Employees Transition at the Workplace

IBM's Global Framework

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IBM Workforce Engagement Services

HELPING TRANSGENDER EMPLOYEES MAKE THE TRANSITION AT WORK

Introduction

Note: This content has been designed for a global audience, is based on global, corporate policies and summarizes legal principles applicable in many countries. Because laws and regulations vary by country, some of the content contained in this module may not be applicable in the country in which you work. However, as IBM managers and employees, it is important that you are sensitive to these principles even if the law in your country differs. You will work with IBMers in other countries. IBM complies with the applicable local laws where it operates, and your interactions with IBMers similarly need to be consistent with IBM policies and local laws.

Content includes:
- Workforce Engagement Transition Framework
- How to begin;
- **Explanation on all relevant (local) topics**
- **Privacy, confidentiality, employee consent**
- **Roles and support structure**
- **Provided resources and trainings**

TRANSGENDER: LEADING INCLUSIVELY	>
LGBT: LEADING INCLUSIVELY	>
LESBIAN, GAY, BISEXUAL AND TRANSGENDER (LGBT) ALLY PROGRAM	>
COMMON TERMS USED TO DISCUSS GENDER	>

HELPING TRANSGENDER EMPLOYEES MAKE THE TRANSITION AT WORK

Preparation

What does it mean to be transgender?
Gender Issues and Vocabulary

Your role as a manager is important. You set the tone for the team. By using respectful language and the proper pronouns, you will help to model the way everyone on the team should behave.

Content includes:
- Planning the full process and individual preferences
- Tasks of: Manager, HR partner, Diversity Leader, Legal, Health Services and Diversity Engagement Partner
- How best to stay engaged with the employee
- Communication plan internal (and external)

To understand more about IBM's LGBT+ community, read Bringing My Whole Self to Work.

COMMON TERMS USED TO DISCUSS GENDER >

HELPING TRANSGENDER EMPLOYEES MAKE THE TRANSITION AT WORK

Workshop

How to be an Ally

Helping Transgender Employees Transition at IBM

You may work with the LGBT Global Diversity leader to set up a workshop for your team members as you strive to help both your transgender employee and the rest of your team during the period of transition. Other participants in this workshop can include peer managers as well as upline managers, and others you and the transgender employee choose to invite.

Content includes: Leading Inclusively trainings and video's

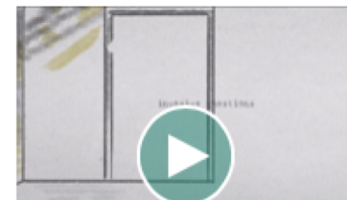The Transgender Journey

Helping Those Who Are Transitioning

Chance Encounters

Issues Transgender People Face

VIDEO

Common Mistakes and How to Avoid Them

HELPING TRANSGENDER EMPLOYEES MAKE THE TRANSITION AT WORK

Support

Continuing to Support Your IBMer

The transgender journey is an ongoing one. You should check back with the employee and with the team on a regular basis to make sure everything is going well. Monitor the workplace for microaggresions (described below) and address them if they arise.

Content includes:
- Monitor and Checks
- Continuous Feedback
- Microagression; Notice & React
- Mentoring possiblities

Recapturing;
- Understand the need of Employee Consent
- Recognise the importance of Privacy and Confidentiality
- Remember that Every Transition is Unique

Additional online trainings and certification include:

LGBT+ ALLY CHAMPIONSHIP
DIVERSITY · INCLUSION · BELONGING
IBM
Practitioner

LGBT
Gay
Lesbian
Bisexual
Transgender
Pride
Respect
Freedom
Rights
Community

LGBT+: Leading Inclusively

Learn more about the **LGBT+ community** and how you can support IBM's diversity mission.

Transgender: Leading Inclusively

Expand your understanding and explore ways IBMers can support the **transgender community**.

Becoming an LGBT+ Ally

Learn more about the important role **Allies** perform in creating an inclusive culture.

Externally
Avalable

6

Supporting the journey
Gender transition in the global workplace

A best practices study based
on IBM's comprehensive approach

**Download whitepaper via ibm.com/diversity
see under "Inclusive IBM"**

Follow up Questions ?

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