

GENDER IDENTITY, SEX AND SEXUAL DIVERSITY GUIDELINES

1.0 Purpose

Research shows that members of The Rainbow Community (LGBTQIA+) often find the workplace unwelcoming or a place where they cannot freely be themselves as they go about their work. The purpose of these guidelines is to ensure that all staff and contractors recognise the need to treat members of these communities with respect and inclusion, and to lay out the principles by which this is achieved.

2.0 Commitment

AUT University is committed to providing a safe, welcoming and inclusive workplace for all staff, regardless of their gender identity, gender expression, sex or sexual orientation.

AUT University does not tolerate or condone discrimination in any form against anyone on these grounds.

3.0 Scope

These guidelines apply to all staff, contractors, and students throughout AUT University.

4.0 Legislation

Human Rights Act 1993

5.0 Principles

AUT University regards discrimination on the grounds of gender identity, gender expression, sex, or sexual orientation towards any staff, contractors, or students as unacceptable and reserves the right to take such actions as are necessary to prevent the occurrence or reoccurrence of any such discrimination.

All employees are required to maintain a workplace environment that is free of discrimination and bullying.

This includes acknowledging and including same-sex spouses and partners and families in the way that opposite sex spouses and families are recognised. It also includes using the correct titles, names and pronouns of transgender, non-binary and/or intersex people.

If staff are transitioning genders the attached procedure in appendix one should be followed if they so wish.

6.0 Obligations

AUT University is committed to providing appropriate and regular training to support its commitment to the rainbow community.

7.0 Definitions

It is commonly understood now that sex, gender and sexuality are not simply either/or categories. For example, not every person is clearly male or female at birth (intersex people are a naturally occurring aspect of human diversity) and not every person identifies as a man or a woman. Instead of either/or categories, we can imagine continuums such as the four below.

Assigned Sex

Male ----- Intersex ----- Female

Gender Identity

Man ----- Genderqueer/Gender fluid ----- Woman

Gender Expression

Masculine ----- Androgynous ----- Feminine

Sexual Orientation

Hetrosexual/Straight ----- Bisexual ----- Homosexual/Gay/Lesbian

Some people will be happy to identify with one end of the continuum, others at another end, and there will also be people who would place themselves in the middle or at any other point in between. This also helps us understand that not every person who is assigned female at birth grows up to identify as a woman, for example. Some people transition genders because their gender identity does not align with their assigned sex, so they move from one end of the gender identity continuum to the other.

Separating out these continua also clarifies the distinction between gender identity and gender expression: some women (gender identity) are masculine (gender expression). Some men (gender identity) are feminine (gender expression). Also, sexual orientation is clearly distinct from gender identity: people of any gender can be straight, gay, lesbian, bisexual, queer, asexual and so on. The term “Rainbow” in this case applies to anyone who does not identify as Heterosexual and Cisgender, which incorporates a very broad range of people.

Some common terms used can be found in appendix two.

Appendix One

Procedure for Staff Transitioning Gender while at Work

This procedure is based on the assumption that the staff member will either continue working or return to work after any agreed period needed. This procedure is based on the assumption that the employee transitioning will be consulted and included in all areas of decision making and that they will set the bounds of what is and is not made public.

There is no one correct way for a person to transition. There are a number of variations of medical, social and surgical interventions that people might choose to employ. Some might take things in slower stages, some might wish to proceed more swiftly. This is entirely at the discretion of the person transitioning.

The employee will provide an estimate of how much leave (if any) will be required. It is then up to HR and the employee to negotiate how much of this can be sick leave, holiday leave, leave without pay etc.

Internal and External Communications

In most cases the organisation will need to communicate internally about this and quite possibly with external stakeholders and customers as well that the employee works with. The employee who is transitioning must be consulted around any communications and give their permission for anything about this process.

Common practice is for the head of the organisation to send out a clear and simple letter explaining that Person A is transitioning gender. This is the name they will be known as from now on, and this is the title (Mr, Ms, Miss, Mx) that will be used when needed. Using the correct name and pronouns is an important issue for those who transition gender.

This letter should also stress that the organisation supports them and still sees them as a valued staff member, and will not tolerate any discrimination or harassment.

This same style of letter can be used to communicate with customers and other external stakeholders.

It must be stressed that all these steps are only taken with the permission of the person who is transitioning.

Changing areas and toilets can be a sensitive issue for some people transitioning and this is a topic that should also be considered.

Appendix Two

Some Common Terms

Bisexual	A person who is emotionally and sexually attracted to any gender.
Fa'afafine	A Samoan term to describe men who have a feminine social role.
Gay	A person who is emotionally and sexually attracted to the same gender. This is more widely used by men than women and is used as both a personal and community identity.
Gender	The socially accepted/expected ideas of how a man or woman should be (see Sex)
Genderqueer	People who do not feel they fit into the binary social categories of man and woman but represent variations along the spectrum of being masculine or feminine. This term is increasing in popularity. Many genderqueer people prefer to use pronouns such as 'they' or 'zie' instead of 'she' or 'he' and the title Mx to indicate they do not see themselves as men or women."
Homophobia	An irrational fear or prejudice against same-sex love and behaviour.
Intersex	People who are born with ambiguous sexual characteristics and are not clearly male or female in biological terms.
LGBTQIA+	Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, Asexual, plus validation of more identities. Also seen as GLBTI or LGBT.
Lesbian	A woman who is primarily emotionally and sexually attracted to other women. This is used as both a personal and community identity.
Pink Plateau	This term is similar to the idea of "the glass ceiling" for women in employment – when a rainbow employee's career doesn't progress in the same way as peers because of bias in the workplace.
Queer	This has two meanings. The old one is an insult used to bully people. The newer one is used as a political identity that captures all people who don't fit the idea of "straight". It is popular with some people in Rainbow communities but not with all.
Rainbow	An umbrella term used to cover all forms of sexual and gender minorities. Anyone who is not Cis/het is considered Rainbow.
Sex	The biological characteristics of being male or female. (see Gender)
Sexuality	This term describes the direction of one's attraction, whether emotional, sexual or romantic, to other humans. Heterosexuality and Homosexuality represent two ends of the spectrum of desire rather than the only two options.

- Straight Ally** Someone in an organisation who publically identifies and acts as a supporter of LGBTQIA+ diversity.
- Takatāpui** The Māori term used to describe same-sex romantic and physical attraction and identity and also used to cover variety in gender expression.
- Transgender** A word that describes a wide variety of people whose gender identity is different to the sex they were assigned at birth.
- Transphobia** An irrational fear or prejudice against people who change their gender or break social gender rules.
- Transsexual** This term is typically used for a person who has changed, or is in the process of changing, their physical sex to conform to their gender identity.

DOCUMENT MANAGEMENT AND CONTROL

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