



What You Need to Know About...

Access and Safety for Trans* and Gender Diverse Staff in Our Schools

 A healthy school begins with the way the adults behave and the example they set.

Trans* or gender diverse individuals have the right to define and express their gender openly. This includes expressing gender identity without fear of unwanted consequences, as well as the right to be treated with dignity and respect.

1 Individual Procedures

KPR staff must consider each employee's needs and concerns separately. Each trans* and gender diverse person is unique and has different needs. An accommodation that works for one employee cannot simply be assumed to be appropriate for another.

Note: Employees have the right to request union labour association representation in all matters relating to gender expression and transition.

2 Gender Expression

All employees have the right to dress in a manner consistent with their gender expression, as required by the professional and safety requirements of the occupation. For transitioning employees, the decision as to when and how to begin to present as the gender they identify, is the individual's choice.

3 Statement of Confidentiality

The trans* identity of an employee is considered confidential and should only be disclosed on a need-to-know basis, and only with the consent of the employee, unless the employee directs otherwise. Transitioning employees are encouraged to participate in the necessary education of their coworkers at whatever level they are comfortable.

In addition, current and prospective-trans* and gender diverse employees who encounter problems concerning identification documentation, such as payroll and insurance forms, are encouraged to raise those concerns with KPRDSB Human Resources or the Equity, Diversity and Inclusion Advisor directly.

HELLO

my name is _____

and I use _____ pronouns.

Accommodation is a shared responsibility.

Everyone involved, including the person asking for accommodation, should cooperate in the process, share information, and jointly explore accommodation solutions.

All employees have a responsibility to:

- recognize the innate rights of their colleagues to their own gender expression
- treat colleagues with respect and avoid any actions that could be taken as harassment or discrimination
- become allies for members of the LGBTQ community in their worksites.

Employees can expect to:

- be able to identify a board-level equity contact(s) who will have LGBTQ-specific knowledge and training
- be supported through this contact in the transition process and with any concerns for trans-accommodations
- be able to seek out professional development opportunities to increase knowledge/understanding of gender identities and expression.



Scenario: A new staff member who has identified herself as trans* and uses the pronouns she, her, hers, has asked where the washroom is.

Good practice: Let her know where the women's washroom is, as well as the single stall washroom as an option. It is, after all, her choice.

4 Pronouns and Name Changes

Employee records and work-related documents should be retained under the individual's legal name (as reflected on identification documents verified at the start of employment), unless and until the individual makes a legal change. Where a person's legal name does not match their preferred name, the preferred name should be used on all documentation, such as e-mail, phone directory, company identification card or access badge, name plate, staff list, etc., except where records must match the legal name, such as insurance documents. In everyday written and oral speech, the preferred name and pronouns should be used when the employee indicates they are ready.

Intentionally addressing a staff member by the incorrect name or pronoun may be considered a form of discrimination and is not tolerated.

Note: Employees who wish to use gender-neutral and gender-inclusive language in KPR schools and workplaces should be supported to do so.

5 Washroom Access

To maintain dignity and respect, all employees have the right to use a washroom that corresponds to their gender identity, regardless of their sex assigned at birth. Staff should not be required to 'prove' their gender (through a doctor's letter, identity documents, etc.). The employee's self-identification is the sole measure of their gender.

Where possible, KPR worksites also will provide an easily accessible all-gender single stall washroom for use by any individual who desires increased privacy, regardless of the underlying reason. However, use of an all-gender single stall washroom should always be a matter of choice and never imposed on an employee.

6 Notification of Transition

Under the Ontario Human Rights Code, employers, unions and service providers have a legal responsibility to accommodate people because of their gender identity. The goal of the accommodation is to allow people to benefit equally from, and take part in, services.

It would be helpful for an employee beginning the transition process to contact either their immediate supervisor, the KPR Equity, Diversity and Inclusion Department or Human Resources before a planned transition date, to speak about their needs and concerns. Transitioning individuals are encouraged to help inform and educate their manager/supervisor and others, to clarify their needs for accommodation. A team approach will be put into place to support the transitioning individual.

Contact Information

Equity, Diversity and Inclusion Department

1-877-741-4577 ext. 2157
equity_diversity@kprdsb.ca



Collecting Personal Information

When creating forms that ask people to provide their sex or gender, it should be asked in a way that is inclusive of all sexes and genders.

Example 1.

Sex: _____

Gender: _____



Example 2.

Sex:

Female Intersex Male

Gender:

Female Gender-independent

Male Transgender

Self-identified: _____



Unresolved Requests

Despite the Board's commitment to accommodate staff, an individual may feel that discrimination has occurred. The Board will, through its Equity, Diversity and Inclusion Policy and Procedures, take reasonable steps to address the unresolved issues raised by the affected person.



There are many terms that individuals use to identify their gender. In this document, trans is an umbrella term that aims to include all gender identities that are not included in the mainstream gender binary (two-part definition) of male or female. "Trans" includes individuals who are Transgender, Gender Non-conforming, Gender Expansive, Gender Independent, Gender Queer, Gender Diverse, and more.